

DEPUTY NATIONAL DIRECTOR

JOB SUMMARY:

This job requires the incumbent to assist the Director in relation to supervising regional co-ordinators as well as development, monitoring and implementation of the NSDP projects consistent with the approved policy guidelines.

KEY DUTIES AND RESPONSIBILITIES:

- Assist in evaluating proposals for the award of contractors under the NSDP and submit considerations to the National Director.
- Assist in ensuring the completion and sign off of contracts award under the NSDP.
- Assist in directing a small team of technical officers engaged in monitoring and implementing approved projects under the NSDP.
- Certify payment to contractors and submit for approval to the National Director.
- Work with key stakeholders to formulate strategies for addressing implementation issues.
- Liaise with partner/implementation agencies to effect approved projects.
- Prepare progress reports as requested/required on the operations of the Programme.
- Facilitate stakeholder participation and the development of Public Awareness Programme relevant to the activities of the NSDP.
- Aid in the preparation of Annual Estimates of Expenditure and other Financial Statements on the Programme.
- Represent the Ministry at various fora.
- Perform other related duties as required by the Permanent Secretary including reporting for emergency/urgent duty.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of project management software.
- Ability to effectively prioritize and execute tasks in a high pressure environment.
- Excellent report writing skills.
- Strong organization and supervisory skills.
- Strong team building skills.
- Strong interpersonal skills.

QUALIFICATIONS AND EXPERIENCE

- Training as evidenced by the possession of a Bachelor's degree in Social Sciences from a recognized University.
- A minimum of three (3) to five (5) years' experience managing programmes/projects in the Public Sector.
- Experience in managing projects of a similar type including field work.
- Experience with procurement administration in the Public Service.
- Experience in Government Financial Administration.
- Or a combination of training and experience.