



POWERS AND DUTIES OF NACADA EMPLOYEES

S/NO.	DESIGNATION	DUTIES & RESPONSIBILITIES
1.	Chief Executive Officer	The Chief Executive Officer is the Head of NACADA Secretariat and subject to the direction of the Board, is responsible for the day-to-day management of the Authority. He is also the Chief Accounting Officer of the Authority.
2.	Directors	Head the directorates, offer Strategic Leadership in the achievement of the directorate's objective and goals and supervise the Managers under them
3.	Managers	Heads the relevant departments in the Authority. They are responsible for achievement of Strategic Objectives as stipulated in the Strategic Plan and Mandate as per the NACADA Act No. 12 of 2012
4.	Principal Officers	Offer technical support in the implementation of Authority activities geared towards achievement of the Authority mandate. Work under the guidance of their respective Managers
5.	Senior Officers	
6.	Officers	
7.	Assistant Officers	Offer clerical support in the implementation of Authority's activities geared towards achievement of the Authority mandate. Work under the guidance of their respective Managers