



NATIONAL DRAINAGE AND IRRIGATION AUTHORITY

JOB DESCRIPTION

POSITION: DEPUTY CHIEF EXECUTIVE OFFICER

REPORTING TO: CHIEF EXECUTIVE OFFICER

SALARY SCALE: BAND 7

The Deputy Chief Executive Officer will assist the Chief Executive Officer with capacity building across the whole range of duties. He/She will have primary responsibility for coordinating work with other members of the management team and serve as a back-up for the CEO in his/her absence. The role also incorporates some strategic duties as instructed by the CEO.

Main Responsibilities:

- Provides operational leadership to the organization and to take responsibility for its management and administration on a day-to-day basis as required by the CEO.
- With the CEO, to enable the Board of Directors to fulfill its duties and responsibilities for the proper governance of the organization and to see to it that the Board receives advice and information in a timely, through and appropriate manner.
- Ensures the organization structure, business and staff practices are designed to most effectively meet the needs of the organization and stakeholders.
- Ensures, through an effective recruitment and retention effort, operational and administrative staff appropriately skilled and experienced to meet the organization's future needs and current goals.
- Assures development of center's policies and procedures and their adherence.
- Oversees facilities management including supplies chain vendors.
- Works closely with the CEO in organization visioning and planning, the building of a strong and healthy team environment, and the inspiration of staff.
- Becomes familiarized with the responsibilities and tasks of the CEO; be available to fill in during his/her absence.
- Performs other duties as assigned.

Requirements

Master's Degree in Engineering, Water Resource Management and/or , Business Management or other related field from a recognized institution along with at least five (5) years practical experience three (3) years at a senior level

Knowledge of accounting and financial analysis practices sufficient to understand financial reports and understand the impact of financial performance on the organization's operations.

Or

Bachelor's Degree in Engineering /Management with a minimum of ten (10) years' experience of which three (3) years must be at a Senior Management/Executive level.

- Ability to organize and prioritize tasks.
- Ability to work under pressure and meet deadlines.
- High level of expertise in all facets of drainage and irrigation systems, including laws and regulations, standards and protocols, organization and management techniques and other industry knowledge and skills typically acquired through a combination of formal training
- Strong analytical, attention to details, and problem solving skills.
- Ability to work independently and as a team player.

Supervisory Responsibility

This job holder will be responsible for supervising the minimum of six (6) Senior Staff

Principal organizational relationships

The **DCEO interfaces** regularly with the Chief Executive Officer and senior personnel from other agencies, local and international, government ministries on matters relating to specific programmes e.g. budget allocations.

Work Environment

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

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Position Type/Expected Hours of Work

This is a full-time position. Monday to Friday but may be required to work weekends and beyond the call of duty as the need arises. Position is based in the city; however, position responsibility may require travel both within and without the city. Environment may vary depending on the weather, since work is generally done outdoors.

*Updated by: Ms. Janel Blackman
Human Resource Manager*

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