

VACANCIES ANNOUNCEMENT

The National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA) was established by an Act of Parliament in July 2012 to coordinate a multi-sectoral effort aimed at preventing, controlling and mitigating the impact of alcohol and drug abuse in Kenya.

Towards achieving this mandate, NACADA wishes to competitively recruit dynamic, result-oriented and self-driven **Kenyan** citizens to fill the following vacant positions within its establishment:

No.	POSITION TITLE	REF. NO.	NO. REQUIRED	TERMS OF SERVICE
1.	Manager, Public Education & Advocacy	NAC/MPEA/1/2/2022	1	Permanent & Pensionable
2.	Centre Manager	NAC/CM/2/2022	1	Permanent & Pensionable
3.	Internal Auditor	NAC/IA/3/2/2022	1	Permanent & Pensionable
4.	Librarian	NAC/LB/4/2/2022	1	Permanent & Pensionable
5.	Public Education & Advocacy Officers	NAC/PEA/5/2/2022	3	Permanent & Pensionable
6.	Counselors	NAC/CO/6/2/2022	6	Permanent & Pensionable
7.	Legal Officer	NAC/LO/7/2/2022	1	Permanent & Pensionable
8.	Assistant Administration Officer	NAC/AAO/8/2/2022	4	Permanent & Pensionable
9.	ICT Assistant	NAC/ICTA/9/2/2022	1	Permanent & Pensionable
10.	Office Assistants	NAC/OA/10/2/2022	2	Permanent & Pensionable

Interested applicants are invited to forward their applications by post, email, courier or hand-delivery to:

**Chief Executive Officer,
 National Authority For the Campaign Against Alcohol and Drug Abuse,
 NSSF Building, Block A, Eastern Wing, 18th Floor,
 P.O. Box 10774-00100 GPO
 Email: careers@nacada.go.ke,
 NAIROBI.**

Candidates are invited to visit NACADA Website at www.nacada.go.ke/vacancies for detailed job profiles. All applicants **MUST** submit the following documents to reach NACADA Office on or before 14th March 2022.

- 1) Application letter clearly indicating the Reference Number on the envelope and an updated CV.
- 2) Copies of academic and professional certificates
- 3) Other relevant testimonials

Applicants **MUST** meet requirements of Chapter 6 of the Constitution of Kenya

NACADA is an equal opportunity employer and seeks to have diversity within the workforce in line with the Constitution.

***Only shortlisted and successful candidates will be contacted.
Any form of Canvassing will lead to automatic disqualification.***

**NEED SOMEONE TO TALK TO ON ALCOHOL & DRUG ABUSE PROBLEMS?
CALL OUR TOLL FREE HELPLINE NUMBER 1192.**

VACANCIES ADVERTISEMENT

Job Title	Manager, Public Education and Advocacy
Grade	NAC 3
Corporation/Organization	NACADA
Directorate	Public Education Advocacy & Rehabilitation
Department	Public Education & Advocacy
Division	N/A
Section / Unit	N/A
Location / Work Station	Nairobi
Reporting Relationships	
Reports to	Director, Public Education Advocacy and Rehabilitation
Direct Reports	Principal Officer, Public Education & Advocacy
Indirect Reports	a) Senior Public Education & Advocacy Officer b) Public Education & Advocacy Officer c) Clerical Officer
Job Purpose	
Responsible to the Director Public Education & Advocacy and Rehabilitation for overall coordination in formulation and implementation of the Authority's strategy on preventive education and advocacy programs in line with the Authority mandate.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities <ul style="list-style-type: none"> a) Provide technical advice to the Director on matters relating to Public Education & Advocacy; b) Provide leadership in the execution of the Authority's strategy on preventive education & advocacy; c) Formulate, implement, interpret and review policies, standards and manuals in the area of alcohol and drug use prevention; d) Prepare Board papers for deliberation and decision making and implementation on matters relating to Public Education & Advocacy; e) Coordinate development of work plans for public education and advocacy department and undertake continuous performance monitoring and evaluation on the programmes; f) Coordinate the development of relevant campaign information, education and communication materials in prevention and management of substance use disorders; g) Coordinate the development of the internal and external frameworks for engaging relevant partners, institutions and stakeholders in resource mobilization; h) Develop strategic plan and performance contract and its implementation; i) Prepare annual departmental budgets, work plan and procurement plan; j) Oversee the overall performance management of the department; k) Operationalize risk management within the department; l) Management of departmental staff. 	
II. Operational Responsibilities / Tasks <ul style="list-style-type: none"> a) Report on departmental progress, making appropriate recommendations for innovations, improvement, or changes to the Director as required; b) Develop and cascade departmental targets and appraisal process for staff in the department; c) Ensure development and review of the training programs for preventive education and advocacy in line with universal prevention curricula; d) Monitor implementation of public education and advocacy programs; e) Formulate policies and procedures on preventive education and advocacy; f) Participate in public fora relating to drug demand reduction; g) Coordinate requests for training on ADA by private and public sector institutions. 	

Job Dimensions:
I. Financial Responsibility

- a) Responsible for prudent management, monitoring absorption and optimal utilization of budget for the department.
- b) Provide recommendation for approval of departmental budget approximately 50 million.
- c) Initiate and maintain partnerships and linkages with relevant national and international development partners

II. Responsibility for Physical Assets

Responsible and accountable for the safety and custody of office equipment allocated to the department

III. Decision Making / Job Influence

- a) Domesticate relevant international protocols on alcohol and drug abuse.
- b) Oversee mainstreaming of alcohol and drug abuse policies in the public sector institutions
- c) Makes decisions for the department in terms of staff issues, resources allocation, policy development and implementation.

IV. Working Conditions

- a) Office setting compliant with OSHA
- b) Enhanced working relationship with employees
- c) Periodic national and international travels
- d) Medical cover for self and family
- e) Group Accident cover and life insurance

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications

- a) Master's degree in Education, Psychology, Community Development, Public Health, Sociology or related discipline in Social Sciences from a recognized institution;
- b) Degree holder in Education, Psychology, Community Development, Public Health, Sociology or related discipline in Social Sciences from a recognized institution.

Professional Qualifications / Membership to professional bodies

- c) Must be a member of a relevant professional body in good standing where applicable;
- d) Certificate in a Leadership Course from a recognized institution.

Previous relevant work experience required.

At least 8 years work experience, 3 of which must be in preventive education related programs

Functional Skills, Behavioral Competencies/Attributes:
Functional Skills

- Knowledge of strategic management
- Analytical skills
- Strong negotiation and reporting skills
- Strong presentation skills
- Proficiency in computer skills
- Mentorship and Coaching

Behavioral Competencies/Attributes

- Effective communication skills
- Leadership and supervision
- Interpersonal skills
- Professionalism
- Ethical and integrity
- Team player
- Meets the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

Job Title	Centre Manager - Miritini
Grade	NAC 4
Corporation/Organization	NACADA
Directorate	Public Education, Advocacy and Rehabilitation
Department	Miritini Rehabilitation Centre
Division	N/A
Section / Unit	N/A
Location / Work Station	Mombasa/ Miritini
Reporting Relationships	
Reports to	Director, Public Education, Advocacy and Rehabilitation
Direct Reports	a) Pharmacist b) Lab-technologist c) Counsellors d) Matron e) Cook
Indirect Reports	a) Assistant Pharmacist b) Assistant Laboratory Technologist
Job Purpose	To provide overall leadership and direct the operations of the facility
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
a) Maintain professional guidelines by ensuring that all policies and procedures are followed; b) Maintain clinical operations by initiating, coordinating, and enforcing programs and operations; c) Assure quality of care by developing and interpreting the Centre's philosophies and standards of care; d) Enforce adherence to requirements and regulations relating to health care and Ministry of Health; e) Managing staff at the center f) Protect patients and employees by developing and interpreting infection-control policies and protocols; enforcing medication administration, storage procedures, and controlled substance regulations	
II. Operational Responsibilities / Tasks	
a) Coordinate day to day operations at the center b) Monitored daily operations and staff to ensure that they efficiently and effectively provided the needed services while staying within budgetary limits. c) Coordinated program development with physicians and employees. d) Directed program development while coordinating day to day operations with a focus on providing quality care. e) Identify patient service requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand service requirements; f) Measure health outcomes against standards at the Centre and make adjustments to meet the set standards; g) Maintain safe and clean working environment by designing and implementing procedures, rules, and regulations to govern the same; h) Complete patient care requirements by scheduling and assigning staff and following up on work results; i) Ensure patient confidentiality and protect operations of the Centre by monitoring confidential information processing; j) Maintain documentation of patient care services by auditing patient and Centre records; k) Ensure operation of medical and administrative equipment by verifying availability, and ensuring they are serviced and repaired;	

I) Maintain clinical supplies inventory by studying usage reports, identifying trends; anticipating needed supplies, and raising requisitions for replenishment;
 m) Prepare and submit quarterly reports to management on operations of the Centre; and

Job Dimensions:

I. Financial Responsibility

a) Responsible for prudent management, monitoring absorption and optimal utilization of budget for the Centre's operations;
 b) Provides recommendation for approval of the Centre budgets
 c) Develop internal and external frameworks for resource mobilization

II. Responsibility for Physical Assets

Ensure prudent management of all physical and corporate knowledge assets within the Centre

III. Decision Making / Job Influence

Prepare and operationalize work plans and undertake monitoring and evaluation of the programs in the Centre

IV. Working Conditions

a) Office setting compliant with OSHA
 b) Cordial working relationship with the management
 c) Enhanced working relationship with employees
 d) Periodic national and international travels
 e) Medical cover for self and family
 f) Group Accident cover and life insurance

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

a) Bachelor's Degree in Medicine/ Psychology/ Sociology or Public Health from a recognized institution;
 b) Master's degree in Clinical Psychology/Counselling Psychology or Public Health from a recognized institution will be an added advantage;

Professional Qualifications / Membership to professional bodies

a) Diploma in Addiction counselling /Specialized training in Addiction counselling from a recognized institution
 b) Certified Addiction Professional by GCCE/DAP/NADAAC or any other recognized accrediting body
 c) Membership to a professional body e.g. ISSUP-K, CPAK, KCPA among others
 d) Certificate in a Management Course from a recognized institution.

Previous relevant work experience required.

a) At least eight (8) years' work experience in a similar field; three (3) years of which must be in middle level management;
 b) Experience working in an accredited treatment and rehabilitation facility will be an added advantage

Functional Skills, Behavioral Competencies/Attributes:

Functional Skills

- Knowledge of and ability to apply facility philosophy, principles and technology;
- Ability to demonstrate, and provide examples of, continuous personal development and improvement in each of the essential functions listed in the section below;
- Familiarity with budgeting principles;
- Knowledge of basic human resource functions;
- Ability to build and lead cohesive, successful team(s);
- Excellent communication skills (verbal and written);
- Exemplary customer service skills; and
- Proficiency in Computer applications.

Behavioral Skills

- Demonstrate supervisory and professional competence in work performance.

- Leadership skills, Communication skills, Negotiation skills, Problem solving skills,
- Analytical skills and Supervisory skills,
- Counselling skills, Presentation,
- Team building, People skills,
- Mentoring and coaching skills,
- Proficiency in Computer applications; and
- Meet chapter six of the constitution on leadership and integrity.

Job Title	Internal Auditor
Grade	NAC 6
Corporation/Organization	NACADA
Directorate	N/A
Department	Internal Audit
Division	N/A
Section / Unit	N/A
Location / Work Station	Nairobi
Reporting Relationships	
Reports to	Manager, Internal Audit
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
To provide assurance on information systems internal controls by performing detailed evaluation, risk assessment and audit reviews of computer information systems and completing internal audits, in line with the annual internal audit plan.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
a) Carrying out audit tests as per audit programs on internal controls in accounting, administration, information systems and operational procedures; b) Preparing draft audit reports on assignment for review with supervisor c) Ensuring that the audit working and paper file are complete and well referenced to support the audit conclusion. d) Examining and evaluating the Authority's internal controls to ascertain their adequacy and make recommendations for improvement. e) Verification of payment documents as per approved procedures f) Identifies opportunities for process improvement g) Checking maintenance of accurate accounting records h) Conducting special audit assignment as assigned i) Undertaking follow-up audits to determine whether agreed recommendations on the past reviews are being undertaken by the process owner j) Examining and evaluating the Authority's internal controls to ascertain their adequacy and make recommendation for improvement k) Participating in preparation of annual audit plan, audit programme and schedules.	

Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible for: a) Custody of allocated office laptop, printer and furniture's; b) Verification of administered assets to confirm their existence. .
III. Decision Making / Job Influence
Strategic decisions: Assist in reviewing developed strategic plan vs organization mandates and recommends areas of opportunities in endeavor to achieve Authority's Goal.
Managerial/Operational Decisions:
a) Managing audit assignments timelines b) Effective and efficient audit tests and strategies c) Identifying areas of improvement by making audit recommendations. d) Complies with sound internal auditing principles and the best practices;
IV. Working Conditions
The job is performed within an office setting with a laptop, printer, cabinet, telephone line, visitors' seats and office desk with high back chair.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option), or related discipline;
Professional Qualifications
CPA (II) or its equivalent;
Previous relevant work experience required.
N/A
Functional Skills, Behavioral Competencies/Attributes:
Functional Skills
<ul style="list-style-type: none"> • Communication skills; • Analytical skills; • Proficiency in computer applications.
Behavioral Competencies/Attributes
<ul style="list-style-type: none"> • Maintain ethical behavior; • Team spirit and team work; • Meets requirement of Chapter six of the Constitution

Job Title	Librarian
Grade	Grade 6
Corporation/Organization	NACADA
DIRECTORATE	Research, Policy and Planning
Department	Knowledge Management
Division	Resource Centre
Section / Unit	N/A
Location / Workstation	Nairobi, HQ
Reporting Relationships	
Reports to	Senior Librarian
Direct Reports	Assistance Librarian
Indirect Reports	N/A
Job Purpose	The job purpose is to offer operational support towards realization of Authority's resource centre functions and objectives.
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	N/A
II. Operational Responsibilities / Tasks	<ul style="list-style-type: none"> a) Undertaking resource centre services assignments in line with the approved strategies, policies and procedures to confirm adequacy and effectiveness of services offered; b) participate in cataloguing and classification of information resources as per adopted classification scheme; c) Safeguard the resource centre collection by establishing appropriate means of verifying their existence, ownership and valuation; d) Undertake accessioning stamping and pasting of newly acquired information materials; e) Systematically organize resource centre collection for effective retrieval; f) Provide general reference and research assistance to resource centre clients; g) Capture, compile and analyze resource centre records and usage statistics to inform collection development and selective dissemination service; h) Conduct resource centre stock inventory; i) Develop promotion information pack to publicize resource centre services to both actual and potential clients; and j) maintaining records and files related to resource centre service activities and projects contribute to the maintenance and upgrading of the resource centre management system.
Job Dimensions:	
I. Financial Responsibility	N/A
II. Responsibility for Physical Assets	Ensuring oversight of prudent use of the equipment allocated to the position, including office furniture, electronics, computers and associated accessories.
III. Decision Making / Job Influence	Make operational decisions
IV. Working Conditions	<ul style="list-style-type: none"> a) Office setting compliant with OSHA; b) Enhanced working relationship with employees; c) Periodic field visits; d) Medical cover for self and family; and e) Group Accident cover and life insurance.

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications

Bachelor's Degree in Library and Information Science, Knowledge Management or related discipline;

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required.

N/A

Other Requirements:

- Meets the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity; and
- Computer proficiency certificate from a recognized institution.

Functional Skills, Behavioral Competencies/Attributes:
Functional Skills

- Problem solving and Analytical skills;
- Strong presentation skills;
- Report and speech writing skills;
- Good analytical skills; and
- Proficiency in computer applications.

Behavioral Competencies/Attributes

- Effective communication skills;
- Interpersonal skills;
- Professionalism;
- Ethical and integrity;
- Team player; and
- Ability to work under pressure and prioritize.

Job Title	Public Education & Advocacy Officer
Grade	NAC 6
Corporation/Organization	NACADA
Directorate	Public Education, Advocacy and Rehabilitation
Department	Public Education & Advocacy
Division	N/A
Section / Unit	N/A
Location / Work Station	Headquarter or Region office

*where not applicable indicate N/A

Reporting Relationships

Reports to	Senior Public Education & Advocacy Officer
Direct Reports	Clerical Officer
Indirect Reports	N/A

Job Purpose

The purpose of the job is to provide support in implementation of preventive education aimed at campaigning against drug and substance abuse in line with the Authority's mandate.

Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
Supervises staff on day to day assigned tasks.
II. Operational Responsibilities / Tasks
<p>a) Implement public education and advocacy campaigns on alcohol and drug abuse prevention;</p> <p>b) Provide assistance in development of training materials, and conducting training and advocacy on ADA prevention;</p> <p>c) Maintain effective working relationship with public, private sector and the general public.</p> <p>d) Participating in the implementation of operational procedures, policies and standards relating to management of alcohol and drug abuse.</p> <p>e) Participate in public fora relating to Alcohol and Drug Abuse activities</p> <p>f) Develop and implement individual work plans</p> <p>g) Provide support in preparing reports, concept notes, proposal writing and presentations</p>
Job Dimensions:
I. Financial Responsibility
Responsible for prudent management of funds allocated for activities
II. Responsibility for Physical Assets
Responsible and accountable for the safety and custody of office equipment allocated.
III. Decision Making / Job Influence
Makes operational decisions
IV. Working Conditions
<p>a) Office setting compliant with OSHA and field work</p> <p>b) Enhanced working relationship with employees</p> <p>c) Medical cover for self and family</p> <p>d) Group Accident cover and life insurance</p>
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Degree in Education, Psychology, Community Development, Sociology or related discipline from a recognized institution.
Professional Qualifications /Membership to professional bodies
Member of a relevant professional body in good standing where applicable;
Other Requirements:
Meets the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.
Previous relevant work experience required.
N/A
Functional Skills, Behavioral Competencies/Attributes:
Functional Skills
<ul style="list-style-type: none"> • Analytical skills • Strong presentation skills • Community development skills • Public speaking skills • Excellent report writing skills • Proficiency in computer applications
Behavioral Competencies/Attributes
<ul style="list-style-type: none"> • Effective communication skills • Interpersonal skills • Supervisory skills • Time-management skills • Professionalism • Team player

Job Title	Counsellor
Grade	NAC 6
Corporation/Organization	NACADA
Directorate	Public Education, Advocacy and Rehabilitation
Department	Counselling and Rehabilitation
Division	N/A
Section / Unit	Counselling and Rehabilitation
Location / Work Station	Headquarters/ Region

*where not applicable indicate N/A

Reporting Relationships	
Reports to	Manager, Counselling & Rehabilitation
Direct Reports	Senior counsellor
Indirect Reports	N/A

Job Purpose
The job purpose is to support implementation counselling and rehabilitation programs and activities

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities / Tasks
a) Assist in offering counselling to persons with SUD's and their families
b) Support in developing and implementation of Policies, Standards and Guidelines on Counselling and Rehabilitation to ensure achievement of Authority's mandate and departmental objectives.
c) Assist to undertake continuous client's assessment to inform proper case management and future innovations for improved service delivery.
d) Help in referring clients to other services providers for support;
e) Participate in updating referral directory of treatment and rehabilitation services in the country;
f) Assist in preparing monthly reports and work plans for treatment and rehabilitation;
g) Support in conducting trainings on substance use disorders and addiction treatment.
h) Help on implementation outreach programs
i) Assist in conducting inspection of treatment and rehabilitation facilities.

Job Dimensions:

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

Responsible for the safety and custody of assets allocated

III. Decision Making / Job Influence

Make operational decisions

IV. Working Conditions
a) Office setting compliant with OSHA
b) Cordial working relationship with the Board
c) Enhanced working relationship with employees
d) Periodic national and international travels
e) Medical cover for self and family
f) Group Accident cover and life insurance

Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Degree in Counselling, Social Work, Psychology, Sociology and Community Development	
Professional Qualifications / Membership to professional bodies	
Other Requirements	
Meets Chapter Six of the Kenyan Constitution on Leadership and Integrity	
Previous relevant work experience required.	
N/A	
Functional Skills, Behavioral Competencies/Attributes:	
<p>Functional Skills</p> <ul style="list-style-type: none"> • Computing skills, • Communication skills, • Counselling skills, • Ability to keep confidentiality of clients' information • Record Keeping skills; • Proficiency in computer application <p>Behavioral Skills</p> <ul style="list-style-type: none"> • Inter-personal skills • Professionalism • Time Management 	

Job Title	Legal Officer
Grade	NAC 6
Corporation/Organization	NACADA
Directorate	N/A
Department	Corporation Secretariat & Legal Services
Division	N/A
Section / Unit	N/A
Location / Work Station	Head Office, NSSF Building Eastern Wing, 18 th Floor

*where not applicable indicate N/A

Reporting Relationships	
Reports to	Senior Legal Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
The job holder is responsible for providing administrative and logistical support in the Department of the Corporation Secretary & Legal Services and coordinating the Authority's Board affairs under the guidance of the Corporation Secretary.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
a) Receiving sermons for litigation matters and opening court files b) Managing court diaries and files c) Managing bring ups on all legal matters d) Responding to correspondences and issues arising out of court matters e) Open files for new cases and keep an up to date record of all court cases	

- f) Develop and maintain the filing registry for the Department
- g) Manage and update the court diary
- h) Maintain and regularly update the laws of Kenya
- i) Assist the Corporation Secretary and Manager, Legal Services in preparing board papers including photocopying, binding and circulation
- j) Assist in attending to claimants and external advocates queries
- k) Following up payments of judgments award, claimant lawyers and claimant
- l) Ensure that insurance policies and performance bonds for contractors are always up to date
- m) Follow up on renewal of performance bonds and insurance for contractors
- n) Maintain an up to date register of Service Level Agreements with the Authority's Service Providers

Job Dimensions:

I. Financial Responsibility

Implement the expenditure of the budget of the Legal Department

II. Responsibility for Physical Assets

Laptops, desktops, printers, office equipment (printer, telephone) and furniture (table, cabinets and seats) of the legal department

III. Decision Making / Job Influence

- a) Providing advisory services in determining the governance, legal and policy appropriateness and compliance in the operations and processes of the Board
- b) Participate in developing, coordinating and implementation of legal strategies and procedures in the delivery of Authority's mandate and in defense of the Authority against internal and external legal claims and challenges.

IV. Working Conditions

Office setting with periodic visits to ex-situ activities and programmes

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

- a) Bachelor's degree in Law
- b) Postgraduate diploma in Law
- c) Certificate in Computer skills

Professional Qualifications / Membership to professional bodies

- a) Be an Advocate of the High Court
- b) Hold current and valid registration as a member of LSK

Previous relevant work experience required.

N/A

Functional Skills

- Strong communication and reporting skills
- Strong negotiation and advocacy skills
- Strong court room skills
- Strong analytical and numerical skills
- Minute writing skills
- Strong organization and inter personal skill
- Interpersonal and negotiation skills

Behavioral Competencies/Attributes:

- Personal integrity, a strong commitment to openness, honesty and inclusiveness
- Demonstrating tolerance, approachability and capacity to inspire trust in others
- Ability to work under pressure, prioritize and multi-task
- Positive working attitude and ability to take and give instructions

Job Title	Assistant Administration Officer
Grade	NAC 7
Corporation/Organization	NACADA
Directorate	Corporate Services
Department	Human Resource and Administration
Division	N/A
Section / Unit	N/A
Location / Work Station	HQ/Regional offices

*where not applicable indicate N/A

Reporting Relationships	
Reports to	Administration Officer
Direct Reports	a) Office Assistant b) Driver
Indirect Reports	N/A
Job Purpose	
Provide administrative support to Authority's Departments and the Regional offices.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities Supervision of Administrative officers	
II. Operational Responsibilities / Tasks a) Organizing travel and accommodation, presentations, meetings, seminars, workshops, conferences, receive and attend to official guests b) Managing day to day office affairs c) Drafting simple routine correspondences e.g. reports, letters and typing from drafts d) Attending to enquiries as appropriate; e) Updating cashbook balances and submitting monthly reports on expenditure; f) Managing office equipment e.g. fax, computer, scanner, telephone, printer, photocopier, stationery and make sure they are functional and notify the officer in charge in case of any issues g) Receive and attend to official visitors	
Job Dimensions:	
I. Financial Responsibility a) Updating cashbook balances and submitting monthly reports on office expenditure.	
II. Responsibility for Physical Assets Ensure security of office assets and equipment's	
III. Decision Making / Job Influence Operational decisions.	
IV. Working Conditions a) Office setting compliant with OSHA b) Enhanced working relationship with employees c) Periodic field visits d) Medical cover for self and family e) Group Accident cover and life insurance	

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications

- a) Diploma in Public/Business Administration, Office Management, any Social Science or equivalent qualification from a recognized institution;
- b) Minimum KCSE C- (minus) or its equivalent

Professional Qualifications / Membership to professional bodies

Business/Public Administration /Office Administration/Office Management or any Social Science discipline.

Previous relevant work experience required.

N/A

Functional Skills:

- Supervisory skills
- Teambuilding skills
- Excellent customer care skill
- High level of integrity and Interpersonal skills

Behavioral Competencies/Attributes

- High level of attention to detail
- Ability to work with minimum supervision under strict deadlines
- Meets the requirements of Chapter Six of the Constitution

Job Title	Assistant ICT Officer
Grade	NAC 7
Corporation/Organization	NACADA
Directorate	Corporate Services
Department	N/A
Division	N/A
Section / Unit	ICT
Location / Work Station	HQ
Reporting Relationships	
Reports to	ICT Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
This position reports to the ICT Officer and is responsible for troubleshooting of all computer systems and providing key IT support to all users in the authority.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Undertaking analysis of user requirements, implementation and support of ICT requirements by end-users b) Maintaining, upgrading, and carrying out system administration of anti-virus products to secure the Authority's network from attacks c) Providing support to service desk operations 	

d) Writing and testing computer programmes according to instructions and specifications prepared by a senior and experienced officer
e) Assisting in the implementation of the computer systems and providing user support, including training users; and performing technical, systems and user documentation.

Job Dimensions:

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

The Authority's ICT Infrastructure

III. Decision Making / Job Influence

N/A

IV. Working Conditions

Office setting with periodical visits to field activities and projects

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

A Diploma in Computer Science, information Science or its equivalent qualification from a recognized institution.

Professional Qualifications / Membership to professional bodies

Membership to CSK or an equivalent professional ICT body.

Previous relevant work experience required.

- a) At least two (2) years relevant work experience
- b) Must be a Kenyan Citizen
- c) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010

Functional Skills, Behavioral Competencies/Attributes:

- Self-motivated
- Ability to work on own and under pressure
- Good time management, well organized with the ability to prioritize
- Good communication skills - both written and verbal
- Good telephone manner
- Ability to diagnose and problem solve

Job Title	Office Assistant
Grade	NAC 10
Corporation/Organization	NACADA
Directorate	Corporate Services
Department	Human Resource & Administration
Division	Administration
Section / Unit	Administration
Location / Work Station	HQ/Regional offices

*where not applicable indicate N/A

Reporting Relationships	
Reports to	Administrative Assistant
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
Undertake hospitality duties serving office teas, cleaning and general messengerial duties.	

Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
N/A
II. Operational Responsibilities / Tasks
<p>a) Arranging for meeting venues professionally and timely;</p> <p>b) Keeping inventory of kitchen equipment;</p> <p>c) Preparing and serving office tea; and</p> <p>d) Performing office & messengerial duties</p> <p>e) Serving office tea</p>
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Kitchen
III. Decision Making / Job Influence
N/A
IV. Working Conditions
<p>a) Enhanced working relationship with employees</p> <p>b) Medical cover for self and family</p> <p>c) Group Accident cover and life insurance</p>
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.
N/A
Functional Skills:
<ul style="list-style-type: none"> • Good interpersonal skills, • Good customer care skills • Good organizational skills
Behavioral Competencies/Attributes
<ul style="list-style-type: none"> • Good etiquette • Time keeping