



(Public Body of the Ministry of Culture, Gender, Entertainment and Sports)

CAREER OPPORTUNITY

Applications are being invited internally from suitably qualified person to fill the post of:

Regional Manager (GMG/SEG 3), Administration - EAST

Job Summary

Reporting directly to the Director, Field Operations; the Regional Manager will be concerned with the coordination and supervision of all programme activities within the Centres and their Outreach Stations.

Key Responsibilities

Technical/Professional Duties

- 1) Assists the Director, Field Operations with the guidance and co-ordination of activities of programmes in Region 2 - East.
- 2) Supervises the Managers to ensure that the Programme activities are sufficiently delivered, and that the goals and objectives of the Foundation are met
- 3) Maintains close liaison with Centre Managers.
- 4) Conducts Performance Appraisals for Centre Managers and make commendations for other staff within the region.
- 5) Visits the Centres and outreach station at regular intervals
- 6) Presents timely and accurate reports to the Director, Field Operations
- 7) Assists with the collation of statistical report
- 8) Attends meetings with relevant organization as directed by the Director Field Operations

Human Resource Duties

- 1) Conducts performance appraisals of staff supervised for required purpose and at required intervals.
- 2) Maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the organization goals
- 3) Participates in the recruitment and selection of staff as required
- 4) Provides leadership, guidance to the field staff and manages the work of direct reports through effective objective setting, delegation, communication, training, planning, monitoring and coaching
- 5) Ensures the developmental needs of staff are clearly identified and addressed

Performs any other duties assigned by the Director, Field Operations

Required Skills/knowledge and Competencies

- Sound knowledge of counselling practices and procedures
- Sound knowledge of the relevant computer applications.
- Effective counselling techniques and listening skills
- Excellent oral and written communication skills
- A high degree of confidentiality.
- Ability to work as part of a team
- Good supervision and leadership/management skills
- Sound knowledge of the Child Care and Protection Act
- Ability to maintain composure and respond professionally under stressful circumstances
- Good use of initiative, problem solving and conflict management skills

Minimum Required Qualifications and Experience

- First degree in Public Sector Management or related discipline
- Professional/ practical experience in Social Work or Education or Counselling
- Five (5) years related experience at the managerial level of which at least two (2) years should be at a senior level in Social Work or any other related field.
- Training in modern approach to performance management

**We thank you for responding, but only shortlisted candidates
will be contacted**