



## NATIONAL COUNCIL FOR CHILDREN'S SERVICES

### INTRODUCTION

The National Council for Children's Services (NCCS) is a State Corporation under the Ministry of Labour and Social Protection within the State Department for Social Protection and Senior Citizen Affairs. It is established under section 41 of the Children Act 2022 to regulate, coordinate and oversight children's services. The Council is also mandated to advise the Government on all matters relating to children in Kenya.

NCCS seeks to recruit qualified persons for the following position:

No.	POSITION TITLE	REF NO.	NO. REQUIRED	TERMS OF SERVICE
1.	Director Corporate Services	NCCS/4/2023	1	Contract

## **RE-ADVERTISEMENT**

### **POSITION: DIRECTOR OF CORPORATE SERVICES**

POST: ONE (1)

VACANCY NO: NCCS/4/2023

TERMS OF SERVICE: CONTRACT.

#### **JOB SPECIFICATIONS**

Duties and responsibilities entail: -

- i. Providing strategic leadership in the functional areas of Human Resources and Administration, Corporate Communications and Information and Communication Technology services;
- ii. Developing policies, plans and strategies in the functional areas of Human Resources and Administration, Corporate Communications and Information and Communication Technology services;
- iii. Ensuring recruitment, selection and placement, performance management, training and development, employee relations, payroll and pensions management procedures are undertaken accordingly;
- iv. Overseeing the Information, Communications Technology (ICT) functions;
- v. Ensuring development and implementation of the Council's ICT services to bolster automation of all functions and services;
- vi. Overseeing and ensuring operational systems are efficient, effective, and sustainable;
- vii. Overseeing the designing and implementation of the performance management system;
- viii. Coordinating the review of NCCS corporate branding, marketing, communications strategies, policies and plans;

- ix. Overseeing coordination of office administrative services, transport management and record management;
- x. Coordinating the development and implementation of efficient and effective systems in the Council;
- xi. Ensuring compliance with statutory and regulatory reporting requirements; and
- xii. Overseeing the development of work plans and preparation of budgets for the department.

### **PERSONAL SPECIFICATIONS**

For appointment to this grade, an officer must have: -

- i. Bachelor's degree in any of the following disciplines: -Business Administration, Economics, Finance, Commerce, Human Resource Management or its equivalent qualification from a recognized institution;
- ii. Master's degree in any of the following disciplines: Business Administration, Public policy, Administration, Strategic Management, Human Resource Management, Economics or related field from a recognized institution;
- iii. Professional qualification in a relevant field;
- iv. Membership to a professional body where applicable;
- v. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vi. At least twelve (12) years' work experience five (5) of which must be in senior management;
- vii. Computer Proficiency skills; and
- viii. Fulfill the requirements of Chapter 6 of the Constitution.

## **KEY COMPETENCIES AND SKILLS**

- i. Analytical skills;
- ii. Communication skills;
- iii. Strategic and Innovative thinking;
- iv. Ability to lead and work with a team;
- v. Interpersonal skills; and
- vi. Negotiation skills

## **MANDATORY REQUIREMENTS FOR THE POSITION**

Applicants **MUST** provide the following documents on application:

- a. Duly signed application letter;
- b. A detailed curriculum vitae indicating current and previous employers, position held, level of Education and names of at least three professional referees;
- c. Certified copies of academic and professional certificates; and
- d. Certified copy of National Identification card or Passport.

Shortlisted candidates shall be expected to present the following clearance certificates;

- i. A valid certificate of good conduct from the Directorate of Criminal Investigation,
- ii. Valid clearance certificate from Higher Education Loans Board (HELB),
- iii. Valid Tax Compliance certificate from Kenya Revenue Authority (KRA),
- iv. Current clearance from the Ethics and Anti-Corruption Commission (EACC),
- v. A current report from an approved Credit Reference Bureau (CRB).

## **TERMS OF SERVICE AND REMUNERATION**

- Appointment to the position is on a contract term of five (5) years, renewable once subject to satisfactory performance and retirement age.
- The successful candidate will be offered a competitive remuneration package as per the Salaries Remuneration Commission (SRC) guidelines.

Interested and qualified persons for the position are requested to make their application online through the link provided, on the NCCS website: [recruitment.nccs.go.ke/](http://recruitment.nccs.go.ke/). Hard copies shall not be accepted. The deadline for application is 8<sup>th</sup> January 2024 at 5:00 PM. Only shortlisted candidates will be invited to appear in person before the interview panel on scheduled dates, venue and time.

Applications should be addressed to:

**THE CHAIRPERSON  
NATIONAL COUNCIL FOR CHILDREN'S SERVICES  
P.O.BOX 6446 – 00100  
NAIROBI**