



INTERNAL JOB ADVERTISEMENT

Applications are invited from suitably qualified serving officers in Konza Technopolis Development Authority for the position shown below; -

	DESIGNATION	GRADE	REF. NO	NO. OF POSTS
1.	Senior Monitoring & Evaluation/ Performance Contracting Officer	5	KoTDA/HR42/2020	1

All applications should be addressed to the **Chief Executive Officer, KoTDA** and must be accompanied with a detailed curriculum vitae and copies of relevant certificates.

Shortlisted Candidates shall be required to produce their original certificates, original letter of appointment to their current substantive post, demonstrated results in work performance (latest performance appraisal) and Chapter six (6) requirements during the interviews.

Candidates are expected to submit hard copy applications which should be received before/on

Friday 10th April 2020.

KoTDA is an equal opportunity employer.

Details of the Post:

Job Title:	Senior Monitoring & Evaluation/ Performance Contracting Officer
Ref No:	KoTDA/HR42/2020
Grade:	5
Basic Salary Scale	Ksh 84,000- 160,000 p.m
Terms of Service	Permanent & Pensionable
Department	Corporate Research & Strategy
Job Specification	Duties and responsibilities <ol style="list-style-type: none"> i. Participate in development and review of Authority internal policies, regulations, guidelines; ii. Participate in aligning Authority strategies with national and county policies, plans and strategies; iii. Undertaking studies as per organization strategic plan and performance contract; iv. Participate in development and review of the Authority's Strategic



	<p>Plan;</p> <ul style="list-style-type: none"> v. Participate in monitoring implementation of the Authority's Strategic Plan; vi. Participate in carrying out corporate monitoring and evaluation; vii. Developing monthly, quarterly, semi-annual and annual organisational performance reports; viii. Participate development of Authority's Master-plan; ix. Preparation, implementation, monitoring and evaluation of the Authority's; work plans and Performance Contract (PC). x. Assist in developing of M&E tools; xi. Participate in developing a framework for stakeholders' collaborations
<p>Person Specification</p>	<p>For appointment to this grade an officer must have at least:</p> <ul style="list-style-type: none"> i. A Bachelor's Degree in any of Scheduled Sciences or in Communications, Marketing, Public Relations, Business Development, Development Studies, International Relations, Public Administration and Business Administration or equivalent qualifications from a recognized institution; ii. At least four (4) years working experience; iii. Professional qualification and membership to a professional body where applicable; iv. Supervisory Course lasting not less than two (2) weeks from a recognized institution; v. Proficiency in computer applications; vi. Fulfilled the requirements of Chapter Six of the Constitution; and vii. Shown merit and ability as reflected in work performance and results