



PRESIDENT'S DELIVERY BUREAU EMPLOYMENT OPPORTUNITIES

Our client, the President's Delivery Bureau (PDB) is a newly-formed Independent Department under the President's Office. PDB's mandate is to facilitate the Government to undertake performance management and delivery of results in the Big Results Now National Key Priority Areas (NKRA) as stipulated in the Five Year Development Plan

In light of this, PDB would like to recruit dynamic, experienced, result oriented and qualified individuals to fill various positions that will foster the implementation of its goals and promote its strategic vision set by the President in facilitating and ensuring Tanzania's socio – economic transformation.

PDB is inviting all interested and qualified individuals to apply for these positions. The applicants must be of outstanding integrity, creativity, with a good track record of initiating change and capable of interacting with diverse groups of people.

Deputy Chief Executive Officer, Monitoring and Evaluation (Ref No.PDB/D1/DCEO/10/13)

Position Summary

Reporting to the CEO, the successful applicant will be responsible for ensuring the vision and mission of the PDB are realized in terms of monitoring and evaluation of the National Key Priority Areas.

Key Responsibilities will include:

- Coordinating and facilitating the implementation of detailed Big Results Now (BRN) programmes and projects;
- Providing advice and solutions to remove bottlenecks in the implementation of the National Key Results Areas programs;
- Analysing and verifying performance reports from lead Ministries;
- Preparing periodic implementation and performance reports for detailed BRN programme and projects;
- Compiling implementation and performance reports for submission to the TDC;
- Monitoring and assessing the implementation of Performance contracts for the Ministers and providing report on their implementation;

- Facilitating the utilisation of technologies and innovation for economic development;
- Conducting visits to BRN programs and projects to assess and verify their implementation; and
- Performing any other duties as may be assigned by Chief Executive Officer from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in Public Administration, Business Management, Project Management, Economics or equivalent; or
- Demonstrated capacity in performance management and monitoring results;
- Proficiency in computers and Microsoft Office Suite; and
- A minimum of 10 years relevant working experience of which five (5) years should be at a Senior Managerial position.

Director Planning, Research and Development Division (Ref No.PDB/D2/DPRD/10/13)

Job Summary

Reporting to the CEO, the Director for Planning will be responsible for identifying new National Key Results Areas (NKRA's) and organising Labs for the identified areas.

Key Responsibilities

- Collecting, studying, analysing data, statistic and information relevant for conducting Big Results Now (BRN) Labs;
 - Identifying and recommending candidates for the NKRA's;
 - Organising and coordinating BRN Labs for the selected NKRA's; and
 - Facilitating development of detailed implementation programmes for the selected NKRA's.
- Facilitating publication of BRN Lab outputs and Government decisions thereon;
- Enabling the evaluation of the BRN initiative by the international panel and other approved independent evaluators;
- Preparing performance contracts for NKRA Lead Ministers;
- Preparing National and Ministerial Key Performance Indicators (KPIs) for the NKRA projects; and
- Performing any other duties as may be assigned by the Chief Executive Officer from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in Statistics, Project Management, Business Administration, Financial Management, Policy Development or equivalent;
- Demonstrated capacity in Performance Management;
- Proficiency in computers and Microsoft Office Suite; and

- A minimum of 10 years relevant working experience of which five (5) years should be at Senior Managerial position.

Director for Infrastructure Division (Ref No.PDB/D3/DI/10/13)

Job Summary

Reporting to the Deputy Chief Executive Officer - Monitoring & Evaluation, the successful candidate will be responsible in ensuring effective delivery of the vision and mission of PDB regarding transformation of infrastructure.

Key Responsibilities will include:

- Providing day to day management of the Infrastructure sectors;
- Carry out periodic monitoring and evaluation of implementation of detailed BRN programmes in the infrastructure sectors
- Supervising and managing performance of the personnel in the sectors;
- Coordinating monitoring of the Key Performance Indicators (KPIs) in the infrastructure sectors;
 - Monitoring KPI's in selected National Key Result Areas (NKRAs) of the Infrastructure sectors;
 - Preparing implementation and performance reports on infrastructure NKRAs;
 - Driving delivery of the top priorities in respective NKRAs of the Infrastructure Division;
 - Providing analytical support and recommendations to overcome key delivery challenges in Infrastructure NKRAs;
 - Undertaking annual evaluation of KPIs on NKRAs relating to the infrastructure.
- Performing any other related duties as may be assigned by the Deputy Chief Executive Officer, Monitoring & Evaluation from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in Project Management , Public Administration, Monitoring and Evaluation, Business Management or equivalent; or
- Demonstrate capacity in performance management and monitoring and evaluation;
- Proficiency in computers and Microsoft Office Suite; and
- A minimum of 10 years relevant working experience of which five (5) years should be at Senior Managerial position.

Director for Agricultural Productivity (Ref No.PDB/04/DAP/10/13)

Position Summary:

Reporting to the Deputy CEO (Agriculture Delivery), the successful candidate will be responsible for providing technical expertise and insight on the practical production and scientific aspects of the agricultural sector performance, with the goal of supporting key stakeholders to improve crop and livestock productivity through a value chain approach.

Key Responsibilities will include:

- Providing day-to-day management of the Productivity Directorate, including supervising and managing performance of personnel;
- Coordinating problem solving and analysis regarding productivity of prioritized crops and livestock value chains;
 - Coordinating undertaking of data-driven studies concerning crop and livestock productivity with goal of identifying bottlenecks and recommending evidence-based solutions;
 - Organising delivery Labs relevant to crop and livestock productivity elements of the Agriculture National Key Results Area (NKRA); and
 - Supporting stakeholders in the relevant government ministries to develop actionable sub-sector strategies and implementation plans based on data-driven studies and delivery Labs. Sample areas of intervention include input supply, technology and research, production monitoring, land use, soil management and extension.
- Facilitating and support implementation of prioritized interventions and special programmes;
 - Mobilising key public, private and NGO stakeholders to support the sub-sector strategies and implementation plans;
 - Providing analytical support and recommendations to overcome key challenges and ensure timely delivery; and
 - In rare situations, lead efforts to incubate key catalytic initiatives.
- Engaging in coordination of key stakeholders involved in crop and livestock productivity;
- Assisting in performance tracking and capacity building of key government stakeholders related to crop and livestock productivity, including identification and monitoring of Key Performance Indicators (KPIs);
- Preparing and reviewing the annual budget of the Agricultural Delivery Productivity functions and ensure its implementation in conformity with the planned activities;
- Ensuring high integrity and effective financial management of all matters related to the Agricultural Delivery Productivity functions; and
- Performing any other duties assigned by the Deputy Chief Executive Officer, Agricultural Delivery Division from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in a technical agricultural discipline (such as Plant Pathology, Food Science) from a recognized institution or equivalent;
- Proficiency in computers and Microsoft Office Suite; and
- A minimum of 10 years relevant working experience of which five (5) years should be at a Senior Managerial level

Director for Agricultural Market Efficiencies Division (Ref No.PDB/D5/DME/10/13)

Job Summary:

Reporting to the Deputy Chief Executive Officer (Agricultural Delivery), the successful applicant will be responsible for providing technical expertise and insight necessary to address monitoring, development, and effective deployment of various demand "pull" interventions to develop value chains to improve livelihoods and food security, including marketing, warehousing, transport, strategic grain reserves and access to finance.

Key Responsibilities will include:

- Providing day-to-day management of the Market Efficiencies Division, including supervising and managing performance of personnel;
- Coordinating problem solving and analysis regarding market efficiencies of prioritized crops and livestock value chains specifically in strengthening the "pull" market orientation,
- Facilitating the implementation of prioritized interventions;
- Engaging in the coordination of key stakeholders involved in crop and livestock marketing;
- Supporting the performance tracking and capacity building of key Government stakeholders related to crop and livestock marketing;
- Preparing and reviewing the annual budget of the marketing functions & ensuring its implementation in conformity with the planned activities; and
- Ensuring high integrity and effective financial management of all matters related to the marketing functions.

Key Qualifications and Experience

- A minimum of a Master's degree in Agricultural Marketing, or Business Administration or any related business/agribusiness discipline from a recognized institution;
- Proficiency in computers and Microsoft Office Suite; and
- A minimum of 10years relevant working experience of which five (5) years should be at a Senior Managerial level.

Director for Agricultural Performance Analytics & Evaluation Division (Ref No.PDB/D6/DPAE/10/13)

Position Summary

Reporting to the Deputy Chief Executive Officer, (Agricultural Delivery), the successful applicant shall be responsible for analysing and tracking programme performance analysis, tracking and evaluation of the Agriculture Delivery Division (ADD) and programmes undertaken by the GOT and other counterparts.

Key Responsibilities will include:

- Providing day-to-day management of the Performance Analytics & Evaluation Directorate, including supervising and managing performance of personnel;
- Leading performance tracking of key stakeholders related to agricultural development;
 - With the input of the other Directorates, preparing dashboard updates on progress of Key Performance Indicators (KPIs) (beginning with those prioritized during the first set of Delivery Labs), to be presented at Transformation & Delivery Council meetings
- Coordinating problem solving and analysis regarding coordination and accountability mechanisms in Tanzania;
 - Coordinating undertaking of studies on existing coordination and accountability mechanisms with the goal of identifying bottlenecks and recommending evidence-based solutions., Examples include an analysis of the agricultural value chain through which recommendations could be made on how to improve collection, dissemination and utilization of data in agricultural decision-making;
 - Organising Delivery Labs relevant to performance analytics and evaluation elements of the Agriculture National Key Result Area (NKRA);
 - Supporting stakeholders in the relevant government ministries to develop actionable sub-sector strategies and implementation plans;
 - Supporting and participating in monitoring and evaluation of the Agriculture NKRA's; Facilitate publication of Agriculture Lab outputs; and
 - In collaboration with the Partnership Officer in the MDU, supporting coordination and organization of the stakeholders involvement in the agricultural sector.
- Facilitating the implementation of prioritized interventions;
 - Mobilising key public, private and NGO stakeholders to support the sub-sector strategies and implementation plans, such as the Ministry of Agriculture, Food Security and Cooperative's (MAFC) plan to establish a dynamic national agricultural database;
 - Providing analytical support and recommendations to overcome key challenges and ensure timely delivery; and
 - In rare situations, leading the efforts to incubate key catalytic initiatives.
- Overseeing the Agricultural Delivery Division's capacity building efforts by:

- Assisting the Deputy CEO to create operating guidelines on how the Division's staff should interact with public sector counterparts;
- Work with public sector counterparts to prioritize key capacity gaps and develop solutions (e.g., trainings, staff secondments, changes in institutional procedures); and
- Work closely with the Capacity Building Officer to facilitate and support capacity building through active engagement and up-skilling of public, private, and civil sector counterparts.
- Performing any other duties assigned by the Deputy CEO, Agricultural Delivery Division.

Key Qualifications and Experience

- A minimum of a Master's degree in Economics, Public Administration, Business Administration or equivalent from a recognized institution;
- Postgraduate training in performance management and analytics; or monitoring and evaluation will be an added advantage;
- A minimum of 10 years relevant working experience of which five (5) years should be at Senior Managerial position.

Director for Communication and Advocacy Division (Ref No.PDB/D7/DCA/10/13)

Position Summary

Reporting to the CEO, the successful applicant will be responsible for providing PDB with expertise and services in information, communication and dialogue with the public and media.

Key Responsibilities will include:

- Developing and implementing PDB's communication strategy;
 - Developing evolving communication goals;
 - Undertaking stakeholder analysis and message scoping;
 - Studying issues emerging from Big Results Now (BRN) implementation and developing communication responses;
 - Facilitating public engagement in the BRN programs;
- Developing advocacy programs and monitoring their implementation;
 - Carrying out and coordinating advocacy activities
 - Raising public awareness on the functions and activities of the PDB and the BRN program in general;
 - Coordinate press briefings for the PDB;
 - Coordinating the preparation and production of office articles and newspapers;

- Providing interface between the PDB and the general public;
- Providing technical support on advocacy activities to Ministerial Delivery Units (MDUs);and
- Performing any other duties as may be assigned by Chief Executive Officer from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in Mass Communication, Public Relations, Journalism or equivalent from a recognized institution;
- Demonstrate capacity in communication and stakeholder management;
- Proficiency in computers and Microsoft Office Suite; and
- A minimum of 10 years relevant working experience of which five (5) years should be at a Senior Managerial position.

Director Corporate Services Division (Ref No.PDB/D8/DCS/10/13)

Position Summary

Reporting to the CEO, the successful applicant will be responsible for overseeing administration and human resource; finance and accounting; planning and budgeting; legal services; procurement as well as the information and communication technology functions of the PDB.

Key Responsibilities will include:

- Preparing human resources planning to determine supply and demand needs for professionals under the PDB;
- Facilitating employee relations and welfare including health, safety, sports and culture; and
- Coordinating and supervising human resources management and administration functions;
- Managing payroll of PDB staff;
- Facilitating payment of cash/checks to employees/customers (service provider)
- Mobilizing resources for the implementation of NKRA's projects and financing delivery support institutions;
- Procuring, maintaining and managing supplies, materials and services to support the logistical requirements of the PDB
- Contributing to the preparation of proposed bills/acts, subsidiary legislations (regulation, rules, orders etc.) through liaising with the Attorney General's Office on the same;
- Providing legal advice and assistance to the PDB on interpretation of laws, terms of contract, terms of agreements, procurement contracts, guarantees, letter of undertaking, memorandum of understanding, consultancy agreements and other types of agreements and legal documents

- Ensuring that the Bureau adheres to procurement process and procedures as per the Public Procurement Act;
- Advising the Management on matters pertaining to the procurement of goods and services and logistics management
- Participating in preparing plans, programs and budgetary activities of the PDB and establishment of performance targets and indicators;
- Providing technical support including institutionalization of M&E process within the PDB;
- Providing Information Communications and Technology services; and
- Performing any other duties as may be assigned by the Chief Executive Office from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in Public Administration, Human Resources Management, Economics, Business Administration, Financial Management, Policy Development or equivalent;
- Proficiency in computers and Microsoft Office Suite; and
- A minimum of 10 years relevant working experience of which five (5) years should be at a Senior Managerial position.

Director Resource Mobilisation and Economic Sectors (Ref No.PDB/D9/DRME/10/13)

Position Summary

Reporting to the Deputy CEO (Monitoring and Evaluation), the successful applicant will be responsible for ensuring effective delivery of the vision and mission of the PDB in relation to resource mobilisation and promoting the economic sectors.

Key Responsibilities will include:

- Providing day to day management of the Resource Mobilisation and Economic Sectors Division;
- Supervising and managing performance of the personnel in the Division;
- Carry out periodic monitoring and evaluation of implementation of NKRAs for resource mobilization and economic sectors;
- Coordinating monitoring of the Key Performance Indicators (KPIs) in the Resource Mobilisation and Economic Sectors Division;
- Monitoring KPI's in selected National Key Result Areas (NKRAs) of the Resource Mobilisation and Economic Sectors Division;
 - Driving delivery of the top priorities in respective NKRAs of the Resource Mobilisation and Economic Sectors Division;
 - Providing analytical support and recommendations to overcome key delivery challenges in Resource Mobilisation and NKRAs;

- Organizing and conducting labs in the Key National Priority Area for the Resource Mobilisation and Economic Sectors division;
 - Undertaking annual evaluation of KPIs on NKRAs relating to Resource Mobilisation and Economic Sectors division; and
- Performing any other related duties as may be assigned by the Deputy Chief Executive Officer, Monitoring & Evaluation from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in Public Administration, Human Resources Management, Economics, Business Administration, Financial Management, Policy Development or equivalent; and
- A minimum of 10 years relevant working experience of which five (5) years should be at a Senior Managerial position.

Director Social Service Sector (Ref No.PDB/D10/DSS/10/13)

Position Summary

Reporting to the Deputy CEO (Monitoring & Evaluation), the successful applicant will be responsible for ensuring effective delivery of the vision and mission of the PDB in the priority social sectors

Key Responsibilities will include:

- Providing day to day management of the Social Sectors Division;
- Supervising and managing performance of the personnel in the Division;
- Coordinating monitoring of the Key Performance Indicators (KPIs) in the Social Sectors Division;
- Monitoring Key Performance Indicators(KPI's) in selected National Key Result Areas (NKRAs) of the Social Sector Division;
- Driving delivery of the top priorities in respective NKRAs of the Social sectors Division;
- Carry out periodic monitoring and evaluation of implementation of NKRAs for social service sectors;
- Organizing and conducting Labs in the Key National Priority Area of the Social Sectors Division;
- Providing analytical support and recommendations to overcome key delivery challenges in Social Sector NKRAs;
- Undertaking annual evaluation of KPIs on NKRAs relating to Social Sectors; and
- Performing any other related duties as may be assigned by the Deputy Chief Executive Officer, Monitoring & Evaluation from time to time.

Key Qualifications and Experience

- A minimum of a Master's Degree in Public Administration, Monitoring & Evaluation, Social Science; Business Management; Economics or equivalent;
- Demonstrated capacity in performance management and monitoring & evaluation;
- Proficiency in computers and Microsoft Office Suite; and
- A minimum of 10 years relevant working experience of which five (5) years should be at a Senior Managerial position.

Manager Procurement Management Unit (Ref No.PDB/M1/MPMU/10/13)

Position Summary

Reporting to the CEO, the successful applicant will be responsible for coordinating and providing expertise and guidance in the provision of services in the area of procurement, storage and supply of goods and services for the PDB.

Key Responsibilities will include:

- Advising the Management on matters pertaining to the procurement of goods and services and logistics management;
- Ensuring adherence to the to the procurement process and procedures as per Public Procurement Act;
 - Procuring, maintaining and managing supplies, materials and services to support the logistical requirements of the PDB; and
 - Ensuring proper handling and storage, adequate and timely distribution of office supplies and materials.
- Acting as a Secretariat to the Tender Board as per Public Procurement Act;
 - Developing an annual procurement Plan for the PDB;
 - Performing the functions of Procurement Management Unit as stipulated in the Public Procurement Laws; and
 - Supporting the PDB in obtaining the best value of money in terms of price, quality and delivery, having adhered to set specifications.
- Maintaining and providing updates on inventory of goods, supplies and materials;
- Performing any other duties as may be assigned by the Chief Executive Officer from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in Procurement and Supplies, Supply Chain Management or equivalent from a recognized higher learning institution;
- Certified Supply and Procurement Professional (CSP);
- Registered member of the National Board of Materials Management (NBMM);

- Proficiency in computers and Microsoft Office Suite; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position.

Manager Internal Audit Unit (Ref No.PDB/M2/MIA/10/13)

Position Summary

Reporting to the CEO, the successful applicant will be responsible for providing internal control and risk management advisory services to the Chief Executive Officer in the proper management of resources.

Key Responsibilities will include:

- Preparing Strategic Audit Plans for the PDB;
 - Review and reporting on proper control over the receipt, custody and utilization of all financial resources of the PDB;
 - Reviewing and reporting on conformity with financial and operational procedures laid down in any legislation or any regulation or instruction issued under such legislation and good accounting practice as from time to time defined by the Accountant General;
 - Ensuring avoidance of incurring obligations and authorizing payments to the extent which would ensure effective control over the expenditure of the PDB; and
 - Reviewing and reporting on the correct classification and allocation of revenue and expenditure accounts.
- Reviewing and reporting on the reliability and integrity of financial and operating data;
 - Ensuring preparation of accurate financial statements and other reports for the information of the Bureau and the general public as required by legislation;
 - Reviewing and reporting on operations or programs to ascertain whether results are consistent with established objectives and goals;
 - Reviewing and reporting on the adequacy of action by the management in response to internal audit reports;
 - Assisting management in the implementation or recommendations made by the audit reports and also, where appropriate recommendations made by the Controller and Auditor General; and
 - Reviewing and reporting on the adequacy of controls built into computerized systems in place in the PDB.
- Conducting performance audit on appraisal of development projects;
- Conducting operational/value for money audits; and
- Performing any other duties as may be assigned by the Chief Executive Officer from time to time.

Key Qualifications and Experience

- A minimum of a Bachelor's degree in Accounting or equivalent from a recognized institution;
- Certified Public Accounting (CPA – T) and registration with the Institute of Internal Auditors of Tanzania;
- Proficiency in computers and Microsoft Office Suite;
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position

Manager Research and Documentation Section (Ref No.PDB/M3/MRD/10/13)

Position Summary

Reporting to the Director Planning, Research and Development, the successful candidate will be responsible for issues related to research and documentation of the National Key Results Areas (NKRA's)

Key Responsibilities will include:

- Monitoring projects implementation performance in the respective of the Key National Priority Areas;
- Organizing and facilitating the establishment and running of BRN labs;
- Preparing National and Ministerial Key Performance Indicators (KPIs) for the NKRA projects;
- Coordinating and participating in the development and implementation of programmes for the selected NKRA's;
- Preparing and submitting statistical reports to the Director on performance within the NKRA;
- Ensuring maintenance of the Documentation Centre;
- Providing management support to key players and ensuring timely delivery of the research findings on NKRA's; and
- Performing any other duties as may be assigned by the Director, Planning Research & Development.

Key Qualifications and Experience:

- A minimum of a Master's degree in Marketing; commercial management or equivalent.
- Proficiency in computers and Microsoft Office Suite; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position.

Manager Planning and Statistics Section (Ref No.PDB/M4/MPS/10/13)

Position Summary

Reporting to the Director, Research and Development, the successful will be responsible for planning functions of the PDB

Key Responsibilities will include:

- Organising and facilitating establishment and running of BRN labs;
 - Ensuring collection, study and analysis of statistical data and information relevant for conducting BRN labs;
 - Preparing National and Ministerial Key Performance Indicators (KPIs) for the NKRA projects;
 - Coordinating and participating in the development and implementation programmes for the selected NKRAs;
 - Monitoring projects implementation performance in the respective of the Key National Priority Areas;
 - Providing analytical support and recommendations to overcome key delivery challenges in projects; and
 - Facilitating evaluation of the BRN programmes.
- Undertaking annual evaluation of KPIs in projects/programs;
- Preparing National and Ministerial KPIs for the NKRA projects;
- Preparing and submitting to the Director performance reports on statistics for the NKRA; and
- Performing any other duties as may be assigned by the Director, Planning Research & Development from time to time.

Qualifications and Experience

- A minimum of a Master's degree in Statistics, Project Management, Economics, Business Administration, Financial Management or equivalent;
- Demonstrated capacity in Performance Management;
- Proficiency in computers and Microsoft Office Suite and Statistical Analysis Packages; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position;

Manager, Energy Sector (Ref No.PDB/M5/MES/10/13)

Position Summary

Reporting to the Director Infrastructure, the successful applicant will be responsible for monitoring delivery of NKRAs in Energy Sector

Key Responsibilities will include:

- Monitoring performance in the implementation of the projects in the energy sector;
- Providing analytical support and recommendations to overcome key delivery challenges in the projects under the energy sector;
- Facilitating and participating in Labs for the National Key Priority Areas (NKRA) in the energy sector;
- Undertaking annual evaluation of Key Performance Indicators (KPIs) in projects/programs for the energy sector;
- Preparing and submitting to the Director performance reports on energy sector NKRA;
- Providing management support to key players and ensuring timely delivery of the research findings on energy NKRA; and
- Performing any other duties as may be assigned by the Director, Infrastructure Division from time to time.

Key Qualifications and Experience

- A minimum of a Master's Degree in Energy Economics, Energy Engineering; or equivalent;
- Proficiency in computers and Microsoft Office Suite;
- Demonstrated capacity in performance management and monitoring & evaluation; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position.

Manager for Transport Sector (Ref No.PDB/M6/MTS/10/13)

Position Summary

Reporting to the Director Infrastructure, the successful applicant will be responsible for monitoring delivery of NKRA's in the Transport sector.

Key Responsibilities will include:

- Monitoring the performance in the implementation of projects in the transport sector;
- Providing analytical support and recommendations to overcome key delivery challenges of the projects under the transport sector;
- Facilitating and participating in Labs for the National Key Priority Areas (NKRA) of the transport sector;
- Undertaking annual evaluation of Key Performance Indicators (KPIs) in projects/programs for the transport sector;
- Preparing and submitting to the Director performance reports on transport sector NKRA;
- Providing management support to key players and ensuring timely delivery of the research findings on transport NKRA; and

- Performing any other duties as may be assigned by the Director, Infrastructure Division from time to time.

Key Qualifications and Experience

- A minimum of Master's Degree in Transport Management; Transport Economics, or equivalent;
- Proficiency in computers and Microsoft Office Suite;
- Demonstrated capacity in performance management and monitoring & evaluation; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position.

Manager Resource Mobilisation Sector (Ref No.PDB/M7/MRM/10/13)

Position Summary

Reporting to the Director, Resource Mobilisation & Economic sectors, the successful applicant will be responsible for monitoring delivery of resource mobilization NKRA.

Key Responsibilities will include:

- Carry out periodic monitoring and evaluation of implementation of NKRA's for resource mobilization and economic sectors;
- Monitoring performance in the implementation of projects under the resource mobilisation sector;
- Coordinating mobilisation of resources relating to all NKRA from donors;
- Facilitating and participating in Labs for resource mobilisation;
- Providing analytical support and recommendations to overcome key delivery challenges in resource mobilisation projects
- Undertaking annual evaluation of Key Performance Indicators (KPIs) in resource mobilisation projects/programs;
- Preparing and submitting to the Director performance reports of resource mobilisation;
- Coordinating budget alignment and tracking of the disbursement on the implementation of the NKRA's;
- Providing management support to key players and ensuring timely delivery of the NKRA under resource mobilisation; and
- Performing any other duties as may be assigned by the Director, Resource Mobilisation and Economic sectors from time to time.

Key Qualifications and Experience

- A minimum of a Master's Degree in Finance, Economics, Financial Management, or equivalent;
- Demonstrated capacity in Resource Mobilisation/Tax Administration;
- Proficiency in computers and Microsoft Office Suite; and

- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position.

Manager Economic Sector (Ref No.PDB/M8/MES/10/13)

Position Summary

Reporting to the Director Resource Mobilisation and Economic sectors, the successful applicant will be responsible for monitoring delivery of BRN initiatives in the Economic sector NKRA's .

Key Responsibilities will include:

- Monitoring the performance in the projects implementation in economic sector;
- Facilitating and participating in Labs for the economic services National Key Result Area (NKRA);
- Providing analytical support and recommendations to overcome key delivery challenges in economic services projects
- Undertaking annual evaluation of Key Performance Indicators (KPIs) in economic services projects/programs;
- Providing management support to key players and ensuring timely delivery of the NKRA's under economic services section;
- Following up on initiatives on the economic sector
- Preparing and submitting to the Director, performance reports for the economic sector; and
- Performing any other duties as may be assigned by the Director, Resource Mobilisation and Economic Sectors from time to time.

Key Qualifications and Experience

- A minimum of a Master's Degree in Economics, Business Administration, Finance, Financial Management, Policy Development or equivalent or a Postgraduate degree in Monitoring and Evaluation;
- Proficiency in computers and Microsoft Office Suite; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position.

Manager Public Private Partnership (PPP) Section (Ref No.PDB/M9/MPPP/10/13)

Position Summary

Reporting to the Director Resource Mobilisation and Economic Sector, the successful applicant will be responsible for providing support to PPP units of the Ministry of Finance and Procuring Entities in the implementation of the National PPP programs.

Key Responsibilities will include:

- Monitoring programs and projects execution of the Public Private Partnership (PPPs) in the BRN;
- Tracking the adequacy of the legal and institutional frameworks to ensure PDB facilitation of PPP;
- Facilitating and participating in Labs for the Public Private partnership National Key Result Area (NKRA);
- Providing analytical support and recommendations to overcome key delivery challenges in Public Private Partnerships initiatives;
- Undertaking annual evaluation of Key Performance Indicators (KPIs) in Public Private Partnership projects/programs;
- Providing management support to key players and ensuring timely delivery of the NKRA under Public Private Partnerships section;
 - Preparing the legal framework for the PDB that influence Public Private Partnership;
 - Facilitating capacity building initiatives across the contracting entities;
 - Following up on the interventions for the PDB relating to Public Private Partnership Programs; and
 - Ensuring regular follow-up on Private sector due diligence in their financing of the public institutions.
- Preparing and submitting to the Director performance reports for the Public Private Partnership section; and
- Performing any other duties as may be assigned by the Director, Resource Mobilisation and Economic Sectors from time to time.

Key Qualifications and Experience

- A minimum of a Master's Degree in Economics, Business Administration Financial Management, Policy Development or equivalent or a Post graduate Diploma in Monitoring & Evaluation;
- Proficiency in computers and Microsoft Office Suite; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position.

Manager Water Sector (Ref No.PDB/M10/MW/10/13)

Position Summary

Reporting to the Director Social Sectors, the successful applicant will be responsible for undertaking monitoring delivery of NKRA's under Water Sector.

Key Responsibilities will include:

- Monitoring , evaluating and reporting implementation of projects under water sector NKRAs; Providing analytical support and recommendations to overcome key delivery challenges in water services projects;
- Facilitating and participating in Labs in Social Sector relating to water services;
- Undertaking annual evaluation of Key Performance Indicators (KPIs) in water services projects/programs;
- Preparing and submitting to the Director performance reports of water services section;
- Providing management support to key players and ensuring timely delivery of the National Key Results Areas (NKRAs) under water services section; and
- Performing any other duties as may be assigned by the Director, Social Services Sectors.

Key Qualifications and Experience

- A minimum of a Master's Degree in Water Engineering, Water Resources Management, or equivalent;
- Demonstrated capacity in Water Services Management;
- Proficiency in computers and Microsoft Office Suite;
- A minimum of five (5) years relevant working experience of three (3) which should be in a managerial position

Manager Education Sector (Ref No.PDB/M11/ME/10/13)

Position Summary

Reporting to the Director Social Sectors, the successful applicant will be responsible for monitoring delivery under the Education Sector NKRA.

Key Responsibilities will include:

- Monitoring the performance in the implementation of education sector NKRA;
- Providing analytical support and recommendations to overcome key delivery challenges in education sector NKRA;
- Facilitating and participating in Labs in Social Sector relating to education sector;
- Undertaking annual evaluation of Key Performance Indicators (KPIs) in education sector projects/programs;
- Preparing and submitting to the Director performance reports of education services section;
- Providing management support to key players and ensuring timely delivery of the National Key Results Areas (NKRAs) under education sector ; and

- Performing any other duties as may be assigned by the Director, Social Services Sectors.

Key Qualifications and Experience

- A minimum of a Master's Degree in Education, Social Science, or equivalent;
- Demonstrated capacity in Education Management; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position

Manager Agricultural Production Monitoring (Ref No.PDB/M12/MAPM/10/13)

Position Summary

Reporting to the Director Agricultural Productivity, the successful applicant will be responsible for delivering initiatives under their jurisdiction by coordinating initiatives related to production, monitoring of prioritized crop and livestock value chains.

Key Responsibilities will include:

- To coordinating problem solving and analysis regarding production monitoring of prioritized crops and livestock value chains
 - To coordinate undertaking of data-driven studies concerning production marketing with goal of identifying bottlenecks and recommending evidence-based solutions
 - To organize and conduct Delivery Labs relevant to production monitoring elements of the Agriculture National Key Results Area
 - To support stakeholders in the relevant government ministries to develop actionable sub-sector strategies and implementation plans related to production monitoring
- To facilitate implementation of prioritized interventions
 - To liaise regularly with key players responsible for the delivery of priority initiatives
 - To provide analytical support and recommendations to overcome key challenges and ensure timely delivery
 - To document progress on initiatives through a dashboard reporting mechanism
 - In rare situations, to engage in efforts to incubate key catalytic initiatives
- To engage in coordination of key stakeholders involved in production monitoring
- To assist in performance tracking and capacity building of key government stakeholders related to production monitoring, including identification and monitoring of key performance indicators; and
- To perform any other duties assigned by the Director of Productivity

Key Qualifications and Experience:

- A minimum of a Master's degree in Plant Pathology, Food Science or equivalent from a recognized higher learning institution; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position.

Manager Agricultural Marketing Efficiencies (Ref No.PDB/M13/MAME/10/13)

Position Summary

Reporting to the Director of Marketing Efficiencies the successful applicant will be responsible for ensuring efficiencies in delivering projects under their jurisdiction with the objective of enabling the effective deployment of various demand “pull” interventions to develop value chains to improve livelihoods and food security.

Key Responsibilities will include:

- Providing day-to-day management of specific projects under the Market Efficiencies Directorate as requested by the Director, including supervising and managing performance of personnel;
- Monitoring and providing implementation support to initiatives prioritized in the respective National Key Results Areas (NKRAs);
- Supporting the Director of Market Efficiencies in delivering analytical support and recommendations to overcome key delivery challenges in projects, specifically;
 - Managing national studies to better establish the status of value chains of the lead commodities and recommend strategies to ensure the value chains are efficient. Starting with maize and rice and gradually scaling up to other commodities;
 - Managing undertaking of studies to establish the status of the input supply systems and impact on the efficiencies along the value chain, and make recommendations.
- Conducting a technical review of agricultural sector finance availability and adoption, with a focus on differentiating farmer and SME customer segments and a comprehensive product portfolio to address needs within priority value chains and beyond;
- Managing relationship with the relevant government ministries and support them to develop actionable sub-sector strategies and implementation plans based on data-driven studies and agricultural delivery labs;
- Facilitating and coordinating a robust evidence base for marketing decisions;
- Managing a study to evaluate the impact of national value-added taxes, local cesses, and export levies for net growth patterns as compared to sector potential and developing recommendations for reviewing/revising the taxation to ensure they support industry growth; and
- Managing anchoring of marketing programme analysis and implementation, with particular focus

on developing superior quality, data driven analytical work, in collaboration with other relevant actors, including Ministry of Agriculture Food Security and Cooperative (MAFC).

- Facilitating and participating in labs in the respective area;
 - Managing activities for the Agricultural Delivery Labs relevant to crop and livestock marketing elements of the Agriculture NKRA;
 - Managing relationships among key public, private and NGO stakeholders to support the sub-sector strategies and implementation plans;
 - Providing analytical support and recommendations to overcome key delivery challenges; and
 - In rare situations, manage catalytic incubation to jumpstart key initiatives.
- Undertaking annual evaluation of Key Performance Indicators (KPIs) in projects/programmes;
- Preparing and submitting to the Director of Market Efficiencies performance reports in respective area; and
- Performing any other duties assigned by the Director of Market Efficiencies from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in Agricultural Marketing, Business Administration or equivalent from a recognized institution; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position.

Manager Agricultural Sector Analytics and Problem Solving (RefNo.PDB/M14/MASA/10/13)

Position Summary

Reporting to the Director Performance Analytics & Evaluation, the successful applicant will be responsible for supporting and facilitating sector analysis, problem solving, monitoring, learning & evaluation; and knowledge management.

Key Responsibilities will include:

- Providing day-to-day management of specific projects under the Performance Analytics & Evaluation Directorate as requested by the Director, including supervising and managing performance of personnel;
- Managing projects implementation performance in the respective National Key Results Area (NKRA);
- Supporting the Director of Performance Analytics & Evaluation in delivering analytical support and recommendations to overcome key delivery challenges in prioritized initiatives;
- Supporting and liaise with local and international research and training institutions in collecting statistics, information and in conducting sector specific studies;

- Providing analytical support to MDUs;
- Maintaining and update the agricultural sector data base;
- Facilitating and participating in labs in the respective area;
 - Managing activities for the Delivery Labs relevant to performance analytics elements of the Agriculture NKRA;
 - Managing relationships among key public, private and NGO stakeholders to support the sub-sector strategies and implementation plans;
 - Providing analytical support and recommendations to overcome key delivery challenges; and
 - In rare situations, managing catalytic incubation to jumpstart key initiatives.
- Undertaking annual evaluation of Key Performance Indicators (KPIs) in projects/programmes;
- Preparing and submitting to the Director of Performance Analytics & Evaluation performance reports in respective area; and
- Performing any other duties assigned by the Director of Performance Analytics & Evaluation.

Key Qualifications and Experience

- A minimum of a Master's degree in Economics, Public Administration, Business Administration or equivalent from a recognized institution;
- Postgraduate training in performance management and analytics; or monitoring and evaluation will be an added advantage;
- A minimum of five (5) years relevant experience three (3) of which should be in a managerial position; and
- Exposure to high-performance international environments will be an added advantage.

Manager Agricultural Capacity Building (Ref No.PDB/M15/MACB/10/13)

Position Summary

Reporting to the Deputy Chief Executive Officer Agriculture, the successful applicant will be responsible for identifying, developing, facilitating and supporting capacity gaps in the Agriculture Sector.

Key Responsibilities will include:

- In collaboration with Agricultural Sector Line Ministries (ASLMs) identifying human resource and institutional capacity gaps within MDU and other stakeholders for the delivery of the BRN and sector targets;
- Supporting and facilitating training needs assessment and development of comprehensive capacity building programmes for MDUs for the delivery of BRN and sector targets ;
- Liaising, facilitating and supporting ASLMs in developing relevant capacity building policies programmes and plans;

- Supporting and facilitating in designing demand driven tailor made courses and short training programmes according to training needs of MDUs and ADD;
- Sensitizing Agriculture Delivery Department (ADD) and MDUs staff on change management and reforms for achieving BRN and sector results;
- Preparing plans and budget for capacity development in ADD,
- Coordinating ADD staff performance appraisal reports; and
- Performing any other duties as may be assigned by the Deputy CEO for Agriculture.

Key Qualifications and Experience

- A minimum of a Master's Degree in Agricultural Economics, Agribusiness Management, or equivalent;
- Demonstrated experience in Capacity Building; and
- A minimum of five (5) years relevant working experience three (3) of which years should be at a managerial level.

Manager Communication Strategy and Monitoring (Ref No.PDB/M16/MCSM/10/13)

Position Summary

Reporting to the Director Communication and Advocacy, the successful applicant will be responsible for providing to the PDB expertise on development and implementation of a communications strategy.

Key Responsibilities will include:

- Monitoring projects implementation performance through communication and monitoring of the respective key national priority area;
- Managing the day to day internal and external communications and marketing/publicity activities of ADD including conferences, meetings and briefings for all ADD directors;
- Providing analytical support and recommendations to overcome key delivery challenges in projects;
- Ensuring communication outputs are of a high standard, respond to the needs of the target audience, and are delivered within agreed budget and timelines
- Developing and implementing PDB communication strategy;
- Coordinating stakeholder analysis and message scoping;
- Facilitating and participating in labs for the priority areas;
 - Leading studies of issues emerging from BRN implementation and developing communication responses;
 - Undertaking monitoring of key performance indicators in projects/programs;

- Preparing and submitting to directors performance reports on communication strategy and monitoring;
- Providing management support to key players to ensure timely delivery; and
- Performing any other duties as may be assigned by the Director, Communication and Advocacy Division from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in Mass Communication, Public Relations, Journalism, or equivalent;
- Demonstrated capacity in Public Communication and Stakeholder Management; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position.

Manager Media and Advocacy Programmes (Ref No.PDB/M17/MMAP/10/13)

Position Summary

Reporting to the Director Communication and Advocacy, the successful applicant will be responsible for providing to the PDB expertise on media and advocacy programmes.

Key Responsibilities will include:

- Coordinating and maintaining impactful and fit purpose press releases ,articles, bulletins, radio and TV programmes, aimed at establishing, maintaining and projecting PDB corporate, image and identity;
- Monitoring project implementation performance through designing suitable media and advocacy programmes relevant for the key national priority area
- Leading the preparation of advocacy programs and monitoring their implementation;
- Coordinating advocacy activities on the National Key Results Areas(NKRA's);
- Ensuring public awareness on the functions and activities of the PDB and the BRN program in general;
- Coordinating and contributing to the information content of the PDB and ensure the information on the website is updated regularly;
- Promoting activities and programs for the PDB;
- Coordinating the preparation and production of office articles and newspaper;
- Providing interface between the PDB and the public;
- Coordinating press briefings for the PDB and handling protocol matters;
- Providing technical support on advocacy activities to MDUs;
- Preparing and submitting to directors performance reports on media and advocacy programmes;

and

- Performing any other duties as may be assigned by the Director, Communication and advocacy division from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in Mass Communication, Public Relations, Journalism or equivalent;
- Demonstrated capacity in Public Communication and Stakeholder Management in the Public Sector; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position.

Manager Budget Management Section (Ref No.PDB/M18/MBM/10/13)

Position Summary

Reporting to the Director Corporate Services, the successful applicant will be responsible for mobilising resources for BRN implementation, budget alignment, and providing planning services for the PDB.

Key Responsibilities will include:

- Coordinating with the Ministry of Finance, the Planning Commission and sector Ministries to increase external support for NKRA activities;
 - Assisting the Director on preparing, implementing, and monitoring the Strategic Planning functions for the PDB, including Annual Plans and Budgets;
 - Coordinating with the Ministry of Finance to increase the Development Partner's contribution to PDB operations;
 - Facilitating independent assessment of the BRN financing.
- Designing, implementing and monitoring viable funding plans;
- Ensuring that funds from government and development partners are made available on time;
 - Ensuring that financial reports are submitted to government and donors on time; Monitoring, evaluating and reporting on PDB operations performance ; Collecting, evaluating, and analysing data, statistics and information on resource flows for BRN support operations.
- Promoting private sector participation in BRN infrastructure and other projects
- Performing any other related duties as may be assigned by the Director, Corporate Services from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in Accounting, Finance, Economics, Financial Management, or equivalent;
- CPA (T), ACCA or ACA and registration with the NBAA is mandatory; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position.

Manager Finance and Accounts Section (Ref No.PDB/M19/MFA/10/13)

Position Summary

Reporting to the Director Corporate Services, the successful applicant will be responsible for managing the finance and accounts functions of PDB.

Key Responsibilities will include:

- Processing payment of salaries and banking cash and cheques;
- Submitting voucher lists and collecting cheques from the Treasury;
- Ensuring proper documentation to support vouchers, including authorization according to regulations; and
- Maintaining cashbooks of the PDB.
- Monitoring expenditure and implementation of PDB budget;
- Preparing monthly flash reports and periodic financial performance reports
- Ensuring adherence to relevant acts, regulations and circulars;
- Responding to all Audit queries raised during the previous financial year; and
- Performing any other related duties as may be assigned by the Director, Corporate Services from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in Finance and Accounts or equivalent;
- A certified CPA, ACCA or ACA will be an added advantage; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position.

Manager Human Resources and Administration Section (Ref No.PDB/M20/MHRA/10/13)

Position Summary

Reporting to the Director Corporate Services, the successful applicant will be responsible for facilitating employer-employee relationships, coordinating employee development, wellbeing and advising on manpower organizational efficiency.

Key Responsibilities will include:

- Facilitating employee relations and welfare;
- Coordinating the implementation of ethics, disciplines and values promotion activities; and
- Interpreting Public Service Regulations, Standing Orders and other Labour laws.
- Facilitating general custodian services to include maintenance of office equipment, building and grounds;
- Facilitating security services, transport and general utility
- Coordinating the implementation of staff performance management;
- Advising on organization efficiency and facilitating Human Resource training and development (career, professional, skills enhancement);
- Coordinating the recruitment, selection, placement, and confirmations, and induction for new entrants;
- Administering salaries and process payroll and overseeing employee benefits and entitlements; and
- Processing and updating of records of staff leaves, including annual, sick, maternity, study, terminal, and termination (retirement, resignation etc.).
- Coordinating implementation of Client Service Charter; and
- Performing any other related duties as may be assigned by Director, Corporate Services from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in Human Resources Management, Public Administration or equivalent; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position

Manager Legal Services Section (Ref No.PDB/M21/MLS/10/13)

Position Summary

Reporting to the Director Corporate Services, the successful applicant will be responsible for providing legal services to the PDB, liaising with the Attorney General's Office to ensure effective management of legal and contractual risk.

Key Responsibilities will include:

- Liaising with Attorney General's Office in making follow ups of cases in Courts of Law and court decisions;

- Preparing proposed bills/acts, subsidiary legislations (regulation, rules, orders etc.) and liaising with the Attorney General's Office;
- Providing legal advice and assistance to the PDB on interpretation of laws, terms of contract, terms of agreements, procurement contracts, guarantees, letter of undertaking, memorandum of understanding, consultancy agreements and other types of agreements and legal documents; and
- Maintaining data base on courts decisions and ensuring their safe custody.
- Performing any other related duties as may be assigned by the Director, Corporate Services from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in Law, Public Policy or equivalent;
- Advocate of the High Court; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position.

Manager Information and Communication Technology (ICT) Section (Ref No.PDB/M22/MICT/10/13)

Position Summary

Reporting to the Director Corporate Services, the successful applicant will be responsible for developing, managing and supporting the PDB ICT infrastructure and services.

Key Responsibilities will include:

- Facilitating e-Government and e-Business operation;
- Managing IT systems and facilities;
 - Designing and enforcing system security;
 - Facilitating ICT applications in support of the delivery system;
 - Maintaining and updating PDB website and PDB ICT infrastructure;
 - Establishing and maintaining LAN and WAN;
 - Installing and upgrading the database servers and application tools and creating database storage structures for different design applications;
 - Providing trouble shooting services to the PDB; and
 - Developing ICT delivery tracking and reporting system and rollout in the respective institutions.
- Developing data sharing policy in the PDB;
- Undertaking studies and proposing areas of using IT as an instrument to improve service delivery in the PDB;

- Managing and reviewing ICT specifications and service contract; and
- Performing any other related duties as may be assigned by Director, Corporate Services from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in Information Technology, Computer Science, Telecommunications Engineering, or equivalent;
- Microsoft Certified Professional;
- Hands on experience in implementing Microsoft Windows Server and Windows Active Directory deployment is mandatory; and
- A minimum of five (5) years relevant working experience three (3) of which should be in a managerial position

Manager Ministerial Delivery Units (6 Posts) (Ref No.PDB/M23/HMDU/10/13)

Position Summary

Reporting to the respective Lead NKRA Minister, the successful applicant will be responsible for monitoring and reporting progress on the implementation of ministerial projects under the BRN arrangement while keeping the respective Permanent Secretary informed.

Key Responsibilities will include:

- Monitoring and reporting progress on the relevant NKRAs;
- Being the Secretary of the relevant NKRA Steering Committee.
- Facilitating involvement of stakeholders in monitoring the progress of Big Results Now projects to the respective NKRA;
- Providing interface and liaising with the PDB on the progress of BRN to the respective NKRAs;
- Following up and ensuring that BRN initiatives are integrated into Ministerial budget and monitoring disbursements;
- Undertaking daily and weekly progress and delivery through Project Owners and relevant Ministries Departments and Agencies (MDAs) and Local Government Authorities (LGAs);
 - Preparing weekly Problem-Solving Meetings with the Project Owners and following up implementation of the resolutions
- Preparing implementation plan of each Key Performance Indicator (KPI) and assigning responsibilities to subordinate staff;
 - Ensuring that the Ministry delivers KPIs and track performance;
 - Monitoring KPI of the respective projects;
 - Monitoring performance of all subordinate staff; and

- Preparing periodic implementation reports.
- Preparing monthly reports for the NKRA Steering Committee and Transformation Delivery Council meetings, and monitoring follow ups on the implementation of deliberations; and
- Performing any other related duties as may be assigned by the Director of the respective NKRA from time to time.

Key Qualifications and Experience

- A minimum of a Master's degree in the discipline related to NKRA being carried out by the respective Ministry from a recognized institution (Ministry responsible for: Transport, Education, Finance, Water, Energy and Agriculture);
- Demonstrated capacity in Performance Management; and
- A minimum of eight (8) years relevant working experience four (4) of which should be in a managerial position

Note: Interested applicants for this position should indicate in their application letter which sector ministry they would like to be considered

Senior Analysts (Ref No.PDB/A1/PA/10/13)

Position Summary

Reporting to the Manager MDU in the respective Ministry, the successful applicant will be responsible for tracking, monitoring and reporting progress on the implementation of projects.

Key Responsibilities will include:

- Providing subject matter and/or technical expertise;
- Undertaking daily and weekly collection of data on progress and delivery and carrying out analysis as required;
- Preparing daily, weekly and monthly reports for progress on the implementation of projects and submitting to the relevant manager; and
- Identifying implementation problems and proposing solutions.

Key Qualifications and Experience

- A minimum of a Master's degree in the discipline related to NKRA being carried out by the respective Ministry from a recognized institution (Ministry responsible for: Transport, Education, Finance, Water, Energy and Agriculture);
- Demonstrates capacity in Performance Management; and
- A minimum of five (5) years relevant working experience in the specific NKRA interested in.

Note: Interested applicants for this position should indicate in their application letter which sector ministry they would like to be considered

Analysts (Ref No.PDB/A2/PA/10/13)

Position Summary

Reporting to the Manager MDU in the respective Ministry, the applicant will be responsible for tracking, monitoring and reporting progress on the implementation of projects.

Key Responsibilities will include:

- Undertaking daily and weekly collection of data on progress and delivery and carrying out analysis;
- Assisting in preparing daily, weekly and monthly reports for progress on the implementation of projects and submitting to the relevant manager; and
- Providing support in identifying implementation problems and proposing solutions.

Key Qualifications and Experience

- A minimum of a Master's degree in the discipline related to NKRA being carried out by the respective Ministry from a recognized institution (Ministry responsible for: Transport, Education, Finance, Water, Energy and Agriculture);
- Demonstrated capacity in Performance Management; and
- A minimum of three (3) years relevant working experience in the specific NKRA interested in.

Note: Interested applicants for this position should indicate in their application letter which sector ministry they would like to be considered

Executive Assistant to the Chief Executive Officer (Ref No.PDB/A3/EA/10/13)

Position Summary

Reporting to the CEO, the successful applicant will be responsible for providing administrative support to the CEO on daily work flow management and linkages with PDB Stakeholders.

Key Responsibilities will include:

- Administration:
 - Managing CEO's diary;
 - Preparing meeting briefs for the CEO;
 - Preparing management and other internal meetings as required;
 - Controlling Incoming and Outgoing Mails and Calls for the CEO;
 - Receiving and directing CEO visitors;

- Keeping and maintaining records including filling both electronic and hard records;
- Taking records of the proceedings of the management meetings;
- Preparing travel arrangements and accommodation for the CEO; and
- Bringing to the attention of CEO critical office matters as to when they arise.
- Coordination:
 - Providing a linkage between the CEO and other departments within PDB, Ministries and other stakeholders;
 - Acting as the secretary to management meetings;
 - Replying to various correspondences on behalf of the CEO;
 - Providing assistance to the rest of the Directors as required; and
 - Following up the implementation of directives issued by CEO.
- Performing any other related duties as assigned by the CEO from time to time.

Key Qualifications and Experience

- A Bachelor's degree in Social Sciences, Public Administration or Office Administration or equivalent;
- A full secretarial qualification; and
- A minimum of three (3) years relevant working experience in a similar position in a busy office environment.

Personal Assistant (2 Posts) (Ref No.PDB/A4/PA/10/13)

Position Summary

Reporting to the Deputy CEO of the respective department, the successful applicant will be responsible for carrying out day-to-day operations.

Key Responsibilities will include:

- Devising and maintaining office systems, including data management and filing;
- Attending phone calls, enquiries and requests, and handling them when appropriate;
- Organizing and maintaining diaries and making appointments for the Deputy CEO and Directors within the Department;
- Scheduling meetings as required and making necessary arrangements;
- Providing a linkage between departments, divisions and units within PDB as well as other stakeholders;

- Meeting and welcoming visitors of the department at all levels of seniority;
- Replying to various correspondences on behalf of the Deputy CEO
- Bringing to the attention of Deputy CEO critical office matters as to when they arise;
- Controlling incoming and outgoing mails and calls for the department;
- Receiving and directing visitors of the Deputy CEO;
- Providing assistance to the rest of the Directors in the department as required;
- Following up on the implementation of directives issued by Deputy CEO
- Preparing travel arrangements and accommodation for the Deputy CEO and other Directors within the Department; and
- Performing any other related duties as may be assigned from time to time.

Key Qualifications and Experience

- A minimum of a Bachelor's degree in Social Sciences and or Public Administration/Office Management or equivalent;
- A minimum of three (3) years relevant working experience in a similar position;
- A full secretarial qualification.

Secretaries (3 Posts) (Ref No.PDB/A5/PA/10/13)

Position Summary

The successful applicants will be responsible for supporting and assisting the respective PDB units with secretarial and administrative support.

Key Responsibilities will include:

- Preparing and scheduling meetings as required;
- Controlling Incoming and Outgoing Mails and Calls;
- Keeping and Maintaining Records e.g. Filing (electronic and hard copies).
- Creating and maintaining a file registry;
- Maintaining a positive outlook in line with PDB's public stature;
- Facilitating authorized access to PDB records.

Key Qualifications and Experience

- An Advanced Diploma in Office Administration, secretarial or equivalent;
- A minimum of three (3) years relevant working experience;
- Typing speed of 120 word/min or above;
- Computer literacy with proficiency in the full MS Office Suite;
- Fluency in English and Kiswahili.

If you believe you are the right candidate for any of the above positions, send your **application letter, detailed curriculum vitae, photocopies of academic certificates, and names and contact details of three referees**. Please quote the respective Reference Number on both the application letter and envelope. Email applications should bear the reference number of the position applied for in the subject line of the email.

Applications should be submitted to the address below no later than **07 November 2013**. Applications which do not indicate the reference number will be disqualified. Applicants can apply for a maximum of two positions and each applied separately. Only shortlisted candidates will be contacted.

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