

JOB ADVERT

Job Title : Senior Education Officer
Salary Scale : U3
Reports to : Principal Education Officer
Responsible for: Education Officer

Job Purpose:

To support the implementation of educational policies, plans and Programmes.

Key Outputs

- i. Guidance to Head teachers and School Management Committees on the implementation of
- ii. educational policies, plans and programmes tendered;
- iii. Educational institutions monitored and status reports produced;
- iv. Education management systems and plans developed; and
- v. Teachers' administrative issues attended to.

Key Functions

- Guiding head teachers and school management committees on the implementation of educational
- policies, plans and programmes;
- Monitoring Educational institution and producing status reports;
- Developing Education management systems and plans; and
- Attending to Teachers' administrative issues.

Person Specifications

(i) Qualifications

- ❖ Should hold an Honours Bachelors Degree with Education from a recognized university or institution.
- ❖ Either a Post Graduate Diploma in Education Planning and Management or Human Resources Management or Public Administration and Management or other related Managerial fields from a recognized University or Institution.

(ii) Experience

At least three (3) years working experience in the teaching profession and education management as Education officer.

(iii) Competences

- ❖ Planning, organizing and coordinating;
- ❖ Human resource management;
- ❖ Coaching and mentoring;
- ❖ Communication;
- ❖ Concern for quality and standards and
- ❖ Time management.

JOB ADVERT

Job Title - Head Teacher

Reports to - Sub County Chief

Salary Scale - U4

Job Purpose

To manage and provide technical guidance/ leadership in the academic and administrative programmes to the institution.

Duties and Responsibilities

- i. To prepare the schemes of work/lesson plans and teach students according to the set timetable;
- ii. To be in charge of overall administration and management of the school;
- iii. To plan for the physical development of the school and professional development of the staff;
- iv. To plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students;
- v. To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the Management Committee;
- vi. To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports;
- vii. To initiate development projects for the school and mobilize resources for their implementation;
- viii. To supervise and appraise all the staff and employees of the institution and assess their performance;
- ix. To prepare progress and summary reports for presentation and submission to the Management Committee and the Ministry of Education and Sports;
- x. To direct activities concerning student admissions, provision of supplies and welfare services;
- xi. To participate in the implementation of the Education Sector reforms related to primary education; and
- xii. To plan and chair meetings on the school.

Person Specification:

(i) Qualification

- Minimum of a Degree in Primary Education or the equivalent of this, from recognized Institutions;
- Must have attended at least four workshops/seminars and four short courses relevant to the profession;

- Registered with the Ministry of Education and Sports; and
- Minimum of twelve years working experience, three of which should have been at Deputy Head Teacher or Principal Education Assistant level with administrative responsibilities.

(ii) Competences

- Organization skills;
- Child Development skills ;
- Management skills, Teaching skills;
- Communication/ Presentation skills;
- Interpersonal skills;
- Evaluation skills;
- Human Resource Management skills;
- Financial Management skills;
- Record Keeping skills;
- Public relations skills;
- Computer literacy skills;
- Curriculum Development;
- Comprehension and Interpretation;
- Report keeping skills;
- Environment and Primary Healthcare;
- Public relations skills;
- Safety and Precautionary measures; and Support for Special Needs students.

JOB ADVERT

Job Title - Deputy Head Teacher

Reports to - Head Teacher

Salary Scale - U5

Job Purpose

To direct, monitor and evaluate academic administration programs.

Duties and Responsibilities

- (i) To prepare schemes of work/lesson plans and teach students according to the set timetable;
- (ii) To assist the Head teacher in the overall administration and management of the school;
- (iii) To supervise the non-teaching and support staff;
- (iv) To ensure effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability;
- (v) To enforce discipline in the school;
- (vi) To organize and assist in the management and implementation of the curriculum;
- (vii) To oversee and co-ordinate the general environmental maintenance and renovations at the school;
- (viii) To act as the minute secretary of the Management Committee;
- (ix) To co-ordinate periodic reviews of the school curriculum;
- (x) To ensure integrity of internal and external exams administration and supervision;
- (xi) To prepare the academic plans, programmes and schedules (time table) of the school; and
- (xii) To participate in the implementation of the Education Sector reforms related to primary education.

Person Specification:

(i) Qualification

- Minimum of a Diploma in Primary Education or the equivalent of this from recognized Institutions.
- Registered with the Ministry of Education and Sports
- Must have attended at least three workshops/seminars and three short courses relevant to the profession
- Minimum of twelve years teaching experience as a qualified Primary teacher, three of which should have been at Senior Education Assistant level or two at Principal Education Assistant or five years at Senior level with administrative responsibilities such as Head of Department, or Co-curricular activities etc.

(ii) Competencies

- Guidance and counseling;

- skills, Pedagogical skills;
- Psychological skills;
- Child development skills;
- Good communication and interpersonal skills;
- Computer literacy skills;
- Curriculum Development;
- Comprehension and Interpretation;
- Report keeping skills;
- Financial management skills;
- Human resource management skills;
- Environment and Primary Healthcare;
- Public relations skills;
- Safety and Precautionary measures; and
- Support for Special Needs students.

JOB ADVERT

Job Title - Senior Education Assistant

Reports to - Principal Education Assistant

Salary Scale - U6

Job Purpose

To plan, teach, examine and assess learners' progress on an on-going basis in order to ensure functional, literacy, numeracy and basic communication skills.

Duties and Responsibilities

- i. To prepare the schemes of work and lesson plans in line with the approved curriculum on a termly and weekly basis respectively.
- ii. To conduct lessons and remedial work according to the set timetable.
- iii. To participate in setting, administering and marking internal and external examinations.
- iv. To carry out continuous assessment and evaluation of pupils performance.
- v. To develop and improve on learning aids/ material
- vi. To carry out child studies and keep a profile for each pupil in the class
- vii. To guide and counsel pupils.
- viii. To participate in class and departmental meetings.
- ix. To serve as teacher on duty.
- x. To participate in co - curricula activities and link the school to the community.
- xi. To participate in the self-assessment and appraisal of the Education Assistants.

Person Specification:

(i) **Qualifications:**

- Minimum of a Grade III Teaching Certificate or equivalent from a recognized institution
- Registered with the Ministry of Education and Sports
- Minimum of six years teaching experience in the primary sector
- Must have attended at least one certified workshop/seminar and two short courses relevant to the profession.

(ii) **Competencies:**

- Guidance and counseling skills,
- Pedagogical skills,
- Psychological skills,
- Child development skills,
- Good communication and interpersonal skills,
- Computer Literacy Skills, Record keeping,
- Environment and Primary Healthcare,
- Safety and Precautionary measures, and
- Support for Special Needs students.

JOB ADVERT

Job Title - Education Assistant

Reports to - Senior Education Assistant

Salary Scale - U7

Job Purpose

To teach, examine and assess learners' progress on an on-going basis in order to ensure functional, literacy, numeracy and basic communication skills.

Duties and Responsibilities

- a. To prepare the schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis.
- b. To conduct lessons and remedial work according to the set timetable.
- c. To participate in setting, administering and marking internal and external examinations.
- d. To carry out continuous assessment and evaluation of pupils performance.
- e. To prepare and select appropriate learning aids/materials for classroom teaching.
- f. To keep and maintain class records /inventory (Registers, records of work , progress reports and equipment)
- g. To guide and counsel pupils.
- h. To participate in class meetings.
- i. To serve as classroom teacher.
- j. To participate in co - curricula activities and community activities.
- k. To conduct any other duties assigned that are related to the profession.

Person Specification:

(i) Qualifications:

- Minimum of a Grade III teaching Certificate or the equivalent from a recognized Institution
- Registered with the Ministry of Education and Sports

(i) Competencies:

- Guidance and counseling skills,
- Pedagogical skills,
- Psychological skills,
- Child development skills,
- Computer Literacy,
- Record keeping,
- Good communication and interpersonal skills,
- Environment and Primary Healthcare,
- Safety and Precautionary measures, and
- Support for Special Needs students

JOB ADVERT

Job Title : Parish Chief

Salary Scale: U5

Reports to: Senior Assistant Secretary/Sub County Chief

Job Purpose

To carry out the overall administration and management of a Parish Unit in the Local Government.

Key Functions

- i. Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;
- ii. Collecting and accounting for Local revenue in the Parish;
- iii. Preparing work plans and budgets for the operations of the Parish;
- iv. Enforcing the implementation of National and Local Government policies, programs and Council bye-laws in the Parish;
- v. Undertaking the mobilization of the Parish Community for Government development programs and projects;
- vi. Providing technical support to the Parish Council on any matters relating to lower Local Government governance;
- vii. Undertaking duties of Secretariat to the Parish Council;
- viii. Managing and monitoring Local Government projects implemented in the Parish;
- ix. Coordinating the maintenance of law and order in a parish;

Person Specifications

(ii) Qualifications

Diploma in Public Administration and Management, Social Work and Social Administration, Development studies or Business Administration.

(iii) Competences:

(a) Technical

- Planning, organizing and coordinating;
- Records management;
- Mobilization skills.
- Public relations and customer care;
- Communicating effectively.

(b) Behavioral

- Ethics and integrity
- Concern for quality and standards
- Networking.

JOB ADVERT

Job Title : Principal Personnel Officer

Salary Scale : U2

Reports to : Chief Administrative Officer

Responsible for : Senior Personnel Officer
Records Management Staff

Job Purpose

To manage, implement and monitor Human Resource policies, strategies, guidelines, rules, regulations; and guide the District Local Government on all matters of Human Resource Planning, Management and Development.

Key Outputs

- i. Human Resource policies, regulations and practices in the District Local Governments initiated, developed and implemented;
- ii. Human Resource sub-sector plans and budgets prepared;
- iii. Submissions for appointment, confirmation, discipline, transfer of staff in the District Local Government prepared;
- iv. Payroll and staffing control system managed and maintained;
- v. Personal records for the staff in the District Local Government efficiently managed.
- vi. Staff advised on career development and counseled;
- vii. Technical departments advised on the interpretation of Public Service Standing orders, Human Resource Policy, staff regulations and other relevant human resource issues;
- viii. Submissions for terminal benefits processed and submitted to relevant authorities for necessary action; and
- ix. Performance of staff in the Human Resource Sub-sector appraised.

Key Functions

- i. Initiating, developing and implementing Human Resource policies, regulations and practices in the Local Governments;
- ii. Preparing plans and budgets for the Human Resource Sub-sector;
- iii. Preparing submissions for the appointment, confirmation, discipline, transfer of staff in the District Local Government;
- iv. Managing and maintaining the payroll and staffing control system in the District Local government;
- v. Supervising the update and safe custody of human resource and other relevant records in the District Local Government;
- vi. Advising and counseling staff on career development;

- vii. Providing technical support to departments on the interpretation of Public Service Standing orders, Human Resource Policy, staff regulations and other relevant human resource issues;
- vi. Processing submissions for terminal benefits of staff and submitting to the relevant authorities for the necessary action; and
- viii. Appraising performance of staff in the Human Resource Sub-sector.

Person Specifications

(i) Qualifications

- An Honors Bachelors Degree in Human Resources/Personnel Management or Social Work and Social Administration (SWSA) or Management Science or any Social Sciences (with personnel Management/Human Resources Management as an option) or Arts (with Personnel Management/Human Resources Management as an option) from a recognized University/Institution.
- A post-graduate Diploma in Human Resource Management or Public Administration and Management from a recognized University/Institution.
- Possession of a Masters Degree in Human Resource Management or Business Administration (Human Resources Management option) or Public Administration and Management shall be an added advantage.

(ii) Experience

- At least six years of professional working experience three of which should have been in the field of Human Resource Management at a Senior Personnel Officer level or Senior Human Resources officer in a public or a reputable Private organization.

(iii) Competences

- i. Planning, organizing and coordinating;
- ii. Managing Employee Performance
- iii. Human Resource Management;
- iv. Team Work;
- v. Communication;
- vi. Ethics and Integrity; and
- vii. Concern for quality and standards.

JOB ADVERT

Job Title : Human Resource Officer

Salary Scale : U4

Reports to : Senior Human Resource Officer

Job Purpose

To participate in Human Resource Management in a Local Government.

Key Outputs

- i. Staff welfare management carried out;
- ii. Human resource management such as recruitment, deployment and staff development executed as per schedule;
- iii. Technical advice provided to the council and Sector Departments on matters related to HRM issues;
- iv. Staff performance monitored through staff appraisal exercise to ensure quality service delivery;
- v. Human Resource Management work plans, budgets and performance reports prepared;
- vi. Human Resource policies, rules, regulations and procedures interpreted;
- vii. Assistance in the management of the payroll provided; and
- viii. Staff lists and related personnel records compiled, reviewed and safely kept.

Key Functions

- i. Carrying out staff welfare management for Local Governments;
- ii. Planning and organising the manpower resource through recruitment, deployment, training utilisation and discharge as per schedule;
- iii. Providing technical advise to the council and technical Departments on matters related to Human Resource Management issues;
- iv. Monitoring staff performance through staff appraisal exercise to ensure quality service delivery;
- v. Preparing Human Resource Management work plans, budgets and performance reports as instructed by the supervisor;
- vi. Interpreting the Human Resource policies, rules, regulations and procedures;
- vii. Providing assistance in the management of the payroll of the Local Governments; and
- viii. Compiling, reviewing and keeping custody of the staff lists and related personnel records.

Person specification

(i) Qualifications

- An Honors Bachelors Degree in Social Work and Social Administration (SWSA) or Human Resources Management or Social Sciences (with Personnel/ Human Resource Management as an option) or Management Science or Business Administration (Management) or Arts(with Personnel/ Human Resource Management as an option) from a recognized University.

(ii) Experience

No work experience in the HRM field is required, but may count as an added advantage.

(iii) Competences

- Human resource management
- Counselling skills
- Concern for quality and standards;
- Ethics and integrity;
- Communication; and
- Time management.

JOB ADVERT

Job Title : Senior Internal Auditor

Salary Scale : U3

Reports to : Principal Internal Auditor

Responsible for : Internal Auditor

Job Purpose

To pre-audit payments to ensure compliance with accounting principles and regulations; and monitor and examine financial operations to ensure value for money.

Key Outputs

- i. Operational financial and accounting systems reviewed to ensure efficiency;
- ii. Procurement and payment procedures audited to facilitate efficient and effective transactions of the Local Government;
- iii. Manpower audit carried out in line with the budgets and laws;
- iv. Stores Audit conducted for safe custody, efficiency and economic usage of resources;
- v. Liaison with the Auditor General in Local Governments audits undertaken; and
- vi. Annual and quarterly departmental work plans and budgets prepared and forwarded to relevant authorities.

Key Functions

- i. Reviewing operational financial and accounting systems to ensure efficiency;
- ii. Auditing procurement and payment procedures to facilitate efficient and effective transactions of the Local Government;
- iii. Carrying out manpower audit in line with the budget and laws;
- iv. Conducting stores audit for safe custody, efficiency and economic usage of resources;
- v. Undertaking Local Governments audits in liaison with the Auditor General; and;
- vi. Preparing and forwarding annual and quarterly departmental work plans and budgets to relevant authorities.

Person Specifications

(i) Qualifications

- Honors Bachelors degree in Accounting or Auditing from a recognized University plus a Post Graduate Diploma in Financial Management or Business Administration or Auditing from a recognized Institution.
- Or full Professional qualifications in Accounting or Auditing from a recognized Institution plus a minimum of Post Graduate Diploma in Financial Management or Auditing from a recognized Institution.

(ii) Experience

- At least 3 years working experience at the level of an Internal Auditor in a public or reputable Organization.

(ii) Competences

- Financial management;
- Accountability;
- Ethics and integrity;
- Concern for quality and standards; and
- Time management.

JOB ADVERT

Job Title : Askari

Salary Scale : U8

Reports to : Office Superintendent

Job Purpose

To provide security services to the organization.

Key Outputs

- i. Premises checked and properly locked at the close of the day;
- ii. Suspects apprehended and questioned for proper identification;
- iii. Visitors directed to the reception for more information;
- iv. Theft cases reported and reports prepared to the authorities;
- v. Premises patrolled to ensure maximum security;
- vi. Security of government vehicles ensured; and
- vii. Security at important entry points kept.

Key Functions

- vii. Checking and properly locking premises at the close of the day;
- viii. Apprehending and questioning suspects for proper identification;
- ix. Directing visitors to the reception for more information;
- x. Reporting theft cases and preparing reports to the authorities;
- xi. Patrolling premises to ensure maximum security;
- xii. Maintaining security of government vehicles; and
- xiii. Keeping security at important entry points.

Person Specifications

(i) Qualifications

- O' Level Certificate with a training in Security.

(iii) Competences

- Security Planning and organizing
- Accountability;
- self confidence;
- Ethics and integrity;
- Communication;
- Public relations and customer care;
- Time Management; and
- Ability to speak Swahili.

JOB ADVERT

Job Title : Assistant Veterinary Officer

Salary Scale : U5

Reports to : Veterinary Officer

Job Purpose

To increase animal production and productivity.

Key outputs

- i. Livestock, other domestic animals and poultry treated and vaccinated;
- ii. Farmers trained on modern animal husbandry methods and animal nutrition;
- iii. Increased number of animal products registered;
- iv. Data on livestock and poultry collected and documented; and
- v. Quarantine enforced.

Key Functions

- i. Treating and Vaccinating livestock, other domestic animals and poultry;
- ii. Training farmers on modern animal husbandry methods and animal nutrition;
- iii. Carrying out meat inspection;
- iv. Collecting and documenting data on livestock and poultry; and
- v. Establishing and enforcing Quarantine.

Person Specifications

(i) Qualifications

- A Diploma in Animal Health, Animal Husbandry, Dairy Husbandry or Ranch Management from a recognised Institution.

(ii) Competences

- Project management;
- Animal management;
- Ethics and integrity;
- Teamwork;
- Communicating effectively ; and
- Time management.

JOB ADVERT

Job Title : Town Agent

Salary Scale : U5

Reports to : Assistant Town Clerk

Job Purpose

To carry out the overall administration and management of the ward of the urban Local Government

Key Functions

- i. Mobilizing the population in the ward to meet their civic obligations;
- ii. Collecting and assessing Taxes and Property rates;
- iii. Maintaining law and order in the Ward;
- iv. Registering all businesses in the Ward;
- v. Arbitrating in simple civil disputes;
- vi. Enforcing population adherence to council policy on hygiene, sanitation and development.
- vii. Performing duties as secretary to the ward;

Person Specifications

(i) Qualifications

- Diploma in Public Administration and Management or Social work and Social Administration, Development studies and Business Administration.

(ii) Competences

(a) Technical

- Planning, organizing and coordinating
- Running effective meetings;
- Communicating effectively;
- Public relations and customer care;
- Self-control and stress management;

(b) Behavioral

- Mobilization skills
- Concern for quality and standards
- Networking.

JOB ADVERT

Job Title : District Natural Resources Officer

Salary Scale : U1 E

Reports To : Chief Administrative Officer

Responsible For : Senior Land Management Officer
Senior Environment and Wetlands Officer
Senior Forestry Officer

Job Purpose

To coordinate, manage the sustainable exploitation and conservation of Natural Resources in the District.

Key Outputs

- i. District natural resources exploited sustainably;
- ii. National Policies and regulations on Natural Resources Management implemented;
- iii. Bye laws and ordinances on natural resources management initiated;
- iv. Provision of extension services on natural resources coordinated and managed;
- v. Security of land tenure ownership and lease holdings managed;
- vi. Technical proposals appraised and environment impact assessment done;
- vii. Work plans and budgets for the Natural Resources sub sector prepared, submitted and managed;
- viii. Advice on natural resources tendered;
- ix. Departmental staff supervised and appraised; and
- x. Performance reports prepared and presented to District Council and other stakeholders.

Key Functions

- i. Enforcing the implementation of National Policies, Rules, Regulations and Council byelaws on
- ii. sustainable exploitation of natural resources;
- iii. Managing the provision of extension services on natural resources;
- iv. Appraising work plans and technical proposals in regard to environment impact assessment;
- v. Preparing and submitting work plans and budgets for the Natural Resources subsector;
- vi. Tendering technical advice to the District Council and other stakeholders;
- vii. Managing issues of land tenure ownership and lease holdings in the district;
- viii. Appraising and ascertaining compliance to land use regulations and the district infrastructure designs. Initiating and advising Council natural resources bye laws and ordinances;
- ix. Supervising and appraising the performance of the departmental staff; and
- x. Preparing and presenting performance reports to the District Council and other stakeholders.

Person Specifications

i) Qualifications

An Honors Bachelor of Science Degree in either Forestry; Wetlands Management; Environmental Studies; Land Management or any other relevant Science Degree plus a Post-graduate Qualification in management studies from a recognized institution.

ii) Working experience

- At least 9 years working experience 3 of which at a Principle level in a natural resources management environment.

(iii) Competences

- Planning, organizing and coordinating;
- Human resource management;
- concern for quality and standards;
- Accountability;
- Communication;
- Concern for quality and standards; and
- Time management.

JOB ADVERT

Salary Scale : U3

Reports to : District Natural Resources Officer

Responsible for : Staff Surveyor

Registrar of Titles

Land Valuer

Physical Planner

Job Purpose

To manage orderly, lawful and sustainable land development in the District.

Key Outputs

- i. Compliance with national Policies, strategies, programmes and guidelines on lands, housing and urban development enforced within the District;
- ii. Development and enforcement of District Council byelaws and ordinances on sustainable use and development of land, and safe, planned housing/ human settlement in line with national standards coordinated;
- iii. Implementation of national lands, housing and urban development initiatives and policies in local governments coordinated, monitored and evaluated;
- iv. Support supervision and technical back-up support on matters of lands, urban development and housing in the lower local governments provided;
- v. Periodic reports on the performance of the Land Management sub-sector of the District prepared and submitted relevant authorities and stakeholders;
- vi. Work plans and budgets for land management programmes and activities prepared and submitted; and
- vii. Departmental staff supervised, coached and their performance appraised.

Key Functions

- i. Enforcing compliance with national policies, strategies, programmes and guidelines on land, housing and urban development within the District;
- ii. Coordinating the development and enforcement of District Council bye-laws and Ordinances on sustainable use and development of land; safe, planned housing and human settlement;
- iii. Coordinating and monitoring the implementation of national lands, housing and urban development initiatives and policies in the District;
- iv. Providing support supervision and technical back-up support to lower local governments on matters of lands, urban development and housing;
- v. Preparing and submitting reports on the performance of the Land Management sub-sector of the relevant authorities and stakeholders;
- vi. Preparing and submitting work plans and budgets for land management programmes and activities; and

- vii. Supervising, coaching and appraising the performance of staff of the Land management Office of the District.

Person Specifications

i) Qualifications

- A Honors Bachelors' degree in Surveying; Geometrics; Law; Land Economics; land Management; Physical Planning; Urban Planning; Regional Planning; or any other relevant qualifications from a recognized University or Institution.

ii) Work Experience

- Working experience of three (3) year's at officer or equivalent level in a reputable organization

iii) Competences

- Planning, organizing and coordinating;
- Records and information management;
- Knowledge of the provisions of the Land Act;
- Problem solving and decision making;
- Communication;
- Ethics and integrity; Accountability; and
- Time management.

JOB ADVERT

Job Title : District Commercial Officer

Salary Scale : U1E

Reports to : Chief Administrative officer

Supervises : Principal Commercial Officer

Job Purpose

To provide leadership, technical support and guidance for the delivery of quality Commercial services in Local Governments.

Key Functions

- i.** Implementing and monitoring policies, programs and laws on Commercial sub sector.
- ii.** Supervising and managing the Commercial sub sector activities, programs and staff.
- iii.** Evaluating and preparing status reports on Commercial sub-sector activities.
- iv.** Managing and accounting for all the resources availed for the sub sector.
- v.** Initiating developmental projects in Tourism, trade, Industry and Cooperatives sub sectors.
- vi.** Developing training programs for both the stakeholders and staff in Tourism, Trade, Industry and Cooperatives.
- vii.** Compiling and, processing commercial sub-sector information, data and statistics to stakeholders.
- viii.** Sensitizing the communities on the Commercial sub-sector services.
- ix.** Providing stakeholders with technical advice on Tourism, Trade, industry and Cooperatives issues.

Person Specifications

(i) Qualifications;

- An Honours Bachelor's Degree in Commerce, Economics, Cooperatives, Business Administration/ Business Studies, Entrepreneurship or Finance and Accounting from a recognised university/institution. Postgraduate qualification in any of the above fields is a must;
- A Postgraduate qualification in Management or Public Administration or an equivalent qualification from a recognized University/Institution is an added advantage.

(ii) Experience

- Nine (9) years of working experience three (3) of which should be at Principal Commercial officer level or equivalent level of experience from a reputable organization.

(iii) Competences;

(a) Technical ;

- Coaching and mentoring
- Planning, organizing and coordinating
- Strategic thinking
- Delegation

(b) Behavioral

- Accountability
- Concern for quality and standard
- Knowledge management
- Networking
- Communicating effectively