



## COUNCIL OF GOVERNORS

### JOB OPPORTUNITY

#### PROGRAM OFFICER, INFRASTRUCTURE AND ENERGY

##### 1.0 Background

The Council of Governors (CoG) is established under Section 19 of the Intergovernmental Relations Act 2012 with the mandate to provide a mechanism for consultation amongst County Governments, share information on performance of the counties in execution of their functions, facilitate capacity building for governors, and consider reports from other intergovernmental forums on national and county interests amongst other functions (Section 20).

For better execution of its mandate, the Council of Governors is established in various sectorial working Committees and Departments. To enable the Council achieve its mandate and vision, the Council wishes to recruit a Program Officer to support the Infrastructure and Energy Committee at the Council:

##### 2.0 Job Purpose

To provide technical support in the implementation and coordination of all matters and activities of the committee.

Reporting to **the Principal Program Officer**, the Program Officer – Infrastructure and Energy will perform the following duties and responsibilities:

- Participate in development of sector policies, laws, regulations, strategies, standards and guidelines on matters related to the sector.
- Identify, guide and advise on preparation of resource materials for the Council Committee (Governors), County Executive (County Executive Committee Members, Chief Officers, Directors and other officers) in the sector.
- Initiate development of advisories to County Governments on the implementation of Devolved functions in the sector.
- Initiate development of committee reports, policy briefs, position papers, speeches and policy papers.
- Prepare, file and archive committee rules, regulations, reports, briefs, minutes and any other relevant documents in the committee.
- Follow up and prepare reports on the implementation and compliance on indicators related to SDGs, Gender and other international obligations, treaties and agreements in the committee.

- Follow up on County Governments' participation in intergovernmental consultations and sector dialogues.
- Participate and prepare reports for intergovernmental and sector forums in the sector.
- Implement committee policies, regulations, strategies, standards and guidelines.
- Support in committee data collection to inform policy decisions.
- Support sensitization of County Governments on mainstreaming SDGs, Gender and other international obligations, treaties and agreements.
- Initiate the development of the committee annual work plans and budgets.
- Identify relevant partners to support resource mobilization for the committee activities.
- Initiate and prepare for the committee peer learning initiatives in the sector.
- Follow up on the implementation of intergovernmental resolutions relating to the committee.
- Support implementation of committee activities.
- Initiate documentation of good practices in the sector.
- Initiate inter-county knowledge sharing and learning on devolved functions.
- Participate in committee in intergovernmental sector fora's and policy discourse.
- Monitor, review and advise the committee on sector policies, laws, regulations, strategies, standards and guidelines on matters related to the sector.
- Organize and participate in meetings with stakeholders, development partners, private sector and civil society on matters of interest to County Governments.
- Guide and mentor the assistants and interns.
- Initiate development of annual committee budgets.
- Monitor budget utilization in the committee.
- Participate in the negotiation of conditional and non-conditional grants with the National Government and development partners.
- Make follow-ups on the release and implementation of grants to County Governments.
- Comply with internal controls in utilization of budgets by the committee.
- Support sensitization of County Governments on conditional grants requirements.

### **3.0 Minimum Qualifications and Experience:**

#### **a. Academic and Professional Qualifications**

- Bachelor's degree in any of the following disciplines: Petroleum, Energy or Civil Engineering, Natural Resource Management, or in a related degree from a recognized institution.

#### **b. Professional Qualifications / Membership to professional bodies**

- Membership to a relevant professional body and in good standing

#### **c. Experience**

- At least five (5) years' experience in public or private sector employment.

**d. Functional Skills**

- Thorough understanding of national goals, policies, objectives, and ability to relate them to Council's mandate.
- Thorough understanding of Devolution as envisioned in the Constitution.
- Understanding of financial and human resource management.
- Good understanding of government policies, regulations, and procedures.
- Understanding in policy development and strategy implementation.
- Stakeholder management.
- Communication skills
- Professionalism

**Duration of the Assignment**

The duration of the engagement will be three (3) years renewable for a similar term subject to performance and availability of funds.

**How to Apply;**

Interested persons should send their CV with names and addresses of three referees and Cover letter to [hrcog@cog.go.ke](mailto:hrcog@cog.go.ke) on or before **Wednesday 31<sup>st</sup> May, 2023**, indicating the name of the position in the subject on the email.

**Council of Governors is an equal opportunity Employer.**

Persons living with disabilities and Persons from the marginalized areas are encouraged to apply. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.