

## Director Research and Policy at Nairobi County

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### Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); The Nairobi City County is the creation of the Constitution of Kenya and successor of the defunct City Council of Nairobi. It operates under the auspices of the Cities and Urban Areas Act, The Devolved Governments Act and a host of other Acts. The Nairobi City County is charged with the responsibility of providing a variety of services to residents within its area of jurisdiction. These include the services that were hitherto provided by the defunct City Council and the ones that have been transferred from the national government. The former include Physical Planning, Public Health, Social Services and Housing, Primary Education Infrastructure, Inspectorate Services, Public Works, Environment Management while the latter include Agriculture, Livestock Development and Fisheries, Trade, Industrialization, Corporate Development, Tourism and Wildlife, Public Service Management.

### Job Requirements

Be a Holder of a Bachelor degree in any Science or Social Science from a recognized University.

Possession of a Master's degree in any of the above from a recognized University will be added advantage.

At least a 10-year relevant professional experience and have demonstrated competence in administration.

### Responsibilities

Overall organization and coordination of Research & Policy

Development within the county.

Collecting and analyzing relevant data on policy issues from sectors in the county.

Organizing symposia, conferences, workshops and other meetings to promote the exchange of views on issues relating to policy and research in the county.

Disseminating information generated from the Research & Policy Development activities in the county to the relevant stakeholders and sectors.

Developing and maintaining a reservoir of research resources on policy and other related issues and make them available to stakeholders.

Setting up units or desks in all sectors for easier coordination of Research & Policy Development activities in the county.

Developing policies and procedures in collaboration with sectors and stakeholders.

Use of research findings to inform day today performance of sectors within the county while building on success case studies to improve performance and have innovations.

Establishment of a mechanism for regular reporting and sharing of information updates and airing of concerns from sectors and stakeholders.

Provide linkages with county assembly for collaboration within the county focusing on Research & Policy Development Formulates and proposes review of Research, and Monitoring and Evaluation Policy.

Ensure Research, M&E reports are prepared timely and of high quality.

Provide Technical field support to the Research, M&E Unit and the various M&E Committees established.

Support all M&E initiatives including Monitoring data quality, tracking the progress of activities, and contributing to Staff Capacity building initiatives.

Create a framework and procedures for Monitoring and Evaluation in the County

Proposing strategies to increase data collection, data analysis, data use and demand in the county.

Document, organize and capture project's progress, draft tools and their revisions as well as data collection procedures under the supervision (e.g. logical framework, project performance tracking indicators, data flow chart, QMIS, M&E manuals)

Review performance of existing Quality Management Information Systems (QMIS) pertaining Project management to help identify potential modifications or resources in the county.

To suggest ways to facilitate data collection and the flow of data within field teams.

Identify strengths and weaknesses in existing data collection and management systems and propose solutions.

Perform regular field visits to ensure the quality of data collected to verify the accuracy of reported data.

Establish log frameworks; M&E work plans and targets during the Sector Work

Coordinate project reviews, Baseline Surveys and Evaluations

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