



JOB ADVERTISEMENT

CHIEF EXECUTIVE OFFICER – REF. NO. NACADA/05/2023/01

The National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA) is a State Corporation established by an Act of Parliament in July 2012 to coordinate multi-sectoral efforts aimed at preventing, controlling and mitigating the impact of alcohol and drug abuse in Kenya. Towards achieving this mandate, NACADA wishes to competitively recruit a dynamic, result-oriented and self-driven **Kenyan** citizen for the position of Chief Executive Officer.

The Authority therefore invites qualified and interested candidates to submit their applications for the position of Chief Executive Officer.

The Chief Executive Officer shall be responsible to the Board for providing strategic leadership and direction to the Authority and the staff in the running of the day to day activities in order to achieve the Authority's mandate in accordance with the National Authority for the Campaign against Alcohol and Drug Abuse (NACADA), 2012. Appointment to this position is on a contract term of five (5) years and may be renewed for a final term subject to satisfactory performance.

Interested candidates are invited to visit NACADA website www.nacada.go.ke/vacancies for the detailed job profile.

Qualified candidates should apply in confidence **indicating the Job Ref. No.** on both the application and envelope enclosing current detailed Curriculum Vitae indicating email address, telephone contacts and three (3) professional referees; copies of academic and professional certificates, relevant testimonials and the National Identity Card to the address below:

**The Board Chairman,
National Authority for the Campaign Against Alcohol and Drug Abuse,
NSSF Building, Block A, Eastern Wing, 18th Floor,
P.O. Box 10774-00100 GPO,
NAIROBI.**

MODE OF APPLICATION

Applications may be submitted through **post, courier, hand-delivery** or emailed to: careers@nacada.go.ke so as to reach the above addressee on or before **4th July 2023**.

ONLY SHORTLISTED CANDIDATES shall be contacted and any form of canvassing shall lead to automatic disqualification.

Successful Candidates shall be required to comply with requirements of Chapter Six of the Constitution of Kenya.

***NACADA is an equal opportunity employer committed to diversity and gender equality
Need someone to talk to on alcohol & drugs? Call our toll free helpline number 1192.***

Job Title	Chief Executive Officer
Grade	NACADA 1
Corporation/Organization	National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA)
Location / Work Station	Nairobi, NSSF Building, Eastern Wing, 18 th Floor
Reporting Relationships	
Reports to	Board of Directors
Direct Reports	<ul style="list-style-type: none"> a) Director Research Policy & Planning, b) Director, Corporate Services c) Director Public Education, Advocacy & Rehabilitation d) Director, Compliance & Quality Management e) Manager, Corporate Communications f) Manager, Supply Chain Management g) Manager, Legal Services & Corporation Secretary
Indirect Reports	<ul style="list-style-type: none"> a) Manager Public Education and Advocacy b) Manager Counselling and Rehabilitation c) Manager Research d) Manager Policy and Planning e) Manager Human Resource & Administration f) Manager Compliance g) Manager Quality and Risk Management h) Manager Finance and Accounts i) Manager, Internal Audit j) Principal ICT Officer
Job Purpose	
To provide strategic leadership and direction to the Authority and the staff in the running of day to day activities in order to achieve the Authority's mandate in accordance to the National Authority for the Campaign against Alcohol and Drug Abuse (NACADA), 2012.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Provide strategic and visionary leadership to the Authority in the delivery of its mandate b) Advising the Government on the national policy on alcohol and drug abuse c) Leading the development and implementation of the Authority's short and long term strategies d) Oversee the overall performance management of the Authority e) Oversee the development and implementation of a robust risk management framework f) Promoting the Authority's brand and cultivating a good working relationship with the Authority stakeholders and partners g) Management of funds and property of the Authority h) Building and sustaining sound working relationships and networks with all partners to enhance resource mobilization i) Representing the Authority and the country in regional and international forums on alcohol and drug abuse j) In liaison with the Chairperson of the Board enables the Board to fulfil its governance functions k) Assures quality programs and continuous stability of the Authority through development of standards and procedures 	

<p>II. Operational Responsibilities / Tasks</p> <ul style="list-style-type: none"> a) Leading and managing staff to ensure delivery of the Authority's mandate b) Ensuring the implementation of the Authority's Performance Contract c) Ensuring compliance with the Authority's approved budget d) Ensuring the development and implementation of national's alcohol and drug abuse prevention and management strategies e) Ensuring optimal institutional capacity to deliver on the Authority's mandate f) Ensuring compliance with the global, regional, and national alcohol and drug abuse reporting requirements and commitments g) Ensuring that Authority risks are assessed and appropriate mitigation measures are prescribed h) Serving as the Authority's Spokesperson i) Ensuring effective management and administrative structures, processes and systems for the Authority j) Ensuring implementation and communication of the Board's strategies, decisions and policies k) Promoting the existence of a culture that enhances ethical practices and good corporate governance
<p>Job Dimensions</p>
<p>I. Financial Responsibility</p> <ul style="list-style-type: none"> a) Oversee the development and implementation of the Authority's budget of Kshs.1 billion b) Overall responsibility for approval of the Authority's expenditures c) Overall responsibility for all procurement activities d) Oversee the generation of revenue for the Authority
<p>II. Responsibility for Physical Assets</p> <p>Overall responsibility for all the physical assets in the Authority.</p>
<p>III. Decision Making / Job Influence</p> <ul style="list-style-type: none"> a) Provide leadership on domestication of international protocols on alcohol and drug abuse. b) Provide leadership on the development of national policies and standards on alcohol and drug abuse. c) Oversee mainstreaming of alcohol and drug abuse policies in the public sector institutions d) Make strategic, operational and financial decisions. e) Provide leadership to employees of the Authority. f) Plan the work of the staff in the Authority
<p>IV. Working Conditions</p> <ul style="list-style-type: none"> a) Basic salary b) Allowances including house allowance, entertainment allowance, risk allowance and airtime c) Office setting compliant with OSHA d) Cordial working relationship with the Board e) Enhanced working relationship with employees f) Periodic national and international travels g) Medical cover for self and family up to a maximum of four (4) dependents h) Group Accident cover and life insurance

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Holds a degree from a recognized university
Previous relevant work experience required.
At least five years post graduate working experience in a relevant area
Other Requirements
Meets the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.
Functional Skills, Behavioral Competencies/Attributes:
<p>Functional Skills</p> <ul style="list-style-type: none"> ● Knowledge of strategic management ● Analytical skills ● Strong negotiation and reporting skills ● Strong presentation skills ● Proficiency in computer skills ● Mentorship and Coaching ● Proven ability to build and maintain strategic relationships and partnerships <p>Behavioral Competencies/Attributes</p> <ul style="list-style-type: none"> ● Effective communication and influencing skills ● Leadership and supervision ● Interpersonal skills ● Professionalism ● Ethical and integrity ● Team player