



COAST DEVELOPMENT AUTHORITY

VACANCY DETAILS

DIRECTOR RESEARCH & STRATEGIC PLANNING - CONTRACT TERMS

Job Description

- i. Oversee development of research and development strategies, tools, management processes and methodologies that will ensure effective identification, evaluation and implementation of projects;
- ii. Coordinate the development of the Authority's research and planning policy, procedures, guidelines and incentives that create a system approach to research and planning;
- iii. Coordinate the development of skills, tools, management process, metrics and systems to support research and planning across the Authority;
- iv. Coordinate implementation of quick wins and rapid results initiative with significant value to the business and playing a key role in the identification of new business/services/products and support in their rollout;
- v. Ensure development of networks and collaborations with partners in order to leverage on strategic partnerships for width, depth of reach, tapping into specialized professionals and gaining financial support;
- vi. Work as team Leader of consultancies won by CDA's consultancy wing as income generating tool for the organization
- vii. Ensure monitoring, evaluation and progress reporting of projects to the Authority's management and key stakeholders;
- viii. Ensuring that the Authority is adequately advised on management of research and planning needs of the Authority.
- ix. Monitoring of Risk and development of hedging mechanism and diversification strategies
- x. Coordinate the implementation of performance management system in the Authority;
- xi. Provide direction and guidance in ISO 9001:2015 certification and maintenance
- xii. Oversee innovation idea hypothesis testing, scoping, evaluation and concept experimentation;

- xiii. Oversee screening and sequencing of innovative ideas within overall strategic direction;
- xiv. Ensuring department budgets are developed and aligned to work plans;
- xv. Ensuring prudent utilization of the resources of the division;
- xvi. Manage and Supervise staff in the directorate
- xvii. Mentoring and coaching staff.

**Requirement for appointment,
For appointment to this post, an applicant must have-:**

- i. Have Bachelors Degree in any of the following fields: - Project management, Economics, Statistics, Finance, Engineering or other relevant and equivalent qualifications from a recognized institution;
- ii. Have a minimum period ten (10) years relevant work experience and at least five (5) years in a management role;
- iii. A certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- iv. Master's Degree in any of the following fields: Project Management, Economics, Statistics, Finance, Engineering or other relevant from a recognized institution will be an added advantage
- v. Be in possession of relevant professional qualifications;
- vi. Demonstrate merit and ability as reflected in work performance and results;
- vii. Be proficient in computer applications.
- viii. Fulfill requirements of Chapter six of the constitution.

Mode of application

Applicants should submit a soft copy enclosing detailed curriculum vitae, copy of national identification card/passport, certified copies of academic/professional certificates, transcripts and any other relevant supporting documents to email address cda@cda.go.ke or via a hard copy delivered at the Authority's headquarters, Mama Ngina Drive Mombasa not later than **6th September, 2023.**

The applications should be addressed to:

The Managing Director
Coast Development Authority
P.O. Box 1322-80100
MOMBASA

CDA is an equal opportunity employer committed to diversity and gender equality. Canvassing will lead to automatic disqualification. Note that only shortlisted candidates will be contacted.