

**KERIO VALLEY DEVELOPMENT AUTHORITY
CAREER OPPORTUNITIES
SEPTEMBER 2023**

1.0 AVAILABLE VACANCIES

Kerio Valley Development Authority is one of the Regional Development Authorities, under the Ministry of East African Community (EAC), the Arid and Semi-Arid Lands (ASALs) and Regional Development, established in 1979 under Cap 441 of the Laws of Kenya.

As part of its growth strategy and enhancing service delivery, the Authority is inviting interested and qualified persons for the positions below:

S/No.	Vacancy	Reference No.	Position No.
1	Director Technical Services	KVDA/HR/TS/2	1
2	Director Business Development	KVDA/HR/BD/2	1
3	Deputy Director Finance	KVDA/HR/F&A/3	1
4	Deputy Director Agribusiness	KVDA/HR/TS/3	1
5	Deputy Director Sales and Marketing	KVDA/HR/BD/3	1
6	Senior Procurement Officer	KVDA/HR/SCM/4	1
7	Irrigation Engineer	KVDA/HR/TS/5	1
8	Resource Mobilization Officer	KVDA/HR/PRD/5	1
9	Senior Human Resource Officer	KVDA/HR/ F&A /4	1

The details of the positions are available on the Authority's website, [http://: www.kvda.go.ke](http://www.kvda.go.ke).

Applicants should submit their applications quoting reference number and include therein copies of academic and professional certificates, cover letter, testimonials,

and curriculum Vitae with three referees on or before **5.00 pm** of **17th October, 2023** to the following address:

***The Managing Director,
Kerio Valley Development Authority,
P.O. Box 2660-30100,
Eldoret.***

OR

recruitment@kvda.go.ke

KVDA is an equal opportunity employer; persons with disability, women, and minority groups are encouraged to apply.

Only shortlisted candidates will be contacted.

2.0 EMPLOYMENT APPLICATION INSTRUCTIONS

Application Stage

1. Application Letter
2. Copy of the National ID or Passport
3. Certified copies of Academic and Professional Certificates
4. Curriculum Vitae (CV)
5. Three Reference letters
6. Certificate from accredited credential agency equating Academic certificates acquired from other countries

Interested applicants are required to note:

1. The names of shortlisted candidates shall be published on the Authority's website and personal emails.
2. Shortlisted candidates will be required to present originals of the following documents during the interview
 - i) National Identity Card
 - ii) Academic and Professional Certificates and Transcripts
 - iii) Any other supporting documents and testimonials
 - iv) Recommendations from relevant Professional Bodies and Associations
3. Any degree acquired from a Foreign University will require a letter of recognition from Commission of University Education (CUE) and
4. Recommendations of at least three (3) referees should be sent separately to address below.
5. Clearance Certificate from Higher Loans Education Board.
6. Clearance Certificate from the Credit Bureau.
7. Current Certificate of Good Conduct.
8. Tax Compliance Certificate.
9. Disability Certificate for People abled differently (PWDS)

3.0 JOB DESCRIPTION AND SPECIFICATION

3.1 JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS FOR THE DIRECTOR, TECHNICAL SERVICES AND OPERATIONS, JOB GRADE KVDA, D4

Vacancy: 1

Terms: Contractual three (3 years) renewable based on performance

(A) JOB PURPOSE

The Director, Technical Services and Operations will be responsible to the Managing Director/CEO for providing strategic leadership and direction in the design, implementation, supervision and commissioning of infrastructure and natural resources development projects and programmes. An officer at this level will be responsible for coordination and management of all activities in the Directorate.

(B) FUNCTIONS

The functions of the Director are as detailed below:

- a. Develop, implement and review policies, strategies, guidelines and procedures on infrastructure and natural resources development;
- b. Identify, initiate, design and implement infrastructure and natural resources projects and programmes;
- c. Assess alternative demands within the Basin on the resources thereof, including agriculture (both irrigated and rain fed), forestry, wildlife and tourism industries, electric power generation, mining, fishing and recommend economic priorities;

- d. Coordinate surveys on land sites and properties;
- e. Initiate studies and carry out surveys of the Basin resources to inform implementation of projects and programmes;
- f. Monitor the design and execution of projects and programmes within the Basin;
- g. Coordinate the present abstraction and use, and the planned abstraction and use, of the natural resources especially water and set up an effective monitoring of such abstraction and usage;
- h. Cause the construction of any works necessary for the protection and utilization of the water and soils of the Basin;
- i. Undertake studies of schemes within the Basin so that human, water, animal, land and other resources are utilized to the best advantage; and;
- j. Provide extension services to communities within the Basin for environmental conservation.

(C) DUTIES AND RESPONSIBILITIES

The Director, Technical Services and Operations will be responsible to the Managing Director/CEO for providing strategic leadership in the management and coordination of the Directorate. Duties and responsibilities entail: -

- (i) Coordinating the development, implementation and review policies, strategies, guidelines and procedures on infrastructure and natural resources development;
- (ii) Initiating the assessment of alternative demands within the Basin on the resources thereof, including agriculture (both irrigated and rain fed), forestry, wildlife and tourism industries, electric power generation, mining, fishing and recommend economic priorities;
- (iii) Coordinating surveys on land sites and properties;
- (iv) Initiating studies and carry out surveys of the Basin resources to inform implementation of projects and programmes;

- (v) Monitoring the design and execution of projects and programmes within the Basin
- (vi) Coordinating the present abstraction and use, and the planned abstraction and use, of the natural resources especially water and set up an effective monitoring of such abstraction and usage;
- (vii) Coordinating the construction of any works necessary for the protection and utilization of the water and soils of the Basin;
- (viii) Spearheading studies of schemes within the Basin so that human, water, animal, land and other resources are utilized to the best advantage;
- (ix) Overseeing the provision of extension services to communities within the Basin for environmental conservation; and
- (x) Coordinating the preparation of the directorate budget, work plans and performance management.

(D) JOB SPECIFICATIONS

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Deputy Director, Engineering Services or Agribusiness or Environment for a minimum period of three (3) years; or at least twelve (12) years relevant work experience in a relevant field, five (5) of which must be in a management level;
- (ii) Bachelor's degree in any of the following fields:- Civil and Structural, Electrical, Mechanical, Water, Agricultural or Biosystems Engineering, or equivalent qualification from a recognized institution;
- (iii) Master's degree in Civil and Structural, Electrical, Mechanical, Water Engineering, Agricultural and Biosystems Engineering, or equivalent qualification from a recognized institution;
- (iv) Leadership Course lasting not less than four (4) weeks from a recognized institution;

- (v) Membership to Engineers Board of Kenya in good standing;
- (vi) Met the requirements of Chapter Six of the Constitution of Kenya;
- (vii) Proficiency in computer applications;
- (viii) Demonstrated professional competence and administrative capability required for planning, direction, control and coordination required for Technical Services and Operations function; and
- (ix) Demonstrated a thorough understanding of national goals, policies and programmes and the ability to translate them into Technical Services and Operations function.

3.2 JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS FOR THE DIRECTOR, BUSINESS DEVELOPMENT, JOB GROUP D4

Vacancy: 1

Terms: Contractual three (3 years) renewable based on performance

(A) JOB PURPOSE

The Director, Business Development will be responsible to the Managing Director/CEO for providing strategic leadership and direction in the development of sustainable revenue streams, management of value addition ventures and identification of new business opportunities to improve the financial base of the Authority. An officer at this level will be responsible for coordination and management of all activities in the Directorate.

(B) FUNCTIONS

The functions of the Director are as detailed below:

- a. Coordinate the development, implementation and review of policies, strategies, guidelines, standards and procedures on business development and operations;
- b. Spearhead the design and review of Standard Operating Procedures (SOPs) for Business Development;
- c. Develop an investment portfolio to inform the Authority on the available investment opportunities;
- d. Liaise with community and other stakeholders for identification, incubation and development of business opportunities;
- e. Develop business plans on the available unexploited investment opportunities for revenue generation;
- f. Initiate market intelligence, studies and surveys to inform business strategies for continuous growth;
- g. Design and implement marketing strategies for products and services;
- h. Coordinate the development of a system for tracking rent remittance and management of debts;
- i. Develop a framework for monitoring and evaluating the performance of various investments within the Basin;
- j. Coordinate the branding of the Authority's products and services;
- k. Coordinate the registration of trademarks patent and copyrights of Authority's products;
- l. Coordinate the adoption and dissemination of emerging technology to enhance production and reduce costs;
- m. Ensure compliance to relevant statutory and regulatory requirements;
- n. Appraise and review business lines to inform continuity or divestiture;

- o. Establish and maintain an integrated business management system to inform operations and business decisions;
- p. Identify and collaborate with partners for sustainability of businesses;
- q. Market and promote the Authority's investment opportunities to possible development partners; and
- r. Innovate new products to respond to customer needs and preferences.

(C) DUTIES AND RESPONSIBILITIES

The Director, Business Development will be responsible to the Managing Director/CEO for providing strategic leadership in the management and coordination of the Business Development function. Duties and responsibilities will entail-

- a. Coordinating the development, implementation and review of policies, strategies, guidelines, standards and procedures on business development and operations;
- b. Spearheading the design and review of Standard Operating Procedures (SOPs) for Business Development;
- c. Overseeing the development of an investment portfolio to inform the Authority on the available investment opportunities;
- d. Coordinating liaison with community and other stakeholders for identification, incubation and development of business opportunities;
- e. Overseeing the development of business plans on the available unexploited investment opportunities for revenue generation;
- f. Initiating market intelligence, studies and surveys to inform business strategies for continuous growth;
- g. Coordinating the design and implementation of marketing strategies for products and services;

- h. Coordinating the development of a system for tracking rent remittance and management of debts;
- i. Spearheading the development of a framework for monitoring and evaluating the performance of various investments within the Basin;
- j. Coordinating the branding of the Authority's products and services;
- k. Coordinating the registration of trademarks patent and copyrights of Authority's products;
- l. Coordinating the adoption and dissemination of emerging technologies to enhance production and reduction of costs;
- m. Ensuring compliance to relevant statutory and regulatory requirements;
- n. Appraising and reviewing business lines to inform continuity or divestiture;
- o. Establishing and maintaining an integrated business management system to inform operations and business decisions;
- p. Coordinating the identification and collaboration with partners for sustainability of businesses;
- q. Overseeing the marketing and promotion of the Authority's investment opportunities to possible development partners;
- r. Coordinating innovation of new products to respond to customer needs and preferences; and
- s. Coordinating the preparation of the directorate's budget, work plans and performance management.

(D) JOB SPECIFICATIONS

For appointment to this grade, an officer must have:-

- a. Served in the grade of Deputy Director, Business Development and Investment or Sales and Marketing or Production for a minimum period of three (3) years or at least twelve (12) years relevant work experience in a relevant field, five (5) of which must be in a senior management level;
- b. Bachelor's degree in any of the following fields:- Commerce, Business Administration/Management, Economics, Finance, Actuarial Science, Entrepreneurship or equivalent qualification from a recognized institution;
- c. Master's degree in Commerce, Business Administration/Management, Economics, Finance, Actuarial Science, Entrepreneurship or equivalent qualification from a recognized institution;
- d. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- e. Membership to a relevant professional body;
- f. Met the requirements of Chapter Six of the Constitution of Kenya;
- g. Proficiency in computer applications;
- h. Demonstrated professional competence and administrative capability required for planning, direction, control and coordination required for Business Development Function; and
- i. Demonstrated a thorough understanding of national goals, policies and programmes and the ability to translate them into Business Development Function.

3.3 JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS FOR THE DEPUTY DIRECTOR FINANCE, JOB GROUP D2

Vacancy: 1

Terms: Permanent & Pensionable

(A) JOB PURPOSE

The Deputy Director Finance will be responsible to the Director Finance and Administration for providing strategic financial leadership and support to ensure sustainable use of financial resources.

(B) DUTIES AND RESPONSIBILITIES

- a. Coordinating the development, implementation and review of policies, strategies, guidelines and procedures on finance and accounts;
- b. Ensuring financial prudence and discipline in financial accounting, planning, treasury management and budgetary controls in compliance with Public Finance Management Act (PFMA) 2012 and International Public Sector Accounting Standards (IPSAS);
- c. Overseeing the development and maintenance of internal financial controls, financial and accounting systems in compliance with relevant laws and regulations;
- d. Coordinating the preparation and submission of financial and management reports in accordance with the laid down guidelines;
- e. Administering and monitoring the Authority's budget in accordance with financial management procedures and guidelines;
- f. Spearheading the preparation of the Authority's annual budget, Ministerial Public Expenditure Review (MPER) and Mid-Term

- Expenditure Framework (MTEF);
- g. Reviewing all contracts to ensure the budgets are in line with the Authority's plans and standards of financial operations;
 - h. Coordinating tax planning and administration in compliance with relevant laws;
 - i. Providing professional advice to management on financial planning, budgeting, cash flow and investments;
 - j. Maintaining books of accounts, accountable documents and Authority's fixed Asset Register;
 - k. Coordinating external financial audits in the Authority;
 - l. Spearheading the development and implementation of the division's strategic plans, budgets, performance contracts and staff performance appraisal;
 - m. Ensuring compliance with principles of good governance, transparency, accountability, ethics and integrity; and
 - n. Managing and developing staff in the division.

(C) JOB SPECIFICATIONS

For appointment to this grade, an officer must have:-

- a. Served in the grade of Senior Accountant/ Senior Finance Officer for a minimum period of four (4) years or in a comparable and relevant position in the public service for a minimum period of ten (10) years, four (4) years of which must be at a management level;
- b. Bachelor's degree in any of the following disciplines:- Commerce, Accounting, Finance, Business Management, Business Administration or its equivalent qualification from a recognized institution; **OR**
Certified Public Accountant II (CPA II) or Association of Chartered Certified Accountants II (ACCA II) or its equivalent qualification from a recognized institution;

- c. Master's degree in any of the following disciplines:- Commerce, Accounting, Finance, Business Management, Business Administration or its equivalent qualification from a recognized institution;
- d. Certified Public Accountant III (CPA-K);
- e. Membership to Institute of Certified Accountants of Kenya (ICPAK) or relevant professional body in good standing;
- f. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- g. Proficiency in computer applications;
- h. Fulfilled the requirements of Chapter Six of the Constitution;
- i. Demonstrated merit and ability as reflected in work performance and results; and
- j. Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the finance and accounts function.

3.4 JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS FOR THE DEPUTY DIRECTOR AGRIBUSINESS, JOB GROUP D2

Vacancy: 1

Terms: Permanent & Pensionable

(A) JOB PURPOSE

The Deputy Director Agribusiness will be responsible to the Director Technical Services for supporting Development and implementation of Agribusiness strategies for sustainable Agriculture, Livestock, and Fisheries for value addition and Technology Transfer.

(B) DUTIES AND RESPONSIBILITIES

- (i) Coordinating development, implementation and review of policies, strategies, guidelines and procedures on agribusiness functions;
- (ii) Coordinating the development and implementation of agribusiness programmes for sustainable agriculture, livestock and fisheries;
- (iii) Overseeing technology transfer in agriculture, adoption of modern technologies and value addition;
- (iv) Overseeing identification and implementation of value addition programmes in crop, livestock, fisheries and beekeeping;
- (v) Overseeing the assessment alternative demands within the Basin on the resources thereof, including agriculture (both irrigated and rain fed) fishing, livestock and pasture production and recommend economic priorities;
- (vi) Initiating relevant studies to inform implementation of agribusiness projects and programmes;
- (vii) Monitoring the execution of agribusiness projects and programmes within the Basin;
- (viii) Overseeing the provision extension services to communities within the Basin for economic empowerment;
- (ix) Overseeing commercial production of varieties of seeds to support agriculture and livestock production within the basin;
- (x) Coordinating development of proposals for new projects in Agriculture, livestock production and honey production;
- (xi) Ensuring compliance with statutory and regulatory requirements including health and safety standards;
- (xii) Establishing linkages and collaboration with relevant stakeholders in the Agriculture and Livestock sector; and
- (xiii) Coordinating the preparation of the division's budget, work plans and performance management.

(C)JOB SPECIFICATIONS

For appointment to this grade, an officer must have:-

- a. Served in the grade of principal Agribusiness officer for a minimum period of four (4) years or in a comparable and relevant position in the public service for a minimum period of ten (10) years, four (4) years of which must be at a management level;
- b. Bachelor's degree in any of the following disciplines: Agribusiness, Agriculture, Agronomy, Horticulture, Livestock, Animal health, Range Management, Animal Health and Range Management, Fisheries and Aquaculture or equivalent qualification from a recognized institution;
- c. Master's degree in any of the following disciplines: Agribusiness, Agriculture, Agricultural Economics, Agronomy, Horticulture, livestock, Animal health, Range Management, Fisheries and Aquaculture or equivalent qualification from a recognized institution;
- d. Membership to a relevant professional body in good standing;
- e. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- f. Proficiency in computer applications;
- g. Fulfilled the requirements of Chapter Six of the Constitution;
- h. Demonstrated professional competence and administrative capability required for planning, direction, control and coordination required for Agribusiness Function; and
- i. Demonstrated a thorough understanding of national goals, policies and programmes and the ability to translate them into Radio- communication and Agribusiness Function.

3.5 JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS FOR THE DEPUTY DIRECTOR SALES AND MARKETING, JOB GROUP D2

Vacancy: 1

Terms: Permanent and Pensionable

(A) JOB PURPOSE

The Deputy Director Sales and Marketing will support the Director Business in implementing and overseeing Sales and Marketing Strategies to drive revenue growth and foster customer loyalty.

(B) DUTIES AND RESPONSIBILITIES

- a. Coordinating the development, implementation and review of policies, strategies, guidelines, standards and procedures on business development and investment;
- b. Spearheading the development of an investment portfolio to inform the Authority on the available business and investment opportunities;
- c. Facilitating the development of business plans on the available unexploited business and investment opportunities;
- d. Monitoring and evaluating the performance of various investments in the Authority;
- e. Coordinating the implementation of emerging technologies in the management of business and investments portfolio;
- f. Ensuring compliance to relevant statutory and regulatory requirements;
- g. Establishing linkages with partners to upscale the level of business and investments in the Authority;
- h. Appraising and reviewing business lines to inform continuity or divestiture;

- i. Facilitating the development of an integrated business management system;
- j. Coordinating the marketing and promotion of the Authority's business and investment opportunities;
- k. Overseeing the identification, incubation and development of business and investment opportunities with community and other stakeholders;
- l. Facilitating the design, implementation and review of Standard Operating Procedures (SOPs) for business development and investments;
- m. Coordinating the registration of trademarks, patent and copyrights for the Authority's products;
- n. Overseeing the collection of rent and preparation of lease documents;
- o. Coordinating the development of systems for tracking rent remittance and management of debts;
- p. Guiding on investigations on property and rental violations;
- q. Coordinating valuation of the Authority's property in conformity with the prevailing market rates;
- r. Overseeing the categorization and allocation of houses and buildings;
- s. Coordinating surveys on business development and investments;
- t. Spearheading the development and implementation of the divisions plans, budgets, and performance contract;
- u. Ensuring compliance with good governance and code of ethics; and
- v. Managing and developing staff in the division.

(C)JOB SPECIFICATIONS

For appointment to this grade, an officer must have:-

- a. Served in the grade of Principal Business Development Officer for a minimum period of four (4) years or in a comparable and relevant position in the public service for a minimum period of ten (10) years, four (4) years of which must be at a management level;
- b. Bachelor's degree in any of the following disciplines:- Commerce, Business Administration/Management, Economics, Finance, Actuarial Science, Entrepreneurship or equivalent qualification from a recognized institution;
- c. Master's degree in any of the following disciplines:- Commerce, Business Administration/Management, Economics, Finance, Actuarial Science, Entrepreneurship or equivalent qualification from a recognized institution;
- d. Membership to a relevant professional body in good standing;
- e. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- f. Proficiency in computer applications;
- g. Demonstrated merit and ability as reflected in work performance and results; and
- h. Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the Business Development and investment function.

3.6 JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS FOR THE POSITION OF SENIOR PROCUREMENT OFFICER , JOB GROUP C4

Vacancy: 1

Terms: Permanent and Pensionable

(A) JOB PURPOSE

The Senior Procurement officer will Support the Deputy Director Supply Chain Management in implementing all aspects of procurement and Supply Chain functions.

(B) DUTIES AND RESPONSIBILITIES

- a. Analyzing and compiling data for the development of supply chain management policies, strategies, guidelines and procedures;
- b. Procuring goods, services and works;
- c. Coordinating issuance of stores;
- d. Inspecting the condition of goods received;
- e. Coordinating the preparation of periodic stores returns;
- f. Preparing requisitions for stocks replenishment;
- g. Keeping safe custody of stores;
- h. Stocktaking and reconciling records;
- i. Opening and evaluating tenders and quotations;
- j. Updating list of prequalified suppliers, consultants and contractors;
- k. Implementing procurement, tender and disposal committees' decisions;
- l. Disposing stores and equipment in accordance to the laid down regulations and procedures;
- m. Preparing periodic inventory reports;

- n. Implementing the provisions of Public Procurement and Asset Disposal Act, 2015 and other Regulations;
- o. Updating and maintaining an inventory of procured equipment, services, vehicles and any other related machinery, goods and works; and
- p. Undertaking market surveys to ascertain value for money for all procurement of goods, services and works.

(C) JOB SPECIFICATIONS

For appointment to this grade, an Officer candidate must have:

- a. Served in the grade of Supply Chain Management Officer I or in a comparable and relevant position in the public service for a minimum period of four (4) years;
- b. A degree in any of the following disciplines: Procurement, Procurement and Logistics, Procurement and Supply Chain Management, Purchasing and Supplies Chain Management or equivalent qualification from recognized institution;
- c. Registered by the Kenya Institute of Supplies Management (KISM);
- d. Fulfilled the requirements of Chapter Six (6) of the Constitution;
- e. Proficiency in computer applications; and
- f. Shown merit and ability as reflected in work performance and results.

3.7 JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS FOR THE POSITION OF IRRIGATION ENGINEER, JOB GROUP C2

Vacancy: 1

Terms: Permanent and Pensionable

(A) JOB PURPOSE

The irrigation Engineer will report to the Director Technical Services for providing technical expertise, innovation, and problem- solving skills to support the Authority's engineering projects, and operations.

(B) DUTIES AND RESPONSIBILITIES

- (i) Developing designs and supervision of project execution;
- (ii) Responsible for the safety operation and maintenance of plant and machinery;
- (iii) Prepare technical construction and installation specifications and ensure strict adherence to set standards;
- (iv) Preparation of the Divisional monthly, Quarterly and annual reports;
- (v) Undertake Coaching and mentorship;
- (vi) Monitoring implementation of the projects and staff productivity;
- (vii) Undertake cost benefit analysis of projects and perform equipment selection;
- (viii) Monitor implementation of performance contract;
- (ix) Coordinate the Implementation of planned activities in the department; and
- (x) Participate in project feasibility studies.

(C) JOB SPECIFICATIONS

For appointment to this grade, an officer must have:-

- (i) Bachelor's degree in any of the following disciplines: Civil/Structural/Electrical/Mechanical/Water/Agricultural/Biosystems Engineering or equivalent qualification from a recognized institution;
- (ii) Registration by the Engineers Board of Kenya;
- (iii) Proficiency in computer applications; and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution

3.8 JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS FOR THE POSITION OF RESOURCE MOBILIZATION OFFICER, JOB GROUP C2

Vacancy: 1

Terms: Permanent and Pensionable

(A) JOB PURPOSE

An Officer at this level will report to the Deputy Director Planning and will support implementation of the Authority's Resource Mobilization initiatives.

(B) DUTIES AND RESPONSIBILITIES

- a. Implementing and reviewing policies, strategies, guidelines, standards and procedures on planning, research, resource mobilization;
- b. Developing Basin based plans for projects and programmes for the Authority;
- c. implementing and reviewing the Integrated Regional

- Development Master Plan (IRDMP);
- d. Developing, implementing and reviewing strategic plan for the Authority;
 - e. Undertaking feasibility studies and surveys and recommending economic priorities for the Authority;
 - f. Updating and maintaining an integrated database and a repository of the basin resources for effective forward planning;
 - g. Coordinating the identification of relevant stakeholders and development partners;
 - h. Developing project proposals and business plans for resource mobilization;
 - i. Undertaking research on projects and activities of the Authority;
 - j. Interpreting and disseminating research findings and recommendations;
 - k. Facilitating the Authority's performance management;
 - l. Preparing the Authority's Public Expenditure Review (PER) and Medium Term Expenditure Framework (MTEF) Budget; and
 - m. Coordinating the provision of library services.

(C) JOB SPECIFICATIONS

For appointment to this grade, an officer must have:-

- n. Served in the grade of Planning Officer II for a minimum period of four (4) years or in a comparable and relevant position in the public service.
- o. Bachelor's degree in any of the following disciplines:- Economics, Economics and Statistics, Statistics, Economics & Finance, Development Studies or equivalent qualification from a recognized institution;
- p. Membership to a relevant professional body in good standing;

- q. Proficiency in computer applications;
- r. Fulfilled the requirements of Chapter Six of the Constitution;
and
- s. Shown merit and ability as reflected in work performance and results.

3.9 JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS FOR THE POSITION OF SENIOR HUMAN RESOURCE OFFICER, JOB GROUP C4

Vacancy: 1

Terms: Permanent and Pensionable

(A) JOB PURPOSE

The Senior Human Resource Officer will support the Deputy Director Human Resource to provide strategic leadership, oversee human resources functions and foster a positive work environment aligned with the Authority's Values.

(B) DUTIES AND RESPONSIBILITIES

- a. Analyzing and compiling data for the development, implementation and review of human resource policies, strategies, regulations, guidelines and procedures;
- b. Implementing human resource management decisions within existing rules, regulations and procedures;
- c. Verifying information relating to recruitment, promotion, leave, transfer and exit documents;
- d. Updating payroll and complement data;
- e. Maintaining accurate record of expiry of contracts, probationary periods, acting appointments and submitting

- reports for decision making;
- f. Analyzing training applications and staff performance appraisals;
 - g. Collating and compiling data on staff performance appraisals;
 - h. Updating the Human Resource Information System;
 - i. Compile agenda and minutes for Human Resource Advisory Committee;
 - j. Review draft correspondences and letters;
 - k. Monitoring employee leave records;
 - l. Identifying staff development programmes;
 - m. Providing support in Human resource planning and recruitment process; and
 - n. Implementing staff welfare schemes including medical cover and Group Life insurance schemes.

(C) JOB SPECIFICATIONS

For appointment to this grade, an officer must have:-

- a. Served in the grade of Human Resource Officer or in a comparable and relevant position in the Public Service for a minimum period of four (4) years;
- b. Bachelor's degree in any of the following disciplines:- Human Resource Management, Business Administration or equivalent qualification from a recognized institution;
- c. Membership to Institute of Human Resource Management in good standing;
- d. Fulfilled the requirements of Chapter Six of the Constitution;
- e. Proficiency in computer applications; and
- f. Shown merit and ability as reflected in work performance and results.