



NATIONAL DROUGHT MANAGEMENT AUTHORITY

Vacancies

Vacancies have arisen within the National Drought Management Authority (NDMA) for the positions of County Drought Information Officer (CDIO) (3 posts) in the Salary Scale NDMA 4.

The Authority therefore invites applications from suitable candidates for the vacant positions which are to be filled by 1st August, 2019.

Detailed terms of reference

1. COUNTY DROUGHT INFORMATION OFFICER; JOB GRADE NDMA 4 (3 positions) 1.1. The Drought Information Function

The Drought Information function entails:- the coordination, generation and analysis of early warning information at the county level; integrating relevant information from national and international sources into the early warning system; developing mechanisms to ensure that drought information is communicated to stakeholders; coordinating, preparing and conducting drought and food security assessments and surveys in collaboration with relevant stakeholders; maintaining constant oversight of the drought status in Kenya and determining the level of response required; working with other stakeholders to ensure harmonized registration systems for beneficiaries of drought management interventions;

1.2. County Drought Information Officer

Reporting to the County Drought Coordinator, the County Drought Information Officer is responsible for the proper management of the drought information function at the county level.

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i) ensuring quality control of data collection and analysis;
- ii) coordinating food security and drought management data collection analysis;
- iii) coordinating of county drought early warning systems;
- iv) ensuring timely production of drought early warning bulletins and publications; supporting dissemination of drought early information to relevant stakeholders with particular emphasis to drought prone communities;

- v) supporting bi-annual national and county food security assessments; supporting ad hoc national and county rapid food security assessments and other surveys (nutritional surveys, market surveys, urban vulnerability surveys, etc.);
- vi) organizing skills training courses at county levels to build the capacity of officers involved in the early warning data collection and analysis;
- vii) spearheading development of manuals and guidelines for management of drought early warning system;
- viii) promoting integration of GIS and remote sensing tools into early warning systems; providing information to all drought management divisions through the administration of contingency planning, early warning system and contingency funds software; and spearheading research activities aimed at enhancing effectiveness and performance of the drought early warning system.

b) Requirements for Appointment

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

- i) served in the grade of Data Analyst in the Authority or in a comparable and relevant position in the public sector or large private sector organization for a minimum period of six (6) years with demonstrated administrative and professional proficiency in work performance
- ii) Bachelors degree in any of the following disciplines:- Rural Development Studies, Economics, Mathematics, Statistics, computer Science, Environmental Management, Developmental Studies, Agricultural Economics, Community Development, Information Science or Project Planning and Management from a recognized institution;
- iii) Masters degree in any of the following disciplines:- Rural Development Studies, Economics, Mathematics, Statistics, computer Science, Environmental Management, Developmental Studies, Agricultural Economics, Community Development, Information Science or Project Planning and Management from a recognized institution;
- iv) Certificate in Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized institution **OR** Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v) Certificate in Project Management from a recognized institution; and
- vi) Computer Literate;

How to Apply

Interested qualified applicants should send their applications accompanied with detailed CVs and testimonials to hr@ndma.go.ke.

Applications may also be dropped at the Authority's offices located on the 17th floor of Lonrho House, along Standard Street, Nairobi.

Deadline for submission of applications is **10th June, 2019**

NB:

Applicants from within NDMA are required to send their applications through their respective heads of departments.

NDMA is an equal opportunity employer