

Job Title	Deputy Director, Administration
Grade	NSDCC 3
Corporation/Organization	National Syndemic Diseases Control Council
Directorate	Human Resource Management and Administration
Department	Administration
Section / Unit	N/A
Location / Workstation	Head Office, Nairobi
Reporting Relationships	
Reports to	Director, Human Resource Management and Administration
Direct Reports	Senior Principal, Administration Officer
Indirect Reports	Principal Administration Officer
Job Purpose	
Responsible for providing leadership in enhancing the office's staff ability to manage and organize office effectively and professionally, developing appropriate office and assets management strategies, developing administrative procedures, planning and controlling administration department budget and providing general administrative services to NSDCC staff.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1) Oversee the development and implementation of property management, security and transport policies, regulation and procedures. 2) Oversee contracted and outsourced services including security and cleaning services. 3) Spearhead the maintenance of updated register of assets. 4) Spearhead scheduling of estate maintenance, oversee repair and maintenance of buildings, vehicles and equipment. 5) Approve movement and transfer of Council equipment. 6) Assess security risks and advising management on risk mitigation measures and property management. 7) Liaise with external law enforcement with external law enforcement officers and relevant organs for security and emergency operations. 	

- 8) Approve and oversee implementation of lease agreements.
- 9) Overseeing management of company fleet.
- 10) Oversee provision of office administrative services.
- 11) Plan and approve appropriate office accommodation and layout; and
- 12) Safeguard the assets of the Council Conflict resolution skills.

II. Operational Responsibilities / Tasks

- 1) Manage the day to day administrative and operational functions of the department in compliance with regulatory and statutory requirements.
- 2) Advise the Director on the implementation of the operations of the department through regular reporting.
- 3) Implement Human Resource Management policies and strategies that attract, retain and motivate employees to higher productivity and succession planning to ensure seamless transition.
- 4) Implement and review records management policy.
- 5) Implement and review fleet management process.
- 6) Performance management of direct reports.
- 7) Coordinate the development and submission of statutory and periodic reports to various government agencies.
- 8) Coordinate formulation, implementation and review of the departmental annual work plans, budgets and procurement and asset disposal plans in line with the performance targets and strategic plan.
- 9) Coordinate the execution of risk management policy and strategies that ensure the departmental has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management.
- 10) Coordinate continuous improvement of business processes and controls in the department and develop mechanisms for corporate consultations, increase public participation and involvement in policies and programs.
- 11) Coordinate implementation of a robust performance management system within the departments through providing oversight of the delivery of the annual performance contract and the strategic plan; and

12) Provide leadership in the Department through supervision, coaching, mentoring, training and development of the departmental staff to ensure an effective and motivated
Job Dimensions:
I. Financial Responsibility
<ol style="list-style-type: none"> 1) Guide on the development of the Department budget and recommend for approval. 2) Recommend approval of expenditure to be incurred in the Department; and 3) Account for resources used within the Department.
II. Responsibility for Physical Assets
Responsible for departmental physical assets i.e., office space, ICT equipment, and furniture including regional offices.
III. Decision Making / Job Influence
<ol style="list-style-type: none"> 1) Strategic decisions. 2) Managerial decisions. 3) Financial decisions. 4) Analytical decision; and 5) Operational decisions.
IV. Working Conditions
The role is performed in an office setting with occasional field assignments locally, regionally and internationally.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
<ol style="list-style-type: none"> 1) Bachelor's Degree in any of the following disciplines: Public Administration, Political Science, Sociology, Business Administration, or equivalent from a recognized institution. 2) Master's Degree in any of the following disciplines: Public Administration, Political Science, Sociology, Business Administration, or equivalent from a recognized institution.
Professional Qualifications / Membership to professional bodies
<ol style="list-style-type: none"> 1) Membership in a relevant professional body where applicable. 2) Leadership course from a recognized institution.
Previous relevant work experience required.
At least ten (10) years relevant work experience three (3) years of which must have been in a management level.
Functional Skills, Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1) Leadership skills. 2) Analytical skills. 3) Interpersonal skills.

- 4) Problem solving skills.
- 5) Counselling skills.
- 6) Computer Skills.
- 7) Report Writing Skills.
- 8) Communication Skills.
- 9) Conflict resolution Skills.
- 10) Time management skills.
- 11) Resilience Skills.
- 12) Integrity and professionalism.
- 13) Creativity and innovative.
- 14) Result-driven.
- 15) Excellent listening skills.
- 16) Mentoring, coaching and leadership skills; and
- 17) Organization skills.