

1. Ministry: Ministry of Justice			
2. Position Title: Deputy Secretary	3. Salary Level: L 4	4. Division: Administration and Policy Department	
5. Reports To: Secretary	6. Direct Reports: AS, Account, HRO, HODs.		
7. Primary Objective of the Position: To ensure that the Ministry enhances and sustains a quality service to all clients and that the MOP objectives are archived within budget so as to contribute to the achievement to Government goals and objectives.			

8. Position Overview	
9. Financial:	10. Legal:
11. Internal Stakeholders: <ul style="list-style-type: none"> • Staffs • Donors (Ausaid/NZ/others) • PSC • Board members <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Budget Preparation • MOP preparation and progress report • Personal matters related to NCS • Preparation of Cabinet Papers 	12. External Stakeholders: <ul style="list-style-type: none"> • All Ministries • SOEs • KANGGO • KCCI • Public (Customers) <p>To be referred to Manager</p> <ul style="list-style-type: none"> • MOP preparation and progress report • Personal matters related to NCS • Budget • HRM framework

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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<p>13. KEY ACCOUNT ABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: KPA ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
<p>Key Result Area/Major Responsibilities</p> <ul style="list-style-type: none"> • Customer Service (Client Service) • Strategic Planning and Reporting 	<p>Major Activities/Duties</p> <p>Provide advice to technical officers of the Ministry Administration requirements, including budget, and planning requirements, development partners and Ministry's project</p> <p>Implement administration for the Ministry to ensure MOP requirements are met through preparation of Cabinet papers, briefings, and discussion papers.</p>	<p>Performance Measures/Outcomes</p> <p>Accurate advice is provided within two days of request.</p> <p>Accurate and timely submission of Ministry's Project document.</p> <p>All Ministry Administration is accurate and completed on time.</p> <p>Completed and submitted on time</p>

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	<p>MOP preparation</p> <p>Progress report on achievement of MOP activities.</p>	<p>Progress reports completed and submitted to NPO on time. Vote transfers are actioned as required by Divisions/Vote Managers.</p>
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<p>10. Key Challenges</p> <ul style="list-style-type: none"> A key challenge of the post is leading and coordinating administration activities of the Ministry to ensure that technical staff can perform their roles effectively. This may include providing advice to technical staff on administrative matters. 		<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement): Education: Postgraduate Qualification. Experience: 5 years relevant work experience at senior management level or 7 years relevant work experience at middle management level.</p>
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