

Strategy & Planning Officer

Gross salary: Consolidated (KDIC Scale 7)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities will entail:

- i. Coordinating the development and implementation of an integrated performance management system.
- ii. Provide guidance at both the programs and departmental level to ensure alignment of the monitoring and evaluation system with the strategy and results framework.
- iii. Advise and coordinate on the operationalization on the results-based management as formulated in the corporate strategy and results framework.
- iv. Ensure full implementation of the automated performance management tool.
- v. Prepare the development of policies and guidelines to formulate good practices with respect to results-based management.
- vi. Monitor and evaluate performance results on evidence-based management.
- vii. Coordinate the annual analysis of departmental performances.
- viii. Coordinate the development and implementation of a computer-based system to track the implementation action plans.
- ix. Coordinate the follow up on evaluation recommendation and implementation.
- x. Generate periodic performance reports for review and decision making.
- xi. Prepare and coordinate the performance review calendar.
- xii. Liaising with cross functional heads to collect and consolidate the performance reports.
- xiii. Implementing Risk and quality assessment activities which involves analysing risks as well as identifying, analysing and measuring the risks affecting the business units.
- xiv. Compiling and consolidating risks and quality reports for a variety of audiences such as business units and senior management.
- xv. Preparing staff training programs, risk and quality awareness within the corporation.

- xvi. Monitor and evaluate initiatives designed to build a culture of risk and quality awareness in the corporation.
- xvii. Monitor the implementation and maintenance of Corporate wide business continuity program that addresses disaster recovery, business recovery and emergency response management.
- xviii. Records Management of Enterprise Risk and Business Continuity
- xix. Prepare management reports arising from the tracking of risks, operations and quality management related to the operations in all the corporations' processes etc.;
- xx. Review standard procedures for development to manage and maintain enterprise risk and quality objectives;
- xxi. Review Enterprise risk and quality workplans and research.
- xxii. Verify the Identified Enterprise risk and quality Challenges;
- xxiii. Promoting Enterprise risk and quality direction and needs and propose solutions, roadmaps and assessment of potential business impacts

b. Requirements for Appointment;

- i. At least three (3) years' relevant work experience
- ii. Bachelors' Degree in any of the following fields: Economics, Statistics, Mathematics, Strategic Management, Business Development, Development Studies, and Business Administration or equivalent from a recognized institution;
- iii. Proficiency in computer applications;
- iv. Fulfilling the requirements of Chapter Six of the Constitution of Kenya 2010