

VACANCY ANNOUNCEMENT



THE NORTHERN CORRIDOR TRANSIT AND TRANSPORT COORDINATION AUTHORITY

Links Road, Nyali, P O Box 34068, 80118, Mombasa, Kenya
Telephone: +254 41 4470734/729 923574/733 532485, Telefax: +254 41 4470735
Email: tca@ttcanc.org
Website: www.ttcanc.org

1.0. Overview of the Organization:

The Northern Corridor Authority is a Regional Inter Governmental Institution composed of six (06) Member States of Burundi, Democratic Republic of Congo, Kenya, Rwanda, South Sudan and Uganda. It was established and mandated by the Member States to oversee the implementation of the NCTTCA Agreement, 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
Salary Grade	:	NCS1
Reports to	:	The Chairperson of the Executive Committee (EC)
Supervises	:	Six (6) Directors and Service Units
Contract Duration	:	Three (03) years renewable once
Job Location	:	Mombasa – Republic of Kenya

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 monitor the implementation of the decisions taken by the policy organs of the Authority;
- (ii) To ensure the function of the Authority as far as the procedures for amendment and for consultation and settlement of disputes are concerned;
- (iii) To prepare working papers and reports for all meetings of the Authority and Executive Committee;
- (iv) To provide secretarial services to all meetings of the Authority and the Executive Committee and any other meetings held in accordance with the provisions of the agreement and the protocols;

- (v) Take follow-up action on reports emanating from meetings held in accordance with the provisions of the agreement and the protocols;
- (vi) To prepare rules and regulations governing financial, administrative and other activities of the Authority and submit them to the Executive Committee;
- (vii) To prepare annual budget, accounts and programmes of Activities of the Authority and submit them to the Executive Committee;
- (viii) To propose the terms and conditions of service, including remunerations, and submit them to the Executive Committee for approval;
- (ix) To recruit staff for the Secretariat (other than those referred to under Section (b) – viii of this Article;
- (x) To ensure that NCTTA operates in compliance with the relevant laws, regulations, standards, procedures and agreements and to mobilize adequate resources for the organization.
- (xi) To build a high performing and self-motivated team of staff and play an active role in attracting, retaining and developing staff;
- (xii) 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 and forge close working relationship with regional and sub-regional international organizations; and
- (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) Have a combined, regional and/or international proven experience of not less than fifteen (15) years of which ten (10) must be 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 English or French 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 Republic of South Sudan;
- (iii) Females qualified candidates are encouraged to apply.

6.0. Job Benefits

The post offers attractive fringe benefits including education allowance, a medical scheme, and insurance cover among others.

7.0. How to Apply:

The applicant must submit his/her Curriculum Vitae, certified copies of Academic Certificates and a Cover letter accompanied with NCTTCA filled application form (download from here: <https://ttcanc.org/vacancies>) 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 hand delivered or by E-mail as follows:

- (a) The Under Secretary
Ministry of Transport
Juba Yei Road
P O Box 149
Juba, Republic of South Sudan
Email: maryakechmilla@gmail.com

OR:

- (b) **E-mails:** ttca@ttcanc.org
Copy to: ladotangun@gmail.com

Deadline for submission of applications is **24th April 2024 05:00 pm East African Standard Time**

8.0 Short-listing and recruitment of applicants

Applicants that will best meet the criteria for the job will be short-listed and undergo preliminary interview selection and Six (6) names of those who will pass preliminary interviews will be submitted to the Executive Committee of the NCTTCA for final interviews and ultimate appointment by the Council of Ministers of NCTTCA. Files submitted for application shall not be claimed for return to applicants.

9.0 Notification to successful applicants

Applicants that are short-listed for interviews at all stages shall be notified of the same via e-mail or phone and shall be advised of the date of interview for recruitment, as well as the logistics thereto related.