

PROGRAMME OFFICER II, JOB GRADE VDS 7

This is the entry and training grade of this cadre. An officer at this level may be deployed in either: Enablers, Economic and Macro or Social and Political Directorates.

(a) Job Description

Duties and responsibilities will entail:

- i. Coordinating Education and Training in health; environment, water and sanitation; urbanization, population, housing; gender and vulnerable persons; and youth Medium Term Plan projects, programmes and initiatives to support the realization and delivery of Kenya Vision 2030;
- ii. Collecting information and data needed for the implementation of Medium-Term Plans and Kenya Vision 2030 Projects, Programmes and Initiatives;
- iii. Dissemination of information relating to the implementation of Kenya Vision 2030 Projects and Programmes;
- iv. Developing monitoring and evaluation tools for the Programmes and Projects within Kenya Vision 2030 Secretariat;
- v. Build and maintain effective relationships with a range of program stakeholders, including relevant government agencies and organizations;
- vi. Identification of sources of information related to policy-driven and Project/Programme management issues;
- vii. Provide technical supervision, including analysis of interim reports, participation in workshops, literature searches, identification and administration of resource persons/consultants in support of Kenya Vision 2030 Flagship Projects and Programmes;
- viii. Review final Project/Programme reports and negotiate revisions and/or additional research requirements; and
- ix. Maintain accurate and up-to-date electronic and manual filing systems for all records, including emails.

(b) Job Specifications

For appointment to this grade, a candidate must have: -

- i. Bachelor's degree in any of the following disciplines: - Economics, Public Administration, Business Administration, Human Resource Management, Sociology, Anthropology or equivalent qualification from a recognized institution;
- ii. High level computing skills with experience in word processing, spread sheets and databases;
- iii. Demonstrate understanding of national goals, policies and objectives and relate them to the realization of Kenya Vision 2030;
- iv. Highly developed interpersonal skills, complemented by strong written and oral communication skills;
- v. Enthusiasm and ability to work as part of a team and independently;
- vi. Hands-on experience in report writing and analytical pieces;
- vii. Demonstrating/safeguarding ethics and integrity; and
- viii. Professional growth through active learning.