

Grade: 7

Organization:

Department:

Division:

Location / Work station:, Nairobi

Supervisor: Commissioner

Supervisee: Manager - Operations

Job summary:

Provides ongoing support on general Organizational issues, informing Commissioner – CSS of system-wide matters needing attention so as to enable Commissioner – CSS to focus on more strategic challenges and better optimize use of time

DELIVERABLES & ACCOUNTABILITIES

- Consistently monitoring operating environment activities of strategic interest and provide thought leadership on changes taking place in the Authority.
- Lead the strategic mapping process for divisions and research on new methodology on Strategic Management to match to business needs.
- Facilitate the rollout of the Authority Strategy and work with divisional lead to ensure implementation of best practice.
- Champion the process improvement within the Department to attain strategic Objectives, and partners in delivery of strategic programs across divisions for turnarounds tracking & monitoring the roll out.
- Supports the business in the strategic projects rollout and ensures tracking of progress and analysing outcomes using information integrated from varied systems and sources.
- Communicates and coordinates internal and external information from the Commissioner – CSS's office to the Departmental head and external stakeholders.
- Prepares agenda, researches and documents information for meetings involving issues and projects deemed necessary by Commissioner – CSS and proactively ensures successful execution of above.

Academic and Professional qualifications

- Bachelor's degree in Business or related field
- Master's degree in a relevant discipline is an added advantage
- Post graduate degree in a relevant discipline will be added is an advantage
- Professional membership to relevant support services discipline is an added advantage
- Professional training in project management is an added advantage.

Relevant work experience required

- At least seven (7) years of progressive work experience, three (3) of which must have been at a management level

Skills required

- Organization & Leadership skills
- Interpersonal skills
- Performance Management Skills
- Decision-Making skills
- Communication skills

WACH Consultants

- Innovative skills
- Analytical Skills and reporting
- Knowledge and experience in performance management