



JOB VACANCIES

The Automobile Association of Kenya (AAK) is a National Motoring Members Club with a long heritage of 100 years dedicated to promoting and safeguarding the interests and safety of its Members while on the road. AAK offers diverse and unique range of technical products and services and is internationally affiliated to the Federation International de L'Automobile (FIA).

As part of our expansion strategy, AAK through the Technical Training Institute has extended to offer Technical skills to individuals interested in pursuing training courses in motor vehicle Valuation, Mechanics, defensive driving among others. AAK's Road Safety Training Institute's mission is to deliver Technical skills and knowledge that significantly increases learners' innovativeness and on-the-job productivity, thereby enhancing their contributions to the goals of their organization.

AAK invites applications from suitably qualified and experienced persons with excellent academic and credentials to provide strategic and visionary leadership to the Road Safety Institute in the position of **Principal** of the Institute. The successful applicants will be expected to take the lead in spurring robust infrastructural development, ensuring financial stability and growth, expansion of innovation and design, develop and market top quality Technical Training Services.

Principal – AA Technical Training Institute

This position will be responsible to the Head of Technical and Commercial Services for managing the AAK Road Safety Training Institute in line with the set curriculum to accomplish business objectives and grow revenue.

Key Responsibilities

Develop short and long term value based business strategies:

- Drive the development and implementation of the strategy for the Technical Training Institute to ensure that it aligns with the overall strategy of the Association.
- Maximize profitability across the current and future products and channel portfolios.
- Provide input to strategic decisions that affect the functional area of responsibility.

Quality Assurance and Service Delivery

- Select the ideal training methods or activities for a particular purpose and audience.
- Develop, maintain and ensure compliance with the established Quality Management System documentation in the institute.

- Ensure compliance with all Association's policies and procedures when performing job duties.
- Develop and implement quality and comprehensive training programmes as per the Curriculum, our customer needs and the regulator.
- Ensure recruitment of qualified and certified trainers and continuous development of the trainers.
- Participate in the procurement of services and ensure AAK appointed service providers meet the required standards.
- Represent AAK in external meetings related with institute operations.
- Evaluate effectiveness of training courses and provide summary reports determining impact of training on the trainee's skills and the organization's corporate goals
- Ensure development and adherence of annual training calendar and budget.

Financial and Process improvement

- Prepare and implement budget for the institute in order to achieve set objectives.
- By means of statistical metrics, assess the business performance of the Association and proffer recommendations that will add value to the Association's bottom line.
- Ensure that all projects are coordinated and completed within set deadlines and available budget.
- Prepare weekly, monthly and quarterly reports to the Chief Executive Officer for decision making.

Customer service

- Build and maintain good working relationships with clients and partners in order to maximize patronage.
- Maintain up-to-date knowledge of training processes, functions and requirements and clients on training related matters.
- Provide marketing support to the marketing team.
- Handle client queries and complaints to ensure customer satisfaction.

Performance Management

- Oversee and coordinate the activities of training team.
- Managing, motivating, coaching, mentoring, monitoring, appraising and evaluating the training team with a view of developing a high performance team.
- Set objectives for training team as well as implement action plans necessary for achieving set targets.
- Ensure the provision of training equipment and materials required for operations.
- Supervise, mentor, coach and develop direct reports.
- Ensure safety within our operations by minimizing operational risks.
- Manage performance and conduct annual staff appraisals and assessments to determine staff training needs.
- Prepare and submit reports.

Minimum job requirements:

For appointment to this position one must meet the following requirements:

- Bachelor's degree in Business Management, Education, or an equivalent.
- Degree or Diploma Automotive engineering will be an added advantage.
- A Master's degree is desirable.
- Trainer of trainer certificate is a must have.
- Significant work experience (at least 5 years) preferably at a Senior Management level in a Training Institute or college.
- Have an excellent understanding of current trends in education and training in Kenya and globally, and a broad awareness of the factors and conditions shaping the development of university education;
- Have demonstrated ability and experience in managing an institution.
- Have excellent organizational, interpersonal and communication skills;
- Have demonstrated ability to network, mobilize training resources.
- Must be of high ethical standards, integrity, accountability, professionalism, teamwork and stewardship.
- Strong computer skills, including Microsoft Office proficiency; familiarity with web delivery tools.
- Outstanding communication skills, both written and verbal
- Exceptional organizational skills, including the ability to handle multiple assignments and prioritize work
- Time and people management skills.

If you believe you are the right candidate for this job apply by sending a cover letter and current CV to jobs@aakenya.co.ke by **29th April 2019**.