

ADVERT NO. NG-CDFB/002/2022: CHIEF MANAGER, CORPORATE PLANNING AND STRATEGY - NG-CDF SCALE 2 (1 post)

a) Requirements for the Job

For appointment to this Position, a candidate must have:

- i. Bachelor's degree in any of the following disciplines: - Economics, Statistics, or equivalent qualification from a recognized institution;
- ii. Master's degree in Economics, Strategic Management, Statistics, or equivalent qualification from a recognized institution;
- iii. Certificate in a leadership course lasting not less than four weeks from a recognized institution
- iv. At least twelve (12) years' work experience; five (5) of which should be in a relevant field at management level;
- v. Certificate in Policy Development or Policy Analysis;
- vi. Membership certificate from a relevant professional body
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results;
- viii. Sound knowledge and understanding of the government development agenda;
- ix. Proficiency in computer applications; and
- x. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

(b) Duties and Responsibilities

The Chief Manager, Corporate Planning and Strategy will report to the Chief Executive Officer and will be responsible for the following:

- i. Preparation and dissemination of the strategic plan of the Board;
- ii. Tracking the implementation of the strategic plan by various departments and prepare progress reports for presentation to the board;
- iii. Undertake annual and mid-term review of the strategic plan implementation;
- iv. Develop, review and issue guidelines for preparing strategic plans in all constituencies through the NG-CDF Committees;
- v. Ensure review and approval of constituencies' strategic plans to enhance quality;
- vi. Prepare Annual work plan for the Board and ensure all departments develop Sectoral and individual work plans, track the implementation and prepare progress reports on quarterly and annual basis for presentation to the board;
- vii. Coordinate conducting of corporate research on topical issues and advise the Board accordingly for decision making;
- viii. Coordinate the collection, analysis and storage of data on the Fund;
- ix. Coordinate the formulation, diffusion and maintenance of ICT policy and procedures in the Board and the constituencies;
- x. Coordinate preparation of policies and guidelines on Monitoring and Evaluation of the Board activities both at the head office and constituency level;
- xi. Coordinate the monitoring and Evaluation of Board activities;
- xii. Coordinate risk Management and ensure compliance with the relevant provisions of the various laws;
- xiii. Coordinate impact assessment of various Board's interventions;
- xiv. Coordinate the development, negotiation, signing and evaluation of performance contracts for the Board and the constituencies/NG-CDFCs;
- xv. Guide departments to formulate and review the relevant departmental plans and policy aligned to the corporate strategic plan;
- xvi. Formulate and coordinate documentation policies, strategies and programs;
- xvii. Co-ordinate the rational use of central technical facilities such as automation and networking of Libraries and Information Centres;
- xviii. Conduct impact assessment of Board interventions and policies;
- xix. Manage the department's budget, monitor expenditure and costs against deliveries;
- xx. Identify departmental training needs and mentor and coach departmental staff;

- xxi. Review various reports on Corporate Planning and Strategy, take necessary action and appraise the board appropriately
- xxii. Prepare and present Board papers to the Board;
- xxiii. Identify staff establishment and capacity needs and propose remedies.; and
- xxiv. Any other duty as may be assigned by the supervisor.

Interested and qualified persons are required to make their applications online through the job application portal on the Board's website: www.ngcdf.go.ke or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5th Floor, during working hours (8 am to 5 pm). Applications may also be sent through post office as per the address provided below so as to reach the Board on or before **February 08, 2022**. For the hard copy applications, the reference No. for the position applied for should be properly indicated on top of the envelope.

Candidates must submit the following documents alongside application

- i. Police Clearance (Certificate of good conduct);
- ii. Duly executed self-declaration form from the Ethics and Anti-Corruption Commission;
- iii. Clearance from Kenya Revenue Authority;
- iv. Clearance from Higher Education Loans Board (HELB);
- v. Clearance from a reputable Credit Reference Bureau.

NOTE

- I. Applicants for the position of Field Operations Officer/Fund Account Manager **MUST** indicate and show prove of their home constituency.
- II. Applications containing false information shall be disqualified.
- III. Details of academic and professional certificates not obtained by closure of the advert shall not be considered.
- IV. Applicants should indicate daytime telephone number, postal address, current salary, names and contact address of 3 referees.
- V. Only shortlisted and successful candidates shall be contacted.
- VI. Canvassing in any form will lead to automatic disqualification.
- VII. The Board is an equal opportunity employer and encourages persons of all gender, minority and marginalized communities, youth and persons living with disabilities to apply.
- VIII. Both hard and soft copies of applications should reach the Board on or before **Tuesday February 08, 2022 latest at 5.00 pm.**

Applications with comprehensive Curriculum Vitae, certified copies of academic and professional certificates and all other requirements should be addressed to: -

The Chief Executive Officer
National Government Constituencies Development Fund Board
Harambee Cooperative Plaza, 5th Floor (Junction of Haile Selassie Avenue & Uhuru Highway)
P.O. Box 46682-00100
NAIROBI