

Kenya Vision 2030 Delivery Secretariat (VDS) DIRECTOR GENERAL POSITION



The Kenya Vision 2030 Delivery Secretariat (VDS) is a semi-autonomous agency established under The Kenya Gazette No.1386 (Vol. CXI – No 15 of 17th February 2009). Its role is to spearhead the implementation of the Vision as the country's development blueprint and strategy towards making Kenya a newly-industrializing middle-income country capable of providing a high quality of life for all its citizens by 2030. The Vision Delivery Board (VDB) is seeking to fill the position of Director General of VDS, who shall be the chief executive officer as well as accounting officer of the Secretariat and Secretary to VDB.

DUTIES AND RESPONSIBILITIES

The Director General shall be responsible for:

1. Providing strategic leadership and co-ordination in the realization of the overall goals and objectives of the Vision 2030 and its Medium Term Plans (MTPs);
2. Providing support in driving and managing Kenya's transformation process;
3. Assisting in the preparation of all relevant project documents on the Vision 2030 flagship projects;
4. Providing liaison between Ministries, Departments and Agencies (MDAs), counties, the private sector and civil society participants in each flagship project;
5. Facilitating the appropriate funding, launch and timely completion of Vision 2030 and MTP projects;
6. Coordinating the activities of MDAs and private sector institutions that will be collaborating in the implementation of the Vision 2030 flagship projects;
7. Undertaking any rapid action to remove such implementation bottlenecks;
8. Undertaking continuous monitoring and evaluation of all the projects under Vision 2030;
9. Preparing quarterly and mid-term implementation progress reports for consideration by VDB and the appropriate Cabinet Committee on Vision 2030;
10. Marketing the Vision 2030 and its MTPs;
11. Recommending to the Board any revisions or additions to the Vision 2030; and
12. Recommending to the Government any institutional, legal or administrative changes that may be necessary to realize the Vision 2030 goals.

REQUIREMENTS

A person shall be qualified to be appointed Director General if such person:

1. Is a Kenyan citizen;
2. Holds at least a master's degree or higher academic qualifications in finance, economics, management and business or public administration from a university recognized in Kenya;
3. Has proven achievement in the planning and implementation of large-scale development programs and/or projects in the public or private sector;
4. Have demonstrable skills and knowledge in both financial and strategic people management;
5. Possess at least ten years relevant professional experience in a senior management and leadership position in the public service or private sector;
6. Possess knowledge of the organization and functions of Government;
7. Demonstrates thorough understanding of national goals, policies and development objectives including the Kenya Vision 2030;
8. Meets the requirements of Chapter Six of the Constitution on leadership and integrity; and
9. Certification of foreign academic and professional certificates by the Commission for University Education, where applicable.

KEY ATTRIBUTES

The following key attributes will be required for the position of Director General:

1. Being a visionary, transformative and results-oriented strategic thinker;
2. Ability to work in a multi-cultural and multi ethnic environment with sensitivity and respect for diversity;
3. Excellent organizational, interpersonal and communication skills;
4. Capacity to work under pressure to meet strict deadlines;
5. Be self-driven, a team-player and mentor/coach; and
6. Ability to cultivate partnership and collaborations.

TERMS OF SERVICE

The Director General will serve on contract for a period of five years, renewable once subject to satisfactory performance. The salary and other benefits attached to this position will be as determined by VDB in consultation with the Salaries and Remuneration Commission.

HOW TO APPLY

Each application should be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents. Scanned copies of these documents must accompany an online application. All applications should be clearly marked **"Application for position of Director General"** on the envelope and submitted in any **ONE** of the following ways:

1. Manual applications should be hand delivered to:
The Vision 2030 Delivery Secretariat
KUSCO Centre, 2nd Floor
Kilimanjaro Avenue, Upper Hill
P.O. Box 52301-00200 Nairobi, Kenya
2. Online applications should be e-mailed as Ms Word attachment to dgvacancy@vision2030.go.ke
3. Posted applications should be addressed to:
The Vision 2030 Delivery Secretariat
KUSCO Centre, 2nd Floor
Kilimanjaro Avenue, Upper Hill
P.O. Box 52301-00200 Nairobi, Kenya

NOTE:

Interested applicants are expected to get clearance from the following institutions;

- Kenya Revenue Authority;
- Higher Education Loans Board;
- Ethics and Anti-Corruption Commission;
- Criminal Investigation Department (certificate of good conduct); and
- Credit Reference Bureau.

Applicants must submit copies of these clearance certificates with the application.

"Women, minorities, marginalized and persons living with disability are encouraged to apply". All applications should be submitted by **5 pm on 11th April 2014**. Further information can be obtained from VDS website: www.vision2030.go.ke

