
Deputy Secretary (General Manager)

Primary Objective of Position

The Deputy Secretary Planning and Design develops strategies and policies while maintaining overall leadership and management of the function.

Key Outcomes

1. Long term strategic plan implementation
 - # Contribute to the PWD's 5-year strategic planning process; identifying and evaluating strategic options
 - # Prepare and present
 - # Long term operational plans
 - # Long-term and annual budgets
 - # Representing PWD in forums
 - # Liaise with Ministry/other departments and statutory authorities
2. The management leadership and development of the Planning and Design Function
 - # Lead the staff in accordance with PWD's policy
 - # Maximise the assets efficiency/return for the function
 - # Prioritise needs and deploy resources
 - # Budget and financial control
 - # Ensure the quality of services
3. Operationally effective in accordance with Performance Management System
 - # Establish and monitor performance criteria and measures
 - # Programs delivered to criteria
 - # Establish and monitor contractual arrangements
 - # Contractual requirements met
 - # Statutory and operational compliance monitored
4. Development of the function
 - # Continual improvement in performance
 - # Improvement in compliance – statutory and operational
 - # Development of HR resources
 - # Improved service delivery and customer satisfaction
 - # Uphold and promote the organizational culture and values
5. Professional services provided
 - # Informed and supported Ministry and executive management
 - # Provide technical advice relating to the function
 - # Technical representation of the PWD
6. Demonstrate PWD image and value standards at all times
 - # Cooperative senior executive team
 - # Efficient and effective teams that are O&S and environmentally aware

Duties / Responsibilities (Describes key competencies required to achieve performance levels)

Competence

Competence Description

Business

Strategic Development	Translate the strategic direction into action-oriented strategies and plans.
Business Performance	Establish performance management measures managing adjustments and variations
Risk Management	Develop a risk management plan.
Planning	Develop long term operational or business plans.
Resource Management	Establish and adjust the resource levels to achieve organisational targets and objectives.
Systems and Procedures	Issue directives for procedural changes to operations or practices.
Communication	Promote open communication and the expression of different viewpoints.

Customer

Relationship Building	Formalise business relationships through partnerships or agreements of mutual benefit e.g. service provision.
Quality Focus	Develop quality standards for the organisation.

People

Leadership	Achieve the vision by establishing clear objectives and empowering units to achieve.
Facilitation	Define the work/problem in broad terms empowering teams to establish objectives, shares accountability.
Negotiation	Lead a negotiation, focusing on the outcomes and needs of each party and building common ground.

Professional

Technical Strength	Analyse a problem and develop the solution using standard procedures and methods – technical specialist.
Compliance	Provide advice on compliance that requires an interpretation of the laws and regulations.
Financial Application	Propose solutions based on financial analysis of historical and future trends.

Interactions

External

Governments
Government Officials
Line Ministries
Media
General Public
Associations / Unions
Investment institutions
Contractors
Ministry of Finance
Auditors
Suppliers

Internal

Executive Management
All staff

Person Specifications:

Qualifications

Preferred

Degree Technical; Engineering, Finance/ Accounting, Law etc

Desirable

Masters Degree Management/Business

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Membership of appropriate Professional Institutions

Regulatory Compliance Requirements

Drivers Licence

Work Knowledge and Experience

Policy and strategy development in planning and design
Experience in high level program management

Personal Attributes :

Attribute Type

Attribute

Behavioural

Accountable
Customer Focused
Innovative

Interpersonal

Empathic
Forthright
Perceptive

Thinking

Conceptual
Decisive
Initiative

How to apply:

Closing Date: Friday, 6 November, 2009