

Assistant Director Intergovernmental Relations at Nairobi City County Public Service Board

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Job Description

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Our mission is to provide affordable, accessible and sustainable quality services, enhancing community participation and creating a secure climate for political, social and economic development through the commitment of a motivated and dedicated team.

Job Requirements

Be in Possession of any of the following Bachelor's degree in International Relations, Information Technology, Public Administration, Business Administration or any other related field from a recognized institution.

Be in Possession of any of the following Master's degree in International Relations, Business Administration, Public administration or any other related field from a recognized institution.

Demonstrated understanding of the Intergovernmental relations at county, national and international levels.

Over 10 years' relevant working experience

Attended a Management Development Course lasting not less than 4 weeks.

Have good analytical and conflict resolution skills.

Have experience in Data analytics and report writing.

Must have served in management position preferably JG (K) and above for a period not less than 2years.

Have good communication skills

Demonstrated understanding of the County Economic Planning process as well as County Budgeting cycle.

Job Responsibilities

Assist the Deputy Director to Communicate decisions, reports and plans of the IGRTC and the Council of Governors to relevant Sectors and units of the County Government;

Assist the Deputy Director to Coordinate the implementation of decisions of intergovernmental relations structures (IGRTC, Council of Governors, any other) in as far as they affect Nairobi City County Government;

Assist the Deputy Director to Coordinate consultations and cooperation between Nairobi City County Government and the National Government, and between Nairobi City County Government and other County Governments

Assist the Deputy Director to Coordinate transfer of functions between Nairobi City County Government and National Government;

Assist the Deputy Director to Manage agreements and memorandum of understandings between Nairobi City County Government and the National Government, and between Nairobi City County Government and other County Governments

Assist the Deputy Director Share information on issues of common interest with National Government or with other County Governments;

Assist the Deputy Director to facilitate the management of dispute management mechanisms in matters affect the Nairobi City County Government;

Assist the Deputy Director to provide linkages with International, Regional, National, and local organizations and institutions for collaboration and partnership within the county focusing on policy, research and development.

Performing any other duties that might be assigned by the Deputy Director IGR from time to

time.

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