



# NORTHERN CORRIDOR TRANSIT AND TRANSPORT COORDINATION AUTHORITY

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## VACANCY ANNOUNCEMENT

### 1.0. Overview of the Organization:

The Northern Corridor Transit and Transport Coordination Authority (NCTCA) is a Regional Inter-Governmental Institution composed of six (06) Member States of Burundi, Democratic Republic of Congo, Kenya, Rwanda, Uganda and South Sudan. It was established and mandated by the member states to oversee the implementation of the Northern Corridor Transit and Transport Agreement (NCTTA), to monitor its performance and transform the Northern route into an economic Development Corridor making it seamless, efficient and smart. The Northern Corridor's Permanent Secretariat is based in **Mombasa in the Republic of Kenya**.

A vacancy has arisen at the Permanent Secretariat of the Northern Corridor as specified below:

### 2.0. Job Title

#### EXECUTIVE SECRETARY

<b>Salary Grade</b>	: S1
<b>Reports to</b>	: <b>The Chairperson of the Executive Committee (EC)</b>
<b>Supervises</b>	: <b>Six (6) Directors and Service Units</b>
<b>Contract Duration</b>	: <b>Three (03) years renewable once</b>
<b>Job Location</b>	: <b>Mombasa - Republic of Kenya</b>

### 2.1. Job Purpose:

The Executive Secretary of the Northern Corridor Secretariat is the overall Chief Executive Officer for the Authority. He/She shall be responsible for the overall Operations, Strategic Planning and mobilization of Resources to ensure accomplishment of the Authority's mandate. He/she shall be responsible for projecting the image of the authority, raising the Authority profile to Member States, Development Partners, the Media, key Stake holders and the General Public. He/She shall promote joint cooperation and partnership with regional institutions in enhancing the corridor regional integration agenda.

### 2.2. Duties and Responsibilities:

The Executive Secretary shall be the Chief Executive and Accounting Officer of the Authority. He/She shall carry out the following functions:

- (i) To develop and implement strategies aimed at promoting the organization's mandate, vision and mission;
- (ii) To provide technical and analytical support to the Authority's Policy Organs in form of Strategy formulation, Project Identification, Policy and Planning;
- (iii) To ensure that NCTTA operates in compliance with the relevant laws, regulations, standards, procedures and agreements;
- (iv) To mobilize, secure, budget, allocate and expend resources appropriately;
- (v) To attend all Executive Committee and Council meetings and monitor the implementation of all the decisions taken by the Policy organs of the Authority;
- (vi) To coordinate and prepare working papers and reports for all meetings of the Policy Organs of Authority;
- (vii) To build a high performing and self-motivated team of staff and play an active role in attracting, retaining and developing staff;
- (viii) To prepare rules and regulations governing financial, administrative and other activities of the Authority and submit them to the Executive Committee for approval;
- (ix) To prepare Annual Budgets, Financial Accounts, Programs and Work Plans for the Authority and submit them to the Executive Committee;
- (x) To Provide Secretarial Services to the Executive Committee and Council of Minister's meetings;
- (xi) To coordinate with Member States through relevant ministries with the objective of fostering co-operation in the achievement of the NCTTA objective and implementation of protocols;
- (xii) To forge close working relationship with regional and sub-regional international organizations;
- (xiii) To perform any other duty as assigned by the Executive Committee from time to time.

### 2.3. Qualifications and Work Experience:

- (i) Master's Degree in Public Administration, Economics, Planning and Management, Transport Policy & Planning, Logistics and Management, Engineering, Business Administration, Public Policy or their equivalent;
- (ii) Knowledge of the Transport Sector, Regional Integration, Public-Private Partnerships (PPP) and Development Planning;
- (iii) Five (05) to ten (10) years of Proven work experience at Senior Managerial level/ Head of Department in a reputable organization;
- (iv) Practical experience in Financial Management, Human Resource Management and, Public Policy.

### 3.0. Key Competencies:

- (i) Strong motivational, managerial and leadership abilities;
- (ii) Commitment to results;
- (iii) Decision making and sound judgment;
- (iv) Creativity and problem-solving skills;
- (v) Ability to work with others;
- (vi) Transparency and integrity;
- (vii) Strong written and oral communication skills;
- (viii) Respect for diversity;
- (ix) High-level of interpersonal and cross-cultural skills including ability to build alliances and collaborative relationship;
- (x) Planning and analytical skills;
- (xi) Monitoring and evaluation;
- (xii) Report writing skills;
- (xiii) Proficiency in computer and computer packages; excellent knowledge of Microsoft office software (Word, Excel, Outlook and PowerPoint).

### 4.0. Language Proficiency:

Proficiency in French or English language.

### 5.0. Eligibility Criteria:

- (i) Minimum age of 35 years and maximum age of 55 years at the time of application;
- (ii) Must be a National of the Member States of The Republic of Kenya or The Republic of South Sudan.

### 6.0. How to Apply:

The applicant must submit his/her Curriculum Vitae, certified copies of Academic Certificates and a Cover letter explaining why he/she is suitable for this position.

Applicants are required to provide details of at least three referees, one of whom should be the most recent employer.

Applications should be sent by courier or delivered as follows:

- (a) Applicants from the Republic of Kenya should address their applications to:

**The Principal Secretary, State Department of Transport,  
Ministry of Transport, Infrastructure, Housing and Urban Development  
P O Box 52692-00200  
Nairobi, Republic of Kenya**

- (b) Applicants from The Republic of South Sudan should address their applications to:

**The Under Secretary  
Ministry of Transport  
Juba Yei Road  
P O Box 149  
Juba, Republic of South Sudan**

Deadline for submission of applications is **16<sup>th</sup> March 2018, 05:00pm East African Standard Time.**