

## **JOB DESCRIPTION**

**JOB TITLE:** Secretary General and Head of Civil Service

**MINISTRY:** Office of the President

**GRADE:** Fixed

**REPORTS TO:** His Excellency, the President

**RESPONSIBLE FOR:** Head of Departments

**PURPOSE:** To provide leadership and spearhead the overall administration of the Civil Service.

**QUALIFICATIONS:** Master's degree in Public Administration, Public Policy, Economics or related fields

**EXPERIENCE:** 20 years of relevant Public Service experience

### **SKILLS**

- Leadership
- Public Financial Management
- Planning and Budgeting
- Public Policy
- Strategic Management
- Conflict Resolution
- Negotiation
- Analytical
- Interpersonal
- People Management
- Diplomacy
- Change Management
- Communication

### **RESPONSIBILITIES**

- 1. Responsible for the strategic direction of the Civil Service**
- 2. Responsible for being Chief Presidential Adviser on the wider Public Service**
- 3. Responsible for the day to day administration of the Civil Service**
- 4. Responsible for the day to administration of the Office of the President**

## **DUTIES**

### **R1: Responsible for the strategic direction of the Civil Service**

- a) Provides leadership and direction to the civil service
- b) Ensures the observance of the code of ethics, and fostering of professionalism and a merit-based system
- c) Ensures that all government departments align their departmental strategies to the overall government blue print
- d) Directs and oversees the policy processes in consultation with Permanent Secretaries and other Head of Departments
- e) Oversees the Civil and Public Services reform processes to ensure effective and efficient service delivery

### **a) R2: Responsible for being Chief Presidential Adviser on the wider Public Service**

- b) Serves as Principal adviser on matters relating to the public service to ensure efficient functioning of the public service
- c) Represents the President and Government in high level meetings and negotiations
- d) Advices on the establishment appointment of Public Service Board members

### **a) R3: Responsible for the day to day administration of the Civil Service**

- b) Ensures the effective implementation of all government policies and plans
- c) Ensures the efficient functioning of the machinery of government
- d) Chairs Permanent Secretaries' forum (s), retreats and meetings
- e) Supervises and manages the performance of the Secretary to Cabinet, Permanent Secretaries and Heads of Public Enterprises
- f) Advises the President on the appointment, redeployment of Permanent Secretaries and other statutory appointments
- g) Selects competent candidates to fill the category V positions of the Civil Service in consultation with the relevant stakeholders
- h) Promotes cordial relationship between Ministers and civil servants
- i) Approves travel clearances for Permanent Secretaries and other Head of Departments

**R4: Responsible for the day to administration of the Office of the President**

- a) Serves as the administrative head of the Office of the President
- b) Oversees the development and review of strategic plans
- c) Oversees and ensures the effective implementation of strategic plans
- d) Ensures the efficient execution of the Office of the President's budget
- e) Assigns tasks and delegates responsibilities

## **JOB DESCRIPTION**

**JOB TITLE:** Secretary to Cabinet

**MINISTRY:** Office of the President

**DIVISION/UNIT:** Cabinet Office

**GRADE:** Fixed

**REPORTS TO:** Chairman of Cabinet (The President)

**RESPONSIBLE FOR:** Head of Unit

**PURPOSE:** To coordinate Cabinet engagements

**QUALIFICATIONS:** Master's degree in Public Administration, Public Policy or any related field

**EXPERIENCE:** 15 years of satisfactory work experience

### **SKILLS**

- Communication
- People Management
- Coordination
- Excellent Writing
- Analytical
- Proof reading and editorial
- Diplomatic
- People Management

### **RESPONSIBILITIES**

- 1. Responsible for coordinating Cabinet Meetings**
- 2. Responsible for managing post Cabinet Meetings**
- 3. Responsible for day-to-day administration of the Cabinet Office**

## **DUTIES**

### **R1. Responsible for coordinating Cabinet Meetings**

- a) Receives Presidential instructions on meeting agendas and announcement of Cabinet meetings
- b) Prepares agenda from the Register of Memoranda and Running List of Outstanding Businesses
- c) Submits agenda to the President for approval
- d) Prepares an agenda notice and circulates agenda to all Cabinet Ministers prior to meetings
- e) Scrutinises Cabinet Memoranda to ensure compliance with guidelines
- f) Oversees the review of submitted Cabinet Papers for inclusion in the Agenda
- g) Establishes quorum to facilitate the conduct of Cabinet meetings
- h) Takes minutes of Cabinet proceedings in order to have accurate records of Cabinet Conclusions
- i) Prepares Cabinet Conclusions to outline Cabinet decisions

### **R2. Responsible for managing post Cabinet Meetings**

- a) Keeps records of all Cabinet documents
- b) Communicates and conveys Cabinet conclusions/minutes to all relevant entities for their information and, or, necessary action
- c) Tracks implementation of Cabinet decisions
- d) Conduct follow-ups on outstanding Cabinet conclusions
- e) Coordinates the digitization of Cabinet records
- f) Prepares Register of Memoranda
- g) Prepares Register of extracts from Cabinet Conclusions to indicate where extracts have been sent for action
- h) Prepares Register of Outstanding Business after the conclusion of every Cabinet meeting

### **R3. Responsible for day-to-day administration of the Cabinet Office**

- a) Coordinates the day to day administration of the Cabinet Office
- b) Administers oaths for newly appointed public officers
- c) Assists the Secretary General and Head of Civil Service in the day to day running of the Office of the President and the wider public service

## **JOB DESCRIPTION**

**JOB TITLE:** Permanent Secretary

**MINISTRY:** All Ministries

**DEPARTMENT:** Administration

**REPORTS TO:** Minister/Secretary General

**RESPONSIBLE FOR:** Deputy Permanent Secretary, all Division/Unit Heads

**PURPOSE:** To provide overall leadership and technical guidance to the Ministry

**QUALIFICATIONS:** Master's degree in Public Administration, Public Policy, Human Resource Management or any relevant field

**EXPERIENCE:** 15 years of relevant Public Service experience

### **SKILLS**

- Leadership
- Public Financial Management
- Planning and Budgeting
- Policy formulation
- Cabinet Paper Preparation
- Report Writing
- Negotiation
- People Management
- Communication

### **RESPONSIBILITIES**

- 1. Responsible for Policy formulation and Implementation**
- 2. Responsible for the day to day Administration of the Ministry**

### **DUTIES**

#### **R1: Responsible for Policy Formulation and Implementation**

- a) Coordinates the formulation and review of sectoral policies and plans in order to ensure attainment of national development objectives
- b) Prepares cabinet papers/briefs in order to obtain approvals for policies and provide updates on key activities

- c) Coordinates, plans, and budgets for staff and activities of the Ministry, to ensure the smooth running of the activities and operations of the Ministry
- d) Coordinates the preparation of annual work plans in order to implement the activities of the Ministry
- e) Oversees quarterly reviews of the Ministry's action plans to ensure implementation of activities
- f) Advises the minister on appropriate policies and related issues
- g) Provides overall leadership and technical guidance in the management and operations of the Ministry
- h) Coordinates the conduct of monthly meetings with line institutions in order to monitor the implementation of sector policies and plans
- i) Coordinates the quarterly and yearly review of the activities of line institutions in order to assess the implementation of sectoral policies and plans
- j) Serves as a board member of relevant public institutions

**R2: Responsible for the day to day Administration of the Ministry**

- a) Manages and accounts for expenditure within budgetary provisions
- b) Ensures proper accountability, rationality and the cost-effective use of resources
- c) Coordinates budget execution in order to ensure timely release of resources to implement activities
- d) Carries out negotiations on behalf of the Ministry
- e) Oversees contractual obligations between the Ministry and other entities
- f) Chairs monthly Senior Management Team meetings
- g) Reviews the Daily Mail order and assign or delegate tasks to staff accordingly
- h) Projects a positive image and enhance good public relations with the public so as to promote understanding and protect the image of the Ministry

## **JOB DESCRIPTION**

**JOB TITLE:** Deputy Permanent Secretary

**DEPARTMENT:** Administration

**GRADE:** 12

**REPORTS TO:** Permanent Secretary

**RESPONSIBLE FOR:** Principal Assistant Secretary, Principal Accountant, Senior Procurement Officer, Principal Records Officer

**PURPOSE:** To provide administrative and managerial support in the effective functioning of the Ministry

**QUALIFICATIONS:** Master's Degree in Human Resources Management, Public Administration or any related field

**EXPERIENCE:** 10 years of relevant Civil Service experience

### **SKILLS**

- Leadership
- People Management
- Human Resource Planning
- Public Finance Management
- Report Writing & Presentation skills
- Budget preparation & execution
- Communication

### **RESPONSIBILITIES**

- 1. Responsible for assisting the day to day administration of the Ministry**
- 2. Responsible for the smooth Budget Execution**

### **DUTIES**

#### **R1: Responsible for assisting the day to day administration of the Ministry**

- a) Reviews the Daily Mail Folder in order to take necessary action
- b) Assists in coordinating Senior Management Team meetings
- c) Supervises staff to ensure punctuality at work
- d) Ensures the availability of office supplies to facilitate smooth office operations



- e) Ensures a clean and healthy work environment
- f) Manages routine vehicle maintenance to ensure proper maintenance of office fleet
- g) Deputises the Permanent Secretary

**R2: Responsible for smooth Budget Execution**

- a) Participates in the preparation of the Ministry's yearly budget
- b) Approves funds in the IFMIS to facilitate timely disbursement of funds
- c) Serves as a member of the Contracts Committee to facilitate the efficient procurement and timely execution of the ministry's activities

## **JOB DESCRIPTION**

**JOB TITLE:** Secretary, Public Service Commission

**MINISTRY:** Public Service Commission

**GRADE:** 12

**REPORTS TO:** Chairman

**RESPONSIBLE FOR:** Deputy Secretary, Accountant, Planner

**PURPOSE:** To advice and support government policy on Civil Service recruitment, development and discipline

**Qualification:** Master's degree in Public Administration, Public Policy, Human Resources Management, Management or any relevant field

**EXPERIENCE:** 10 years of relevant Civil Service experience

### **SKILLS**

- Public Finance Management
- Budgeting
- Negotiations
- Customer Relations
- Public Policy
- Monitoring and evaluation
- Report writing
- Communication
- IT
- Leadership
- People Management
- Change Management
- Analytical

### **RESPONSIBILITIES**

- 1. Responsible for the coordination of the HR functions of the Office Responsible for budgeting and financial management**
- 2. Responsible for the day to day administration of the Public Service Commission**
- 3. Responsible for providing policy advice to the Commission**

### **DUTIES**

**R1: Responsible for coordination of HR functions of the Office**

- a) Coordinates Training Needs Assessments for staff within the Secretariat
- b) Receives and addresses staff complaints

- c) Nominates staff for training
- d) Enforces and monitors staff discipline in conformity with legal instruments
- e) Sets performance targets and monitors staff performance
- f) Coordinates staff performance appraisals

**R2: Responsible for budgeting and financial management**

- a) Coordinates the preparation of annual work plans and budget
- b) Verifies and approves financial expenditure in the IFMIS
- c) Allocates equipment and financial resources to staff
- d) Prepares the HR Budget for the budget bilateral

**R3: Responsible for day-to- day administration of the Office**

- a) Reviews the Mail folder and assigns duties to staff
- b) Prepares agenda for Commission sittings
- c) Reviews and finalises minutes of Commission meetings
- d) Prepares the Annual Activity Report of the Commission
- e) Attends meetings relevant to the Office

**R4: Responsible for providing policy advice to the Commission**

- a) Analyses and interprets policy for the commission to make an informed decision
- b) Reviews and finalises draft vacancy advertisements
- c) Serves as a lead adviser to the Commission on the submissions received from sectors

## **JOB DESCRIPTION**

**JOB TITLE:** Governor

**MINISTRY:** Ministry of Lands & Regional Government (MoLRG)

**GRADE:** 12

**REPORTS TO:** Permanent Secretary (MoLRG)

**RESPONSIBLE FOR:** Deputy Governor, Accountant

**PURPOSE:** To promote the development agenda of the government at the regional level and ensure the provision of the development needs of the region

**QUALIFICATIONS:** Master's degree in Public Administration, Development Studies, Local Governance or any other relevant

**EXPERIENCE:** 10 years of relevant work experience

### **SKILLS**

- Negotiations
- Conflict resolution
- leadership
- Budget Planning & execution
- Report writing & presentation
- Diversity Management
- People Management
- Time management

### **RESPONSIBILITIES**

- 1. Responsible for monitoring and coordinating rural development projects**
- 2. Responsible for facilitating peaceful co-existence between communities**
- 3. Responsible for the day to day administration of the Office**

### **DUTIES**

**R1: Responsible for monitoring and coordinating rural development projects**

- a) Coordinates all central government interventions in the region
- b) Reviews regional government departments' yearly work plans

- c) Coordinates/chairs Technical Advisory Committee (TAC) meetings in order to provide updates on the implementation of regional development projects
- d) Carries out resource mobilization in order to secure funding for regional development projects
- e) Signs project cheques to facilitate disbursement of project funds
- f) Prepares quarterly and annual reports on regional development projects

**R2: Responsible for facilitating peaceful co-existence between communities**

- a) Coordinates conflict resolution or mediations in order to resolve disputes
- b) Settles land disputes between and within communities

**R3: Responsible for the day to day administration of the Office**

- a) Signs regional sub-treasury cheques to facilitate payments
- b) Oversees the implementation of projects and programmes
- c) Coordinates and conducts sensitizations and community engagement campaigns in order to communicate and promote the government development agenda, policies, programmes and activities.
- d) Reviews the Mail folder and assigns tasks appropriately

## **JOB DESCRIPTION**

**JOB TITLE:** Deputy Governor

**MINISTRY:** Ministry of Lands & Regional Government (MoLRG)

**GRADE :** 11

**REPORTS TO:** Governor

**RESPONSIBLE FOR:** Support Staff

**PURPOSE:** To assist in the administration of the office of the Governor

**QUALIFICATIONS:** Master's degree in Public Administration, Development Studies, Local Governance or related fields

**EXPERIENCE:** 7 years of relevant work experience

### **SKILLS**

- Negotiations
- Conflict resolution
- leadership
- Budget Planning & execution
- Report writing & presentation
- Diversity Management
- People Management

### **RESPONSIBILITIES**

**1. Responsible for assisting the monitoring and coordination of rural development projects**

**2 Responsible for assisting in the day -to- day administration of the Office**

### **DUTIES**

**R1: Responsible for assisting the monitoring and coordination of rural development projects**

- a) Assists coordinate all central government interventions in the region
- b) Carries out field visits to development project sites in order to monitor progress

- c) Participates in Technical Advisory Committee meetings
- d) Participates in community engagement campaigns

**R2: Responsible for assisting in the day -to- day administration of the Office**

- a) Participates in conflict resolution mediations in order to resolve disputes
- b) Coordinates and facilitates the conduct of internal meetings with stakeholders
- c) Prepares updates and reports for the Governor
- d) Responds to requests and correspondences
- e) Deputises the Governor in meetings/official functions

## **JOB DESCRIPTION**

**JOB TITLE:** Principal Assistant Secretary

**MINISTRY:** All

**DEPARTMENT:** Administration

**REPORTS TO:** Deputy Permanent Secretary

**RESPONSIBLE FOR:** Senior Assistant Secretary

**GRADE:** 10

**PURPOSE:** To provide day to day administrative support for the efficient running of the Ministry

**QUALIFICATIONS:** Master's degree in Public Administration, Public Policy, Human Resource Management or related fields

**EXPERIENCE:** 5 years of satisfactory work experience

### **SKILLS**

- Planning and Budgeting
- Report Writing
- Communication
- People Management
- IT

### **RESPONSIBILITIES**

**R1: Responsible for providing support for the effective administration of the Ministry**

### **DUTIES:**

**R1: Responsible for providing support for the effective administration of the Ministry**

- a) Assists in managing the human resource of the ministry
- b) Conducts basic training needs assessment for staff
- c) Assists in the filling of the Ministry's vacant positions
- d) Participates in the formulation of policies
- e) Assists monitor the implementation of plans
- f) Reviews submissions to the Ministry in order to provide briefs to management



- g) Participates in the preparation of the Ministry's yearly budget
- h) Participates in the development and review of sectoral policies
- i) Serves as secretary to the Senior Management Team
- j) Serves as secretary to the Training Committee
- k) Assists in the management of the ministry's vehicle fleet
- l) Conducts in-house trainings for staff on the public service regulations

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Assistant Secretary

**MINISTRY:** All

**DEPARTMENT:** Administration

**REPORTS TO:** Principal Assistant Secretary

**RESPONSIBLE FOR:** Assistant Secretary

**GRADE:** 9

**PURPOSE:** To provide administrative and management services to support the effective running of the ministry

**QUALIFICATIONS:** Master's degree in Public Administration, Public Policy, Human Resource Management or related fields

**EXPERIENCE:** 2 years satisfactory work experience

### **SKILLS**

- Human Resource Management
- Writing
- Communication
- IT

### **RESPONSIBILITIES**

**1. Provide general administrative support services**

#### **DUTIES**

**R1: Provide general administrative support services**

- a) Assists monitor staff performance
- b) Participates in the conduct of basic training assessment for staff
- c) Reviews documents to facilitate decision making
- d) Assists in ensuring a conducive working environment
- e) Responds on behalf of the Permanent Secretary to official correspondences sent to the ministry
- f) Endorses bank undertakings by staff requesting for bank loans in order to facilitate access to bank loans
- g) Certifies school certificates and transcripts in order to verify their authenticity
- h) Conducts in-house trainings for staff on the public service regulations
- i) Attends meetings on behalf of the Permanent Secretary
- j) Supervises the day to day operations of cleaners

## **JOB DESCRIPTION**

**JOB TITLE:** Assistant Secretary

**MINISTRY:** All

**DEPARTMENT:** Administration

**REPORTS TO:** Senior Assistant Secretary

**RESPONSIBLE FOR:** Cadet Administrative Officer

**GRADE:** 8

**PURPOSE:** To provide administrative support for the efficient running of the Ministry

**QUALIFICATIONS:** Bachelor's degree in Human Resource Management, Public Administration or any relevant field

**EXPERIENCE:** 2 years of satisfactory work experience

**SKILLS:**

- Writing
- Communication
- IT
- Interpersonal

**RESPONSIBILITIES**

**R1: Provides administrative support to ensure effective service delivery**

**DUTIES**

**R1: Provides administrative support to ensure effective service delivery**

- a) Participates in the development and review of sectoral documents
- b) Processes staff requests addressed to the Permanent Secretary in order to facilitate decision making
- c) Conveys approvals or disapprovals of staff requests on behalf of the Permanent Secretary
- d) Assists in the recruitment of lower grades by processing recruitment clearances with the Personnel Management Office
- e) Processes staff leaves
- f) Assists in coaching lower grade staff
- g) Assists in the preparation of minutes for Senior Management and General Staff Meetings

## **JOB DESCRIPTION**

**JOB TITLE:** Cadet Administrative Officer

**MINISTRY:** All

**DEPARTMENT:** Administration

**REPORTS TO:** Assistant Secretary

**RESPONSIBLE FOR:** None

**GRADE:** 7

**PURPOSE:** To serve as a training position for officers in the Administrative Cadre

**QUALIFICATIONS:** Bachelor's degree in Human Resource Management, Public Administration or any relevant field

**EXPERIENCE:** None

**SKILLS:**

- Writing
- Communication
- IT
- Interpersonal

**DUTIES**

**R1: Provides administrative support to ensure effective service delivery**

- a) Assists process staff requests addressed to the Permanent Secretary in order to facilitate decision making
- b) Assists convey approvals or disapprovals of staff requests on behalf of the Permanent Secretary
- c) Provides routine administrative service
- d) Assists in the preparation of minutes for Senior Management and General Staff Meetings