

POSITION DESCRIPTION

1. Ministry: Public Service Office	3. Salary Level: 4	4. Division: Administration
2. Position Title: Deputy Secretary	6. Direct Reports: Secretary	
7. Primary Objective of the Position: To ensure that the Ministry enhances and sustains a quality service to all clients and that the MSP objectives are archived within budget in order to contribute to the achievement of Government goals and objectives in line with KDP.		

8. Position Overview 9. Financial: \$20,000	10. Legal: National Condition of Service, Public Service Code of Conduct, and other related national policies.
11. Internal Stakeholders: <ul style="list-style-type: none"> • Staffs • Donors (Ausaidd/NZ/ others) • PSC • Board members To be referred to Manager: <ul style="list-style-type: none"> • Budget Preparation • MOP preparation and progress report • Posting of Registry Staff • Personal matters related to NCS • Preparation of Policy Papers for the entire public service 	12. External Stakeholders: <ul style="list-style-type: none"> • All Ministries • SOEs • KANGO • KCCI • Public (customers) To be referred to Manager <ul style="list-style-type: none"> • MOP preparation and progress report • Personal matters related to NCS • Budget • HRM framework

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:	Date of Issue: 17/07/21
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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Customer Service (Client Service)	<p>Provide advice to technical officers of the Ministry of Administration requirements, including budget preparation, and planning requirements.</p> <p>Implement administration for the Ministry to ensure MOP requirements are met through preparation of Cabinet papers, briefings, and discussion papers.</p> <p>MOP preparation</p>	<p>Accurate advice is provided within two days of request.</p> <p>All Ministry Administration is accurate and completed on time.</p>
Strategic Planning and Reporting	<p>Progress report on achievement of MOP activities</p> <p>Authorize expenditure</p>	<p>Completed and submitted on time</p> <p>Progress reports completed and submitted to NPO on time</p> <p>Vote transfers are actioned as required by Divisions/Vote Managers.</p> <p>All PV/LPO actioned within 1 day of receipt, in accordance with delegation and financial regulations</p>
HR Management Framework implementation	Develop HRM framework for the Ministry under the advice from the Secretary	Accurate and timely submissions in line with HRM framework for the Ministry.

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	<ul style="list-style-type: none"><input type="radio"/> Service Orientation<input type="radio"/> Management of Personnel Resources<input type="radio"/> Management of Material Resources 3. Attributes<input type="radio"/> Efficient<input type="radio"/> Effective<input type="radio"/> Innovative<input type="radio"/> Creative<input type="radio"/> Approachable<input type="radio"/> Cooperative<input type="radio"/> Fair<input type="radio"/> hardworking and dedicated<input type="radio"/> sharing<input type="radio"/> interested in meeting people
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