



# Ewaso Ng'iro South Development Authority

## VACANT POSITIONS

Ewaso Ng'iro South River Basin Development Authority (ENSDA) is a state corporation established by an act of parliament cap 447 of the laws of Kenya. The Authority's mandate is to initiate, plan, implement and co-ordinate socio-economic development projects and programs within the region.

ENSDA invites applications for the positions of:

JOB TITLE	POSITION	JOB GRADE	JOB REFERENCE
Chief Manager, Human Resource & Administration	1	D4	ENSDA/CMHRAD/01/2018
Chief Manager, Planning, Research & Development	1	D4	ENSDA/CMPRD/02/2018

**Interested candidates who meet the required qualifications should send their applications with a curriculum vitae, copies of certificates, National Identity Card, and any other relevant testimonials. In addition, candidates should obtain clearance certificates from the following bodies:**

1. Kenya Revenue Authority
2. Directorate of Criminal Investigation
3. Ethics and Anti-corruption Commission
4. Credit Reference Bureau

Applications clearly indicating the job title and reference number on both the letter and envelope should be send to the address below so as to be received on or before.....

The same adverts are also available at our website [www.ensda.go.ke](http://www.ensda.go.ke) .

ENSDA is an equal opportunity employer committed to diversity and gender equality. Persons with disability are encouraged to apply.

Canvassing will lead to automatic disqualification.

# **CHIEF MANAGER, HUMAN RESOURCE & ADMINISTRATION**

## **JOB GRADE D4**

### **Job Purpose**

Manage the Human Resource & Administration Department under the guidance and authority of the Managing Director.

### **Duties and responsibilities will entail:**

- Facilitate recruitment, selection and placement of personnel in line with the organizations guidelines and ensure that succession plans are in place for key leadership roles
- Develop and manage a comprehensive Human Resource System including the remuneration, welfare and pension issues of the Authority
- Development of effective tools to assist in creating an optimal organizational structure and productive work environment ( HR guideline materials including hand books, orientation manuals, performance appraisals tools, induction programmes etc)
- Encourage a positive and team focused working environment by setting standards of good communication and ensure staff behavior is in line with the organization's core values
- Management of a staff training and development programme
- Perform any other related duties that may be assigned from time to time by management

### **Requirements for Appointment**

- Bachelor's degree in Social Sciences, Commerce, Humanities or other related fields from a recognized university
- Master of Business Administration specializing in Human Resource Management or any other related field will be an added advantage.
- A member of a relevant recognized professional body.
- Must have served in a Senior Management position for a minimum period of 10 years
- Must demonstrate an all-round experience in Management and Leadership
- Computer literate

# CHIEF MANAGER, PLANNING, RESEARCH & DEVELOPMENT

## JOB GRADE D4

### Job Purpose

Manage the Planning, Research & Development Department under the guidance and authority of the Managing Director.

### Duties and responsibilities will entail:

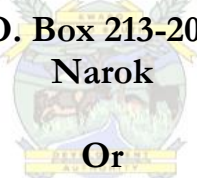
- Initiate studies and surveys (Research) as may be considered necessary by the Government or the Authority and to assess alternative demands within the region on the natural resources thereof, including agriculture, (both irrigated and rain fed) forestry, wildlife and tourism industries, electric power generation, mining and fishing, and to recommend economic priorities
- Effect a programme of both monitoring and evaluating the performance of projects within the development area so as to improve such performance and establish responsibility thereof, and to improve future planning
- Responsible for the maintenance , development (and assist in) implementation of all statutory and non-statutory plans as pertinent to the work of the department
- Provide staff with advice and support on planning policy matters
- Ensure the provision of timely professional advice to the management on matters relating to the progress of the Department
- Keep service related systems and procedures under review and implement changes where appropriate, including the use of new technology in delivering the planning service and in order to monitor achievement
- Responsible for conducting performance appraisals, promote continuing professional development of staff within the department and setting standards of performance and to monitor achievement
- Produce and keep adequate and approved records and to compile reports, statistics or other relevant material related to the duties as allocated to the team or any others as may be reasonably required including ensuring that all statutory and government returns are completed and returned as required
- Reviews professional journals and scientific papers to keep abreast of changes in processing methods, product reformulation and legal and regulatory affairs which could impact Authority's mandate and processes

## Requirements for Appointment

- Bachelor degree in Planning, Economics and Development or any other related field from a recognized institution.
- Master's degree in Planning, Economics and Development, Research or Project management will be an added advantage
- Must have served in a Senior Management position for a minimum period of 10 years.
- Computer literate
- Demonstrate clear understanding of the role of Regional Development in Kenya's social economic development and particularly in line with vision 2030
- Must demonstrate an all-round experience in Management and Leadership

**Only shortlisted candidates will be contacted**

**The Managing Director  
Ewaso Ngiro South River Basin Development Authority  
P.O. Box 213-20500  
Narok**



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