



NATIONAL DRAINAGE & IRRIGATION AUTHORITY

JOB DESCRIPTION/SPECIFICATION

JOB TITLE: CORPORATE SECRETARY/LEGAL OFFICER

DIVISION: ADMINISTRATION

REPORTING TO: NDIA BOARD/CEO

SALARY BAND: SIX (6)

The holder of the post is secretary to the Board and is responsible for the efficient functioning of the Board. He/ She prepares meetings and takes minutes and is responsible for all correspondence on behalf of the Board.

Main responsibilities

- prepare meetings, make the agenda for Board meetings and send out notices;
- attend Board meetings and take minutes of each meeting which have to be approved in the next Board meeting;
- distribute records of decisions taken by the Board;
- keep records of all minutes and decisions taken by the Board;
- maintain correspondence on behalf of the Board;
- answer queries and complaints from farmers and other users of the D & I system;
- coordinate actions to respond to the complaints and ensure that the persons who submitted complaints are being informed about remedial actions in time;
- assist in special committees;
- advise the Board on procedures; proceedings and legal matters;
- taken on any other assignment given by the Board.

Authority

- sign correspondence on behalf of the Board. (All correspondence should be signed by the Chairman and the Secretary)

Working relationships:

- daily contacts with CEO and chairman of the Board;
- outside contacts with all other Organizations involved in D & I systems.

Job requirements:

Qualifications:

- Bachelor's Degree in Public management or Law or equivalent with a minimum of ten (10) years' experience in semi government management;

Communication skills

- Proficiency in written and spoken English

Competencies Planning and Organizing

- Set clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Manages time effectively
- Identifies and organizes resources needed to accomplish tasks
- Monitors performance against deadlines and milestone

Deciding and initiating Actions

Makes prompt clear decisions which may involve tough choices or considered risks

Takes responsibility for actions, projects and people

Takes initiative, acts with confidence and works under own direction

Work Environment

While performing the duties of this job, the employee regularly works in the office setting

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m and Fridays from, 8:00 a.m. to 3:30 p.m respectively.

Updated by: Ms. J. Blackman
Human Resource Manager
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