

1. Job Title	Compliance Officer
Grade	NACADA 6
Basic Salary Range	Kshs.76,400 – Kshs.118,400
Institution	National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA)
Location / Workstation	Within the Country
Reporting Relationships	
Reports to	County Coordinator
Direct Reports	None
Indirect Reports	None
Job Purpose	
Responsible for collection, analysis and dissemination of data on Alcohol and Drug Abuse (ADA); development of standards and licensing; showcasing best practice in the management of rehabilitation facilities; formulation and implementation of capacity development programs and advocacy initiatives as well as ensuring compliance and enforcement in matters related to Alcohol and Drug Abuse	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ol style="list-style-type: none"> i. Preparing raw data for research papers; ii. Identifying research problems and gaps; iii. Collecting, collating and analyzing data from the field; iv. Collecting alcohol and drug-related data to meet the Authority's reporting obligations; v. Preparing research papers and proposals; vi. Assisting in conducting research on levels of alcoholic drinks and related deaths; vii. Conducting research on alcohol and drug abuse; viii. Generating and identifying research intelligence to inform policy. ix. Assisting in developing and reviewing Standards and Guidelines; x. Implementing, maintaining and updating licensing control systems and database; xi. Assisting in conducting inspection and accreditation of rehabilitation facilities; xii. Assisting in issuing of licenses to manufacturers, importers, exporters and accreditation of rehabilitation facilities; xiii. Keeping appropriate clients' records at the model facilities. xiv. Participating in development, review and implementation of national policies on Alcohol and Drug Abuse; xv. Assisting in drafting policy briefs and report writing; xvi. Assisting in creating awareness on policies; 	

- xvii. Supporting identification of policy gaps at national and County levels;
- xviii. Assisting in conducting surveys to assess implementation of policies.
- ix. Assisting in the implementation of capacity building programs on demand and supply reduction;
- xx. Conducting trainings relating to demand and supply reduction;
- xxi. Providing assistance in development and review of training, information, education and communication materials;
- xxii. Developing a database for professionals in demand and supply reduction;
- xxiii. Supporting the monitoring and implementation of training and capacity development initiatives;
- xxiv. Providing support in preparing reports, concept notes, proposal writing and presentations.
- xxv. Carrying out public advocacy campaigns on alcohol and drug abuse prevention;
- xxvi. Providing assistance in the creation of awareness on alcohol and drug abuse;
- xxvii. Providing support in preparing reports, concept notes,
- xxviii. proposal writing and presentations;
- xxix. Maintaining a database for stakeholders and partners;
- xxx. Providing assistance in development of advocacy strategies.
- xxxi. Assisting in preparing and maintaining an up-to-date database for manufacturers, exporters, importers, dealers, distributors and sellers of alcohol;
- xxxii. Capturing compliance data and preparing reports for information and decision making;
- xxxiii. Carrying out compliance checks on alcoholic drinks outlets for manufacturers, exporters, importers, dealers, distributors and sellers;
- xxxiv. Assisting in the development of compliance checklist and tools;
- xxxv. Compiling and documenting complaints arising from inspections;
- xxxvi. Undertaking quarterly routine compliance checks of rehabilitation facilities in the country
- xxxvii. Undertaking regular enforcement checks on alcohol outlets and rehabilitation facilities for non-compliance;
- xxxviii. Assisting in preparation and maintenance of an up-to-date database on enforcement activities;
- xxxix. Keeping statistics and incidences of levels of alcoholic drinks consumption;
- xl. Investigating complaints and prosecuting where applicable;
- xli. Making arrests of non-compliant persons and facilities; and
- xlii. Information and intelligence gathering on matters related to alcohol and drug abuse in the Country.

Job Dimensions

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

Overall responsibility for laptops, desktops, printers, office equipment (printer, telephone) and furniture (table, cabinets and seats) of the Department.

III. Decision Making / Job Influence

N/A

IV. Working Conditions

- a) Office setting compliant with OSHA.
- b) Enhanced working relationship with other employees.
- c) Periodic national travels.
- d) Medical cover for self and family up to a maximum of four (4) dependents.
- e) Group Accident cover and life insurance.

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic and professional qualifications

Bachelor's degree in Economics, Statistics, Public Health, Biochemistry, Epidemiology, Community Health, Medical Sciences, Library and Information Science from a recognized institution;

Previous relevant work experience required

N/A

Other Requirements

- i Computer literacy;
- ii Meets the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

Competencies and Skills

- i Analytical skills
- ii Strong presentation skills
- iii Public speaking skills
- iv Excellent report writing skills
- v Effective communication skills

2. Job Title	Office Administrator
Grade	NACADA 6
Basic Salary Range	Kshs.76,400 – Kshs.118,400
Institution	National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA)
Location / Workstation	Nairobi
Reporting Relationships	
Reports to	Deputy Director, Human Resource & Administration
Direct Reports	None
Indirect Reports	None
Job Purpose	
Responsible for providing front office service and management of a given office in terms of diary, travel, visitors and hospitality service delivery.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
i. Attending to visitors/clients; ii. Handling telephone calls and enquiries; iii. Handling customer inquiries and complaints; iv. Ensuring security of office records, equipment and documents; v. Ensuring confidentiality of office information; vi. Record keeping for correspondences; vii. Managing office protocol and etiquette; viii. Managing petty cash for the respective office; ix. Maintaining an up-to-date file movement register; x. Coordinating the general administration of the respective office; xi. Coordinating schedule of meetings and appointments for the respective office; xii. Coordinating appointments and travel itineraries for the respective office; xiii. Drafting and maintaining routine correspondences for the office; xiv. Drafting minutes during general meetings; and xv. Ensuring security, integrity and confidentiality of data.	
Job Dimensions	
I. Financial Responsibility	
N/A	
II. Responsibility for Physical Assets	
Overall responsibility for laptops, desktops, printers, office equipment (printer, telephone) and furniture (table, cabinets and seats) of the Department.	
III. Decision Making / Job Influence	
N/A	
IV. Working Conditions	

- a) Office setting compliant with OSHA.
- b) Enhanced working relationship with other employees.
- c) Periodic national travels.
- d) Medical cover for self and family up to a maximum of four (4) dependents.
- e) Group Accident cover and life insurance.

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic and professional qualifications

- i. Bachelor's Degree in Secretarial Studies, Business Administration, Business Management or Office Management from a recognized institution;
- ii. Passed the following examinations from the Kenya National Examinations Council (KNEC); a) Typewriting III (Minimum 50 w.p.m.);
 a) Shorthand III (110 w.p.m);
 b) Business English III;
 c) Office Management III/Office Administration and Management III;
 d) Secretarial Duties II;
 e) Commerce II.

OR

Diploma in Secretarial Studies from the Kenya National Examinations Council.

Previous relevant work experience required

N/A

Other Requirements

- i. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- ii. Computer literacy; and
- iii. Meets the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

Competencies and Skills

- i. Interpersonal Skills
- ii. Excellent report writing skills
- iii. Effective communication skills

3. Job Title	Accountant
Grade	NACADA 6
Basic Salary Range	Kshs.76,400 – Kshs.118,400
Institution	National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA)
Location / Workstation	NACADA Headquarter Offices
Reporting Relationships	
Reports to	Deputy Director, Finance and Accounts
Direct Reports	None
Indirect Reports	None
Job Purpose	
Responsible for all matters relating to efficient and effective utilization of the Authority's financial resources by implementing accounting policies, systems and procedures; and report on financial performance of an organization.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> i. Preparing Payment vouchers and Staff Imprests in accordance with the laid down financial procedures, policies and regulations; ii. Receiving and issue of receipts to for all payments received from customers iii. Undertaking of cash collections and banking balancing and reconciling cash books on daily basis including balancing and reconciling cash books on daily basis; iv. Verifying posting of payments and receipts in the cashbook for accuracy; v. Providing safe custody of payment vouchers and approved journal and keeping safe custody of all accountable documents; vi. Preparing and updating creditor, debtors and general ledgers; vii. Ensuring statutory deductions are remitted on time; viii. Maintaining and updating the Authority vote book; ix. Preparing Bank Reconciliation statements; x. Assist in the budget making process and during revision of the same as per work plan; xi. Making petty cash payments and reimbursements after receipt of approvals; xii. Review monthly, quarterly and annual management reports; xiii. Review vote book entries and undertake monthly variance analysis; xiv. Processing imprests and travel advances for staff; and xv. Receiving and issue of receipts to for all payments received from customers. 	
Job Dimensions	
I. Financial Responsibility	
N/A	

II. Responsibility for Physical Assets

Overall responsibility for laptops, desktops, printers, office equipment (printer, telephone) and furniture (table, cabinets and seats) of the Department.

III. Decision Making / Job Influence

N/A

IV. Working Conditions

- a) Office setting compliant with OSHA.
- b) Enhanced working relationship with other employees.
- c) Periodic national travels.
- d) Medical cover for self and family up to a maximum of four (4) dependents.
- e) Group Accident cover and life insurance.

Job Competencies (Knowledge, Experience and Attributes / Skills)
Academic and professional qualifications

- i. Bachelor's Degree in Commerce, Business Management, Business Administration (Accounting or Finance) from a recognized institution; and
- ii. Passed Part III Certified Public Accountant (CPA) Examination.

Previous relevant work experience required

N/A

Other Requirements

- i. Registered with a professional body;
- ii. Computer literacy; and
- iii. Fulfilled the requirements of Chapter Six of the Constitution.

Competencies and Skills

1. Analytical skills
2. Strong presentation skills
3. Public speaking skills
4. Excellent report writing skills
5. Effective communication skills

4. Job Title	Corporate Communications Officer
Grade	NACADA 6
Basic Salary Range	Kshs.76,400 – Kshs.118,400
Institution	National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA)
Location / Workstation	NACADA Headquarter Offices
Reporting Relationships	
Reports to	Deputy Director, Corporate Communications
Direct Reports	None
Indirect Reports	None
Job Purpose	
Responsible for enhancing corporate brand, image and visibility, creating, and sustaining goodwill and mutual understanding between the Authority and its publics.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> i. Providing input in the development and implementation of communication policies, strategies, campaigns and departmental plans; ii. Undertaking internal communication through designated channels; iii. Participating in corporate activities and events; iv. Carrying out print and social media monitoring; v. Assisting in media creation for media supplements, media appearances, documentaries, press releases and features; vi. Implementing of the brand identity manual; vii. Assisting in maintaining of customer and stakeholders' database; viii. Assisting in editing and designing of Authority articles and advertisement; ix. Gathering and collating content for Authority's newsletter, brochures and fliers; x. Assisting in the management of media customer complaints and queries; xi. Assisting in updating and managing the website and social media; and xii. Maintaining a register of customer complaints and queries. 	
Job Dimensions	
I. Financial Responsibility	
N/A	
II. Responsibility for Physical Assets	
Overall responsibility for laptops, desktops, printers, office equipment (printer, telephone) and furniture (table, cabinets and seats) of the Department.	
III. Decision Making / Job Influence	
N/A	
IV. Working Conditions	

- a) Office setting compliant with OSHA.
- b) Enhanced working relationship with other employees.
- c) Periodic national travels.
- d) Medical cover for self and family up to a maximum of four (4) dependents.
- e) Group Accident cover and life insurance.

Job Competencies (Knowledge, Experience and Attributes / Skills)**Academic and professional qualifications**

Bachelor's degree in Journalism and Mass Communication, Public Relations, Communication Studies or Mass Communication from a recognized institution.

Previous relevant work experience required

N/A

Other Requirements

- i. Professional membership in good standing where applicable;
- ii. Computer literacy; and
- iii. Fulfils the requirements of chapter six of the constitution.

Competencies and Skills

- 1. Analytical skills
- 2. Strong presentation skills
- 3. Public speaking skills
- 4. Excellent report writing skills
- 5. Effective communication skills

5. Job Title	Records Management Officer
Grade	NACADA 6
Basic Salary Range	Kshs.76,400 – Kshs.118,400
Institution	National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA)
Location / Workstation	NACADA Headquarter Offices
Reporting Relationships	
Reports to	Deputy Director, Human Resource and Administration
Direct Reports	None
Indirect Reports	None
Job Purpose	
Responsible for ensuring security and safety of all records, documents and files.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> i. Drafting records management policies and procedures; ii. Ensuring compliance with the records management policies, procedures and governing laws and regulations; iii. Developing mail management procedures and file classification and indexing schedule; iv. Preserving records as per the governing regulations and laws; v. Ensuring security of files, records and documents; v. Developing records appraisal, retention and disposal schedules in accordance with relevant National Archives regulations and guidelines; vi. Carrying out classification and indexing of files and records; vii. Receiving, sorting and dispatching of incoming and outgoing mails and maintaining related registers; viii. Undertaking appraisal of files as per the policies and procedures; ix. Implementing and managing an electronic document management system; x. Maintain an easy file retrieval filing system; xi. Ensuring proper handling of documents, pending correspondences and bring ups; xii. Preparing disposal schedules in accordance with relevant National Archives guidelines and regulations; and xiii. Maintaining, verifying and evaluating existing records management systems. 	
Job Dimensions	
I. Financial Responsibility	
N/A	
II. Responsibility for Physical Assets	

Overall responsibility for laptops, desktops, printers, office equipment (printer, telephone) and furniture (table, cabinets and seats) of the Department.

III. Decision Making / Job Influence

N/A

IV. Working Conditions

- a) Office setting compliant with OSHA.
- b) Enhanced working relationship with other employees.
- c) Periodic national travels.
- d) Medical cover for self and family up to a maximum of four (4) dependents.
- e) Group Accident cover and life insurance.

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic and professional qualifications

- i. Bachelor's Degree in Information Science, Records Management and information Technology, Library Science, Archives and Records Management from a recognized institution;

OR

- Diploma in Information Science, Records Management and information Technology, Library Science, Archives and Records Management from a recognized institution with five (5) years' experience in records management.

Previous relevant work experience required

N/A

Other Requirements

- i. Computer literacy; and
- ii. Fulfils the requirements of Chapter Six of the Constitution.

Competencies and Skills

1. Interpersonal Skills
2. Excellent report writing skills
3. Effective communication skills