

Director Social Services and Talent Management at Kwale County Government

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Job Description

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Kwale County is located in south coast of Kenya, it borders the Republic of Tanzania to the South West

NO. 47//KCPSB DIRECTOR SOCIAL SERVICES AND TALENT MANAGEMENT – JOB GROUP ‘R’ – 1 position

The Department of Social Services and Talent Management wishes to recruit a Director of Social Services who will be answerable to the Chief Officer Social Services and Talent Management.

Duties and Responsibilities

The Director will be responsible to the Chief Officer for the overall administrative and coordinative functions of the Department.

Providing overall strategic direction on the implementation of the social Services function.

Overseeing the formulating, implementing and reviewing social development, Sports & Cultural policies, plans, strategies & programmes:

Facilitating capacity building on mainstreaming of gender & disability in County Departments;

Ensuring the establishment & management of community cultural centers; art, galleries;

Overseeing monitoring & Evaluating cultural programmes;

Endorsing proposals to development partners aimed at empowerment of cultural practitioners, ensuring implementation of programmes on the National policy on Culture & heritage;

Identifying strategies for the promotion of Kiswahili, indigenous languages & other

languages; Monitoring & Evaluating cultural programmes & preparing periodic reports.

Coordinating, liaising with stakeholders to forge partnership for involvement & participation in cultural programmes, ensuring that capacity building workshop, seminars, symposia, exhibition, concerts, festivals, competitions & research meetings & disbursements of cultural grants are undertaken;

Verifying & validating documentation of viable elements of tangible cultural heritage for inscription & safeguarding;

Validating the list of recommended persons for awards and honors as national heroes and heroines;

Participating in cultural meetings such as United Nations Educational, Scientific & Cultural (UNESCO) meetings;

Organizing, regional, & international exchange programmes & offering consultancy services on cultural matters as well as implementing decisions related to Cultural matters;

Oversee the Development and Implementation of sports programmes Developing, coordinating and promoting sports at all levels in the county;

Monitor and ensure the establishment of Youth Sports Centers;

Validate selected teams and individuals for national competitions;

Promote linkages & partnerships with public and private organizations and individuals in developing sports facilities and standards in the County;

Liaising with Sports Federations, clubs and teams in conducting clinics to promote sports standards; endorsing the proposed exceptionally talented individuals to Sports Department Headquarters, Sports Federations, clubs or sports academies;

Facilitate and promote sports seminars, workshops, clinics, retreats and symposia for sports

officials;

Oversee the improvement and maintenance of sports facilities goods and equipment's in the county;

Oversee acquisition, distribution and maintenance of sports equipment and implements; participate in addressing sports complaints, petitions and disciplinary matters from sports federations and field offices;

In addition, the Director will be responsible for development & implementing the Department's Performance Appraisal system & contracts & overseeing the Financial & Asset Management of the Department, overall supervision, control, discipline, recruitment staff training and development

Requirements for Appointment

For appointment to this grade, an officer must have: –

Served in the grade of Assistant Director, Social Services & Culture OR Assistant Director Sports & Talent management, Job Group 'P' for more than 3 years, Deputy Director Social & Talent Management for 3 years or comparably or relevant position in the public service for a minimum period of three years;

Bachelor's degree in any of the following disciplines:- Sociology, Social Work, Psychology, Community Development, Anthropology, Counseling, Gender Studies, Gender and Development; Business Administration/Management Cultural studies, History, Philosophy, Archaeology, creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology; Indigenous languages; Physical Education, Sports Science or Leisure and Recreation Management or its equivalent from a university recognized in Kenya;

Master's Degree in any of the following:- Sociology, Social Work, Psychology, Community Development, Anthropology, Counselling, Gender Studies, Social Studies, Gender and Development Project Planning and Management, Public Policy, Disaster Management or Business Administration/Management Cultural studies, History, Philosophy, Archaeology, creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology; linguistics (African Languages), International Relations, Cultural Tourism; Physical Education, Recreation Management, Exercise and Sports Science or its equivalent from a university recognized in Kenya will be an added

advantage;

Attended a Strategic leadership Development Course lasting not less than six weeks;

Certificate in Computer applications; and

Demonstrated managerial, administrative capabilities and high degree of professional competence in work performance and exhibited a thorough understanding of National goals, policies, objectives and abilities to relate them to Social, cultural & Sports function.

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