


MANAGER POLICY & STRATEGY POSITION

	JOB TITLE	Manager Policy & Strategy
	DIRECTORATE / DEPARTMENT	Directorate of Research, Innovation Policy & Strategy
	GRADE/LEVEL	IRA 4
	IMMEDIATE SUPERVISOR	Director Research Innovation Policy & Strategy

a) Job purpose

The position will be responsible for coordinating the Authority's strategic planning and implementation, based on a sound assessment of insurance industry trends, developments, threats and opportunities. In addition, the position is key in supporting development and maintenance of a strong and evidence-based policy for influencing key stakeholders and policy makers in the midst of unprecedented changes in the operating environment locally, regionally and internationally. Further, the position will coordinate organization-wide planning processes, performance contracts and operational plans and ensure delivery of maximum value to the Authority.

b) Job Specifications

Duties and responsibilities will entail:

I. Managerial / Supervisory Responsibilities

- (i) Coordinate the Authority's strategic planning and its implementation, so there is a clear purpose and set strategic priorities;
- (ii) Coordinate acquisition and evaluation of information about the insurance industry trends, developments, threats and opportunities, and use these to develop the Authority's roadmap.
- (iii) Coordinate development of policies, organizational development, culture change and organizational performance management systems.
- (iv) Coordinate the development of the Authority's strategic plan, results framework and operational plans.
- (v) Development of policy related to agreed strategic aims, ensuring that internal and external stakeholders are engaged and that key messages are delivered through the Policy Team and others.
- (vi) Ensure the Authority's work is based on sound, credible and evidence-based policy that is supported by clear environmental scanning.
- (vii) Monitoring of changes in the wider insurance industry environment, and analyse and assess the implications for policy development for the Authority

- (viii) Participate in budget monitoring and work plan review process to ensure that all programmatic aspects have been captured and accurately budgeted for
- (ix) Review on a periodic basis of progress in implementation of planned programs, identifying implementation bottlenecks and M&E related issues and providing appropriate recommendations
- (x) Coordinate the process of cascading the strategic plan and performance contract in the Authority.
- (xi) Coordinate the design and development of a Management Information System (MIS) for corporate strategy
- (xii) Provide M & E technical and analytical support to other Directorates in the programme/project planning and reporting processes.
- (xiii) Coordinate all PM&E activities for the Authority to ensure that they are implemented on schedule; including managing the performance management plan in liaison with the Heads of Directorate.
- (xiv) Assessment of existing capacities in project planning, monitoring and evaluation, identify and prioritize monitoring and evaluation training needs; conduct training and mentoring for capacity building.
- (xv) Coordinate the Department's implementation of Quality Management System, risk management and knowledge management in the Department;
- (xvi) Providing advice as required on all matters related to policy and strategy within the Authority.

II. Operational Responsibilities / Tasks

- (i) Prepare quarterly and annual performance progress reports on implementation of strategic plan
- (ii) Prepare quarterly and annual performance progress reports on implementation of the performance contracts
- (iii) Monitor the work of the Directorates in the delivery of objectives against the strategic plan, providing leadership and clear direction at all times
- (iv) Coordinate collection of quality data (both qualitative & quantitative) storage and archival for the Authority's use in policy and strategy.
- (v) Assist in carrying out appropriate ex-ante evaluation and ex-post impact assessment at the institutional, programme and project level activities.
- (vi) Coordinate development of project proposals.
- (vii) Coordinate design of quantitative and qualitative data collection tools, data analysis, including use of large data sets, using Excel, SPSS, Word and/or NVivo
- (viii) Organize and participate in information sharing through meetings, seminars, workshops and conferences
- (ix) Coordinate management of consultancies and other outsourced services in the Department
- (x) Supervise and evaluate performance of direct reports

- (xi) Coordinate training, nurturing and mentoring of direct reports as well as officers from other Directorates
- (xii) Periodic briefings to the Management and the Board on implementation of programs in the Department

c) Persons Specifications

- (i) Master's degree in Development Studies, Economics, Statistics, Insurance, Business Studies, Social Sciences, Information Sciences ICT, Library Sciences, Insurance, Business Studies or any related field from a recognized institution
- (ii) Bachelor's degree in Development Studies, Economics, Statistics, Insurance, Business Studies, Social Sciences, Information Sciences ICT, Library Sciences, Insurance, Business Studies or any related field from a recognized institution
- (iii) Project Management Course
- (iv) Proficiency in computer skills with command on MS Excel among other packages of MS Office
- (v) Proficiency in relevant data analysis software
- (vi) Management Course lasting not less four (4) weeks
- (vii) Supervisory Course for not less than two (2) weeks;
- (viii) Membership to a relevant professional body
- (ix) Nine (9) years relevant experience
- (x) Understanding of the current M&E trends and especially M&E techniques and processes
- (xi) Meets provision of chapter six of the Constitution

d) Competencies and skills

- (i) Strong communication and reporting skills;
- (ii) Strong analytical and numerical skills;
- (iii) Strong organization and interpersonal skill;
- (iv) Mentoring, coaching and leadership skills;
- (v) Conflict management; and
- (vi) Ability to work under pressure, prioritize and multi-task.
- (vii) Analytical and research skills in data collection and management