

Job Description for Director Human Resource and Administration

Job Title	Director Human Resource and Administration
Grade	NACC 2
Corporation/Organization	National Syndemic Diseases Control Council
Directorate	Corporate Services
Department	N/A
Section / Unit	N/A
Location / Workstation	Head Office, Nairobi
Reporting Relationships	
Reports to	Chief Executive Officer
Direct Reports	1) Deputy Director, Human Resource Management; and 2) Deputy Director Administration
Indirect Reports	1) Senior Principal Human Resource Officer; and 2) Senior Principal Administration Officer
Job Purpose	
To provide strategic leadership, operational support and advice on financial planning, staff management, information systems, public communication and assets management in compliance with the relevant laws, regulations, policies and standards to ensure seamless and efficient processes in support of the Council's mandate.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1) Provide leadership in the development, implementation and review of effective financial, human capital and management services strategies, policies and procedures for the Council. 2) Spearhead the formulation, implementation and review policies, plans and strategies in the functional areas of Finance and Accounting, Human Resource and Administration, Information Communications Technology and Corporate Communication. 3) Spearhead the implementation of resource mobilization strategies with other Government Agencies, stakeholders and development partners to enhance corporate services towards achieving the Council's Mandate. 4) Oversee the development, implementation and review of financial regulations, strategies, internal controls and plans for effective and efficient use of resources in the Council. 5) Provides overall leadership in the integration of corporate plans and programs in accordance with government guidelines, priorities and the Council's mandate and objectives. 	

- 6) Oversee financing of Council's programmes and advises on financial planning strategies and policies for sustainable development.
- 7) Spearhead the development, implementation and review of financial and accounting control systems to enable the Council to achieve its strategic objectives.
- 8) Advise the board and management on strategies for attraction, development and retention of human capital for realization of Council's Mandates.
- 9) Oversee Local and International fora on policy matters to influence policy direction on Administration and Financial matters.
- 10) Provides leadership in the operations and administration of the Council's Assets for effective, economic and efficient utilizations.
- 11) Provides inputs in the development, implementation and review of the Council's strategic plan.
- 12) Foster a culture that promotes team capability and reflects the values which facilitate performance, professionalism and innovation by staff throughout the Council.
- 13) Spearhead development, implementation and review of strategies towards Human Resources development in the Council.
- 14) Spearhead management of the Council's revenues and expenditure, assets and liabilities and staff payroll.
- 15) Spearhead the development, implementation and review of Directorate annual Work Plans and budgets and Procurement and Assets Disposal plans in line with the Council's performance targets and strategic plan.
- 16) Provide leadership in implementation of staff medical scheme, gratuity, pension scheme and other staff welfare issues.
- 17) Spearhead the development, formulation, implementation and review of appropriate public communication strategies preparing public education materials and communication plans for awareness creation.
- 18) Spearhead the development and implementation and review of corruption prevention and mitigation strategies in the directorate.
- 19) Provide leadership in execution of risk management policy and strategies that ensure the Directorate has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management.
- 20) Spearhead formulation, implementation and review of strategies towards stakeholder management and the enhancement of the corporate image.
- 21) Spearhead the development and implementation of service level agreements and outsourced services in the Directorate.

- 22) Foster a conducive work environment for the Council's as guided by the OSHA Act.
- 23) Oversee the formulation and implementation of ICT strategies, policies and procedures for adoption by Council as well as ICT data protection systems, automation initiatives and business continuity plans.
- 24) Provide leadership in management of corporate social responsibility activities.
- 25) Oversee implementation of a robust performance management system within the Directorate through providing oversight of the delivery of the Annual performance contract and strategic plan.
- 26) Foster a corporate culture that promotes ethical practices and good citizenship within the Directorate; and
- 27) Provide leadership, supervision, coaching, Mentoring, training and development of the Directorate staff to ensure an effective and motivated team.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

- 1) Master's degree in any of the following disciplines: Human Resource Management/ Development or equivalent qualification from a recognized institution; with
- 2) Bachelor's degree in any of the following disciplines: - Human Resource Management/ Development or equivalent qualification from a recognized institution; OR
- 3) Bachelor's degree in any of the following disciplines: Public Administration; Commerce; Business Administration or any other social science degree with Post Graduate Diploma in Human Resource Management/Development or equivalent qualification from a recognized institution.

Professional Qualifications / Membership to professional bodies

- 1) Membership to a professional body in good standing; and
- 2) Leadership course from a recognized institution.

Previous relevant work experience required.

A minimum period of twelve (12) years relevant work experience, five (5) years of which must have been in management position in the Public Service or Private Sector.

Functional Skills, Behavioural Competencies/Attributes:

- 1) Strategic skills.
- 2) Analytical skills.
- 3) Communication skills.
- 4) Negotiation skills.
- 5) Reporting skills; and
- 6) Managerial skills.
- 7) Interpersonal skills.
- 8) Networking and relationship building skills.

- 9) Problem solving skills.
- 10) Mentorship skills.
- 11) Leadership skills.
- 12) Administrative skills.
- 13) Coordination skills.
- 14) Diplomatic