



RE: VACANT POSITIONS IN EWASO NG'IRO NORTH DEVELOPMENT AUTHORITY (ENNDA).

Applications are invited from qualified persons for the positions shown below: - Interested and qualified persons are requested to make their applications to:

**The Managing Director
Ewaso Ng'iro North Development Authority
P.O Box 203-60300
ISIOLO**

Please Note:

- (i) Candidates should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application.
- (ii) Only shortlisted and successful candidates will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) The Authority is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit. **Therefore, people with disabilities, the marginalized and the minorities are encouraged to apply.**
- (v) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during interviews.
- (vi) It is a criminal offence to present fake certificates/documents.

Applications should reach the Authority on or **before 23rd March, 2021 latest 5.00 pm.**

(1) DIRECTOR, CORPORATE SERVICES - JOB GRADE ENNDA 2 ONE (1) POST - ENNDA/DCS/3/2021.

Basic Salary Scale: Kshs. 152,060– 302,980 p.m., House Allowance Kshs. 56, 000, Commuter Allowance Kshs. 20,000p.m., Annual Leave: 30 working days per financial year; and Medical Cover as provided by the government.

Terms of Service: 3yrs contract renewable based on Performance.

Appointment Specifications

For appointment to this grade, an officer must: -

- (i) Bachelor's Degree in any of the following disciplines: Human Resource Management, Business Administration, Social Sciences; Commerce(Finance/Accounting), Public Administration or its equivalent qualification from a recognized institution;
- (ii) Master's Degree in any of the following disciplines: Human Resource Management, Business Administration, Commerce (Finance/Accounting option), Public Administration or its equivalent qualification from a recognized institution;
- (iii) Certificate in Leadership/Management course lasting not less than four (4) weeks from a recognized institution;
- (iv) Member of Professional body where applicable.
- (v) Have ten (10) years relevant work experience, five (5) of which must have been in a middle management position in a reputable organization or;
- (vi) Have served in the grade of Manager, Human Resource and Administration or Manager, Finance and Accounts or in a relevant and comparable position in the Public Service for a minimum period of three (3) years;
- (vii) Demonstrate professional competency and managerial capability as reflected in work performance and results.
- (viii) Be compliant with Chapter Six of the Constitution of Kenya (2010);
- (ix) Proficiency in computer applications;
- (x) Demonstrated a high degree of professional competence, managerial and Administrative capability as reflected in work performance and results
- (xi) Communication and presentation skills;
- (xii) Leadership and organization skills;
- (xiii) Negotiation skills and strong crisis management and conflict mediation skills;
- (xiv) problem solving skills;
- (xv) Critical thinking and analytical skills;
- (xvi) Interpersonal/people management skills;

Job Description

The Director, Corporate Services will be responsible to the Managing Director/Chief Executive Officer for the overall management of the Corporate Services Function. Duties and responsibilities will entail: -

- (i) Advise the MD/CEO on all corporate service strategies;
- (ii) Overseeing the development of policies, procedures and programmes in corporate services;
- (iii) Oversee the development of effective policies and efficient systems, controls and procedures for all matters relating to HR and Administration, Finance and ICT;
- (iv) Oversee integration of corporate plans and programmes in accordance with government guidelines, priorities and ENNDA'S mission;
- (v) Oversee the human resource function and provide advice on HR matters to the MD/CEO and senior management team;
- (vi) Provide overall leadership in organization development, talent resourcing and staffing, performance management, employee relation, compensation and benefit;
- (vii) Coordinate the designing and implementation of performance management systems within the authority;
- (viii) Oversee records management of the authority;
- (ix) Establish short and long term goals, budgeting for HR expenses;
- (x) Networking with key stakeholders and organizations to achieve goals;
- (xi) Coordinating preparation of respective board paper for finance and human resource board committee;
- (xii) Designing and implementing an accounting and financial management system;
- (xiii) Manage the premises and facilities used by ENNDA including relationship with Landlord and Tenants;
- (xiv) Develop, maintain and oversee property acquisition, management, disposal and rationalization strategies;
- (xv) Direct maintenance and security of the Authority's infrastructural equipment, machinery and facilities;
- (xvi) Overseeing the management of the financial resources and assets;
- (xvii) Facilitating preparation and timely submission of statutory and financial management reports;
- (xviii) Coordinates the authority's preparation and implementation of annual budget;
- (xix) Coordinates and oversee the preparation of quarterly, annual financial reports and statement of accounts;
- (xx) Coordinating the management of human resource;
- (xxi) Facilitating provision of administrative services;
- (xxii) Overseeing the provision of transport, security, and other corporate services;
- (xxiii) Coordinating management of performance and incentive systems;

- (xxiv) Coordinating provision of Information Communication Technology and facilitating automation at the Authority;
- (xxv) Manage, control and administer Authority assets in a manner that best promotes the purpose for which the Authority is established;
- (xxvi) Implement an effective management structure including succession plans;
- (xxvii) Develop effective administrative structures, processes and systems;
- (xxviii) Ensure cooperation among directorates in matters pertaining to human resource development policies and priorities;
- (xxix) Coordinate all the committees in matters relating to human resource;
- (xxx) Undertake staff development programmes and promote good labour relations and work ethics;
- (xxxi) Oversee the creation of a good working environment to achieve work-life balance, health and safety of all employees;
- (xxxii) Control the development, implementation and maintenance of the Authority's information and communications strategy and systems. Direct day-to-day operations of the Directorate;
- (xxxiii) Authorize all expenditures;
- (xxxiv) Ensure compliance with labour laws and regulations and other relevant laws;
- (xxxv) Ensure implementation of any affirmative action;
- (xxxvi) Provide guidance for the proper use and safe operation of authorities Assets;
- (xxxvii) Implement authorities laws, policies and regulation;
- (xxxviii) Participate in negotiations of contracts/agreements with other bodies as may be appropriate in furthering the purposes of the Authority;
- (xxxix) Consolidate Reports from the Regional Offices and Prepare Quarterly /Annual reports;
- (xl) Attendance at meetings and serve as a technical advisor to the Finance and Administration Committee of the Board;
- (xli) Preparation of board committee papers relevant to corporate services.

(2) DIRECTOR, PLANNING, BUSINESS DEVELOPMENT AND INVESTMENTS - ENNDA JOB GRADE 2- ONE (1) POST - ENNDA/DPBDI/3/2021.

Basic Salary Scale: Kshs. 152,060– 302,980 p.m., House Allowance Kshs. 56, 000, Commuter Allowance Kshs. 20,000p.m., Annual Leave: 30 working days per financial year; and Medical Cover as provided by the government.

Terms of Service: 3yrs Contract Renewable Based on Performance

Appointment Specifications

For appointment to this grade, an officer must have: -

- (i) Bachelor's degree in any of following disciplines: Economics, Statistics, Actuarial Science, Development Planning, Development Studies, Business Management, Business Administration, Finance, Marketing or equivalent qualification from a recognized institution;
- (ii) Master's Degree in any of following disciplines: Economics, Development Planning, Development Studies, Business Management, Business/ Public Administration, Corporate Communication/ Public Relations, Social-Sciences, International Relations, Finance, Marketing, Community Development or equivalent qualification from a recognized institution;
- (iii) Certificate in Leadership/Management course lasting not less than four (4) weeks from a recognized institution;
- (iv) Member of Professional body where applicable.
- (v) Have ten (10) years relevant work experience, five (5) of which must have been in a senior management position in a reputable organization or;
- (vi) Have served in the grade of Manager Planning, Monitoring and Evaluation or Manager Business Development, Investments and Enterprise Management or in a relevant and comparable position in the Public Service for a minimum period of three (3) years
- (vii) Demonstrate professional competency and managerial capability as reflected in work performance and results.
- (viii) Fulfilled the requirements of Chapter Six of the Constitution;
- (ix) Proficiency in computer applications;
- (x) Communication and presentation skills;
- (xi) Leadership and organization skills;
- (xii) Negotiation skills and Persuasion Skills;
- (xiii) Strong crisis management and conflict mediation skills;
- (xiv) problem solving skills;
- (xv) Critical thinking and analytical skills;
- (xvi) Interpersonal/people management skills;
- (xvii) Resource Mobilization skills

Job Description

Director, Planning, Business Development and Investments will be answerable to Managing Director/Chief Executive Officer for

- (i) Coordinate the development and monitoring the implementation of long-range integrated basin-based development master plans;
- (ii) Coordinates the development and monitors the implementation of the Authority's Strategic Plans;
- (iii) Coordinates the development and management of the Authority's strategies by identifying and driving execution of strategic initiatives and growth opportunities;
- (iv) Developing and implementing sustainability strategies through income generating investments right from identification of suitable investment projects and appraisal through feasibility studies;
- (v) Overseeing research and innovation that develops new ways of meeting the Authority's goals to achieve its mandate, vision and mission;
- (vi) Organizing programmes/projects in line with the mandate, vision and mission of the Authority;
- (vii) Determining, implementing and monitoring research and development strategies, policies and plans;
- (viii) Leading research projects and coordinating activities of research workers;
- (ix) Interpreting results of research projects and recommending associated product and service development innovations;
- (x) Providing advice on research and development options available to the authority;
- (xi) Coordinating and managing the Authority's result-based performance and accountability system;
- (xii) Coordinating the various studies of schemes within the basin such that human, water, animal, land and other resources are utilized to the best advantage;
- (xiii) Managing an Authority-wide process for the development, execution, and regular tracking of Authority's projects, programmes and investment strategies and milestone achievement;
- (xiv) Monitoring and evaluating basin-based integrated development programmes and projects for effective planning and implementation;
- (xv) Planning and overseeing a comprehensive fundraising/ resource mobilization program with the purpose of securing significant resources for implementation of Authority's projects, programmes and Investments;
- (xvi) Organize stakeholder engagements and public participation;
- (xvii) Advise the MD/CEO on integrated regional development planning for the management and sustainable development of basin-based natural resources and recommend economic priorities;

- (xviii) Oversee the development of new programmes and projects to support the strategic direction of the Authority;
- (xix) Coordinate planning for the development of the basin and initiate investment activities identified from such planning;
- (xx) Coordinating the various studies of schemes within the basin such that human, water, animal, land and other resources are utilized to the best advantage;
- (xxi) Oversee the initiation and development of business plans, investment plans, concept notes and project proposals for various investment opportunities;
- (xxii) Oversee the development and implementation of resource mobilization and investments plans, strategies and approaches for mobilizing resources for investments as well as driving the implementation of Public Private Partnership (PPP);
- (xxiii) Coordinate the establishment of systems, linkages and partnerships with governments, diversified key donors, private sector and other agencies on investments including public private partnerships(PPP);
- (xxiv) Coordinate capacity building on Integrated Regional Development Planning, investments and business development and opportunities within the area;
- (xxv) Oversee the development and implementation of marketing strategies for the Authority's products and services.
- (xxvi) Providing expertise and leadership in development and implementation of result-based monitoring, evaluation and reporting system with detailed guideline for its implementation;
- (xxvii) Support in project design including strategic frameworks (Results framework, log frames);
- (xxviii) Overseeing the establishment and maintenance of a database of natural resources and recommend sustainable utilization measures within the Basin;
- (xxix) Overseeing the development and implementation of information sharing and library policies, standards, procedures, documentation;
- (xxx) Developing new programmes and projects to support the strategic direction of the Authority.
- (xxxi) Providing leadership and direct all Departments and divisions of Planning, Business Development and Investments Directorate, (directly, and indirectly through subordinates), which includes prioritizing and assigning work; monitoring workloads, conducting performance evaluations; ensuring adherence to standards and procedures; developing staff;
- (xxxii) Continuous training, mentoring and supporting of staff for improved performance and succession planning in the Directorate;
- (xxxiii) Liaising with the Parent Ministry, development partners, investors and other stakeholders on projects, programmes, investments;

- (xxxiv) Organizing consultative forums with relevant agencies and stakeholders on integrated development and sustainable utilization of natural resources within the basin;
- (xxxv) Attendance at meetings and serve as a technical advisor to the Planning and Development Committee of the Board;
- (xxxvi) Undertake studies and surveys of the basin;
- (xxxvii) Monitor the implementation of the Annual Performance Contract, Annual work plan, and the Strategic Plan;
- (xxxviii) Identify and secure donor support;
- (xxxix) Create and maintain a database on investment opportunities and development partners;
- (xl) Ensure profitability and sustainability of the enterprises developed by the Authority;
- (xli) Develop the Authority's Medium Term Expenditure Framework (MTEF), annual investment plans and work plans;
- (xlii) Organize stakeholder engagements and public participation;
- (xliii) Identification of new business opportunities and undertaking investments for income generation and financial sustainability of the Authority;
- (xliv) Undertake the cost-benefit analysis of proposed business, research and development activities and investments of the Authority;
- (xlv) Building Capacity on Integrated Regional Development Planning, investments and business development and opportunities within the area;
- (xlvi) Coordinating quarterly and annual reports depending on project requirements;
- (xlvii) Development and strengthening institutional monitoring, inspection and evaluation procedures within the Authority;
- (xlviii) Develop, implement and monitor strategic plans, goals and objectives focused on achieving the Authority's mission and priorities;
- (xlix) Interpreting results of research projects and recommending associated product and service development innovations;
- (l) Monitoring leading-edge developments in relevant disciplines and assessing implications for the authority;
- (li) Publishing results of significant research projects

(3) PRINCIPAL LEGAL OFFICER - JOB GRADE ENNDA 5 ONE (1) POST - ENNDA/PLO/3/2021.

Basic Salary Scale: Kshs. 89,748– 120,270 p.m., House Allowance Kshs. 16, 800, Commuter Allowance Kshs. 8,000p.m., Annual Leave: 30 working days per financial year; and Medical Cover as provided by the government.

Terms of Service: Permanent and Pensionable after successful six (6) months' probation.

Appointment Specifications

For appointment to this grade, an officer must have: -

- i. Have a Bachelor of Law degree (LL.B) from a recognized institution;
- ii. Have a Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- iii. A Master's degree in a relevant field will be an added advantage.
- iv. Be an Advocate of the High Court of Kenya with a current practicing certificate;
- v. Registered with the Law Society of Kenya (LSK);
- vi. Attended a Leadership/Management course lasting not less than four (4) weeks from a recognized institution; and
- vii. Proficiency in computer applications;
- viii. Have Four (4) years post admission experience, two (2) of which should have been in a supervisory role;
- ix. Have served in the grade of Senior Legal Officer or in a relevant and comparable position for a minimum period of Three (3) years;
- x. Have a good understanding of the Authority's mandate and the role of the Legal Services Function; and
- xi. Have demonstrated a high degree of professional competence and managerial ability as reflected in work performance and results.

Job Description

- i. Coordinating initial preparation of response to parliamentary questions;
- ii. Interpreting Government policies and regulations;
- iii. Assist in developing and reviewing legal procedures, programmes and strategies;
- iv. Recommending areas of amendments of contracts and agreements; and
- v. Liaising with other relevant stakeholders on legal matters upon request.
- vi. Handling litigation matters on behalf of the Authority;
- vii. Prepare Initial Agenda papers for the Board's meetings;
- viii. Prompting circulation of Board's minutes;
- ix. Preparing legal briefs;
- x. Receiving sermons for litigation matters and opening court files;

- xi. Managing court diaries and files;
- xii. Managing bring ups on all legal matters;
- xiii. Drafting of court pleadings;
- xiv. Responding to correspondences and issues arising out of court matters;
- xv. Open files for new cases and keep an up to date record of all court cases;
- xvi. Develop and maintain the filing registry for the Division;
- xvii. Manage and update the court diary;
- xviii. Update the record on laws of Kenya;
- xix. Assist the corporation secretary in preparing board papers including photocopying binding and circulation;
- xx. Assist in attending to claimants and external advocates queries;
- xxi. Following up payments of judgments award, claimant lawyers and claimant from finance division;
- xxii. Prepare reports on litigation matters;
- xxiii. Assist in preparing and implementing the work plans of the Division;
- xxiv. Assist in ensuring that annual returns are promptly filed with the relevant authorities;
- xxv. Rendering professional legal advice on laws guiding financial and procurement procedures; and
- xxvi. Advice on insurance services to indemnify the Authority from any risks.
- xxvii. Ensure that insurance policies and performance bonds for contractors are always up to date;
- xxviii. To inform contractors to renew performance bonds and insurance; and
- xxix. Any other task as may be assigned by Management from time to time.

(4) INFORMATION COMMUNICATION TECHNOLOGY OFFICER - JOB GRADE ENNDA 7 ONE (1) POST - ENNDA/ICTO/3/2021.

Basic Salary Scale: Kshs. 55,840– 72,241 p.m., House Allowance Kshs. 13, 000, Commuter Allowance Kshs. 6,000p.m, Annual Leave: 30 working days per financial year; and Medical Cover as provided by the government.

Terms of Service: Permanent and Pensionable after successful six (6) months' probation.

Appointment Specifications

For appointment to this grade, an officer must have: -

- I. Have a Bachelor's degree in any of the following disciplines: Computer Science, Information Science, Mathematics and Computer Science, Business Information Technology, Information Communication Technology or an equivalent qualification from a recognized institution;
- II. Fulfilled the requirements of Chapter Six of the Constitution;
- III. Proficiency in computer applications;
- IV. Communication and presentation skills;
- V. problem solving skills;
- VI. Critical thinking and analytical skills;

Job Description

- (i) Coordinating periodic data collection for updating the website and all organizational portals;
- (ii) Providing updates on emerging information communication technology trends and advice on best practices to be adopted by the Authority;
- (iii) Evaluating and recommending the suitability of Information Communication Technology equipment;
- (iv) Coordinating training of Information Communication Technology hardware personnel and users;
- (v) Develop and implement a comprehensive and effective help desk service to provide technical support to systems users;
- (vi) Maintain an up-to-date knowledge of all developments relevant to information technology and cyber security and upgrade internal systems as necessary;
- (vii) Supporting the roll-out of new applications and systems in Government by providing prerequisite data;
- (viii) Maintaining the Authority's Database and Information System

- (ix) Installing and configuring computer hardware operating systems and system applications;
- (x) Monitoring and maintaining computer systems and networks;
- (xi) Ensure the website and other relevant e platforms have Authority's updated data
- (xii) Conducting electrical safety checks on computer equipment;
- (xiii) Setting up new users' accounts and profiles and dealing with password issues and assisting staff or clients set up systems and resolve administrative issues;
- (xiv) Troubleshooting system and network problems and diagnosing and solving hardware or software faults;
- (xv) Researching and recommending the best suited hardware and software for the organization in relation to technology advancement and the Authority's specific needs;
- (xvi) Offer support and trainings to users of the Authority's systems;
- (xvii) Design of Local Area Network (LAN) and Wide Area Network (WAN);
- (xviii) Writing and testing computer programs according to instructions and specifications;
- (xix) Participating in the implementation of the computer systems;
- (xx) Providing user support;
- (xxi) Undertaking repair and maintenance of Information Communication Technology (ICT) equipment and associated peripherals;
- (xxii) Monitoring the performance of ICT equipment and reporting any faults for further action.