



## DETAILED JOB DESCRIPTION

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### 1. STRATEGY & CORPORATE PLANNING MANAGER - KRBR160

**Reporting to:** General Manager - Planning, Research & Risk

**Employment Type:** Five (5) Year Renewable Contract Subject to Retirement Age and Performance

**Work Station:** Nairobi

#### **Duties and Responsibilities**

- i) Coordinating preparation, implementation, monitoring, evaluation, review and reporting of the Strategic Plan.
- ii) Facilitating formulation, implementation, monitoring, evaluation and reporting of the Performance Contract.
- iii) Overseeing preparation, Monitoring, Evaluation, review and reporting of activities of Corporate Business Plan.
- iv) Spearheading preparation, monitoring, evaluation and reporting of Annual Work Plan and Budget.
- v) Establishing and maintains linkages with Consultants and other Stakeholders on economic matters.
- vi) Providing mentorship and capacity building to staff in the Division.

#### **Requirements for the job**

- i) Master's Degree in Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution.
- ii) Bachelor's Degree in Economics, Mathematics, Statistics, Project Management, Monitoring & Evaluation or its equivalent qualification from a recognized institution.
- iii) A Minimum of ten (10) year's relevant work experience, at least five (5) Years' experience in Senior Management position.
- iv) Registered with a Relevant Professional Body and in good standing.

- v) Undertaken a management course lasting not less than four (4) weeks from a recognized institution.
- vi) Proficiency in computer applications.
- vii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

### **Skills and Competences**

- i) Research skills, Research paper writing and presentation skills
- ii) Problem-solving skills.
- iii) Leadership, Planning and Supervisory skills.
- iv) Strong written and oral communication skills.
- v) Report writing skills
- vi) Excellent analytical and interpersonal skills
- vii) Negotiation and counseling skills
- viii) Demonstrated merit and ability as reflected in work performance and results.