



## **VACANCY—CHIEF EXECUTIVE OFFICER, NEPAD/APRM KENYA**

The NEPAD/APRM Kenya Secretariat is a Semi-Autonomous Government Agency under The National Treasury and Planning. The Secretariat is responsible for the overall coordination and monitoring of African Union programmes and projects in Kenya.

Suitably qualified and experienced individuals with excellent credentials are invited to apply for the position of Chief Executive Officer. The successful candidate shall provide sound leadership for the overall management and implementation of the Secretariat's activities and prudent use of its resources.

### **Duties and Responsibilities**

- i) Day to day administration and management of the NEPAD/APRM Kenya Secretariat.
- ii) Develop and recommend strategies, business plans and annual operating budget for approval by the National Governing Council (NGC).
- iii) Establish proper internal monitoring and control systems and procedures.
- iv) Coordinate preparation of proposals and reports for consideration by NGC.
- v) Ensure effective communication between the Secretariat and the NGC.
- vi) Ensure continuous improvement in the quality and value of services and products provided by the secretariat.
- vii) Ensure continuous improvement in the secretariat's financial and operating objectives, goals and results.
- viii) Foster corporate culture that promotes ethical practices within the Secretariat.
- ix) Promote Kenya's effective participation in the activities of the New Partnership for Africa's Development (NEPAD) and the domestication of the African Union (AU) mission's, core principles and values.
- x) Liaise with the NEPAD Continental Secretariat office with a view to promoting the interests of Kenya and the eastern Africa sub-region through the implementation of NEPAD initiatives.
- xi) Develop and maintain a sustainable mechanism for strengthening coordination between NEPAD Continental office, Regional Economic Communities and National Offices in the sub-region.
- xii) Provide strategic direction for accelerating implementation of NEPAD/APRM programmes and projects.
- xiii) Principal spokesperson for the Secretariat.

## **Requirements for appointment**

For appointment to this grade, a candidate must have attained the following qualifications;

- i) Served in the grade of Director or in a comparable and relevant position in the Public Service for a minimum period of (3) years; or in the Private Sector for not less than eighteen (18) years;
- ii) Possess a Bachelor's Degree in a Business/Public Administration, Development Studies, Education, sociology, Political Science/Government, Economics, or any other equivalent and relevant qualification from a recognized institution
- iii) Possess a Master's Degree in any of the following disciplines: Business/Public, Strategic Management, Development Studies, Education, Sociology, Political Science/Government, Economics, or any other equivalent and relevant qualification from a recognized institution.
- iv) Demonstrate a thorough understanding of national objectives, policies, strategies, goals and be able to translate them into NEPAD Programmes
- v) Demonstrate managerial, administrative and professional competence in work performance and results.

## **How to Apply**

Applications from qualified candidates for the above position should apply to the address below enclosing CV with full details of educational and professional qualifications, names and contacts of three (3) referees. Copies of certificates and relevant testimonials should be attached. Completed applications can also be dropped at NEPAD/APRM Kenya Secretariat offices.

Candidates will also be expected to fulfil the requirements of Chapter 6 of the Constitution of Kenya by submitting the following documents:

- (i) Tax compliance certificate from Kenya Revenue Authority (KRA)
- (ii) Clearance certificate from Higher Education Loans Board (HELB)
- (iii) Clearance Certificate from Ethics and Anticorruption Commission (EACC)
- (iv) Clearance certificate from Directorate of Criminal Investigations (DCI) and
- (v) Clearance certificate from Credit Reference Bureau (CRB)

**The Chairman  
NEPAD/APRM Kenya National Governing Council  
State House Avenue - Liaison House, 4th Floor  
P.O Box 46270-00100  
NAIROBI**

***Applications from prospective candidates should be received by 19<sup>th</sup> February, 2020 at 5.00pm. Only shortlisted candidates will be contacted.***