



COUNCIL OF GOVERNORS

JOB OPPORTUNITY

PROGRAM ASSISTANT- MAARIFA CENTRE

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).

Program Assistant

We are seeking a highly competent and outstanding individual to fill the above position. The Officer will report to Best Practice, Monitoring and Evaluation Manager on all matters relating to the Program.

Duties and Responsibilities

The specific duties and responsibilities will include:

- Classification & cataloguing of all materials available in the resource centre
- To ensure that the Best Practice Centre is user-friendly and accessible, including assisting users to identify materials through the inventory of e-resources
- Identification of the resource centre needs and guidance in acquisition of the materials
- Promote capacity building on access and use of electronic resources and system access
- Assess, report on and promote innovation practice with a view to service improvement, establishment of new standards, and promotion of learning along the Council of Governors sectoral committees

- Serve as the point of contact for both the promotion of knowledge sharing activities, and for the sharing of operational knowledge within COG, as well as among County governments
- In collaboration with the COG sectoral committee clerks, organize and follow-up actions as required on studies undertaken, seminars or workshops on counties' specific best practices and lessons learned activities
- Assist in circulation of Best Practice Centre materials to users
- To produce monthly reports and regular updates as may be required on the functioning and use of the Best Practice Centre, it's development status to the Best Practice Centre Manager
- Perform other duties as required.

For appointment to this grade, an officer must have;

- Bachelor's Degree in Information Sciences or a Bachelor of Library & Information Sciences or a degree in a relevant field;
- Three (3) years records management experience gained from reputable organizations;
- Good experience in archiving and database management.
- Good communication and reporting skills;
- Good organization and inter personal skills;
- Good team work skills; and
- Good supervisory skills
- Shown merit and ability as reflected in work performance and results
- Must have good understanding of devolution
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- Be a Kenyan Citizen

The contract duration is three years renewable annually depending on the performance and availability of resources.

Interested persons should download and duly fill the **COG APPLICATION FOR EMPLOYMENT FORM** and send the duly completed form, CV, Cover letter, copy of ID/passport, certificates, testimonials, current and expected remuneration, names and addresses of three referees to hrcog@cog.go.ke on or before **31st July, 2017** and indicate the name of the position you are applying for in the subject of 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.