

PROFILE – ADMINISTRATIVE OFFICER II (PERFORMANCE CONTRACTING)

Name of Organization	NACC
Job Title	ADMINISTRATIVE OFFICER II (PERFORMANCE CONTRACTING)
Reports to	HEAD, PERFORMANCE MANAGEMENT
Grade	NACC 4
Department	Chief Executive Officer’s Department
Business Purpose/Objective	The job holder is responsible for providing administrative support to the NACC Performance Management Division and working with the Divisional Head to ensure compliance to requirements on organizational performance and effectiveness.

Accountabilities (Responsibilities)

I. Strategic Roles

- a) Facilitate strategies for creating a high performing organisational culture based on transparency, integrity, accountability, performance measurement and results to ensure that programme activities are undertaken on sound management principles and practices
- b) Provide guidance to multidisciplinary teams to develop, implement and evaluate strategic management plans and budgets aimed at improving organizational effectiveness
- c) Work with HoD to develop concept papers, periodic board papers, intermittent progress reports and annual reports showing organisational achievements against planned targets as well as providing justification for performance variances and areas of improvement.

II. Operational Responsibilities / Tasks

- a) Assist and follow up performance contract reports and evidences from all the divisions.
- b) Support the processes of the implementation and maintenance of quality management systems
- c) Support Monitoring progress and the implementation of NACC Strategic Plan
- d) Support KASF implementation Programmes implementation
- e) Support and follow up performance of NACC management internal committees
- f) Support the development and implementation of divisional work plans.

Educational	A Candidate must: - <ul style="list-style-type: none"> 1. Have a Master’s degree in any of the following disciplines: <ul style="list-style-type: none"> • Project Planning/ Management, • Business Administration, • Human Resources/ Administration, • Accounting, • Management, or • Commerce,
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	<ul style="list-style-type: none"> • Statistics or • Social Sciences from a recognized institution; <ol style="list-style-type: none"> 2. Possess a Bachelor's degree in a relevant field 3. Have FULL professional qualification from a recognized certified training in human resource management, administration, finance, or accounting;
Experience	Have a minimum of four (4) years' experience in a related field from a large and reputable organization;
Key competencies	<ul style="list-style-type: none"> • Good interpersonal and communication skills • Proficiency in Basic IT knowledge • Organizing skills • Ability to work in a team with minimal supervision • Social Intelligence • Ability to work under pressure and on a tight schedule • Report writing