| JOB TITLE: Governance Specialist | |
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| **JOB SUMMARY:** | |

The Digital Delivery Support Framework of the Ministry of Digital Transformation (MDT) aims to develop an enabling environment for Digitization Projects in key Ministries, Departments and Agencies (MDAs). The vision of this framework is the central coordination of core and foundational ICT projects across the public sector that collectively advances the country's digital transformation agenda.

The role will be responsible for making sure that robust and proportionate governance processes are developed and implemented, which support the delivery of eServices over the interoperability platform. The individual will also be responsible for assessing the Solution Development, Service Delivery, and Service support functions within MDT, MDAs, and vendors and putting in place transition plans and road-maps.

| **REPORTS TO:** | |
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| **SUPERVISION GIVEN TO:** | |

**KEY RESPONSIBILITIES:**

1. Enhances the delivery of e-Services over the interoperability platform by developing and implementing robust and proportionate governance policies, processes and procedures.
2. Provides expertise in governance program evaluation by developing/reviewing data collection tools, data collection, analysis and report writing, and evaluating governance sub-components of each of the value chains.
3. Nurtures strategic partnerships by providing analytics to inform policy, programming and resource mobilization, and support in the identification, mobilization and engagement of key stakeholders at the national and local levels.
4. Directs the alignment of technology solutions development, service delivery, and service support functions within MDT, MDAs, and vendors and by carrying out assessment to bridge existing gaps and put in place transition plans and road-maps.
5. Develops and execute a competent governance framework through tracking, monitoring and updating it, as well as monitoring compliance.
6. Manages governance policy administration, through the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
7. Monitors and evaluates assigned governance projects by reviewing relevant documents and reports; identifying problems and issues to be addressed and proposing corrective actions; liaising with relevant stakeholders; identifying and tracking follow-up actions.
8. Executes governance related meetings by proposing and seeking consensus on agenda topics, identifying the relevant participants, preparing the strategic documents and presentations to guide governance policies.
9. Performs other duties as assigned.

| **Knowledge** | <ul><li>Considerable knowledge of Programme and Project management;</li><li>Considerable knowledge of Programme and Projects design;</li><li>Considerable knowledge of evidence-based generation, knowledge building, quality periodic reports and advocacy.</li><li>Considerable knowledge of Results Management</li><li>Considerable knowledge of Stakeholder Management</li><li>Considerable knowledge of Risk Management</li></ul> |
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| Skills and Abilities | <ul><li>Ability to execute excellent organization and planning skills</li><li>Ability to implement and effectively track all processes and action items</li><li>Ability to lead strategic planning, results-based management and reporting;</li><li>Ability to lead formulation, implementation, monitoring and evaluation of development programs and projects, mobilize resources;</li><li>Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery;</li><li>Ability to implement new systems and affect staff behavioral/ attitudinal change;</li><li>Ability to display strong IT skills, in Enterprise Resource Tools;</li><li>Ability to draft, edit and produce results-focused reports and papers.</li><li>Ability to draft, edit and produce results-focused reports and papers.</li><li>Ability to interacting with high level officials and intergovernmental bodies working with complex and sensitive issues.</li></ul> |
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| **Minimum Experience and Training:** | <ul><li>Training as evidenced by possession of an Post Graduate Degree from a recognized institution in public administration, economics, law, political sciences, social sciences or related discipline is required.</li><li>A bachelor's degree with a combination of two additional years of relevant experience may be accepted in lieu of Post Graduate degree.</li><li>Minimum of five (5) years of progressively responsible professional experience is required in the areas of Governance, international development affairs, diplomacy, outreach, facilitation, analysis, or advice and reporting.</li><li>Any suitable combination of qualifications and experience will be considered.</li></ul> |