1. **DIRECTOR, RESEARCH AND INNOVATION**

**JOB PURPOSE**Under the overall guidance and direction of the DG, the director provides technical and administrative leadership for the Research and Innovation Division

**Duties and Responsibilities (Directors):**

1. Advise the Director-General on matters pertaining to national development.
2. Provide leadership for the achievement of the established objectives of the division and ensure that the divisional structure, roles, procedures and methodologies facilitate the achievement of these objectives
3. Oversee the preparation of work programmes and timetables in conformity with the Divisions and Commissions objectives
4. Supervise the activities of all sectional heads and ensure high quality divisional outputs
5. Coordinate research on national development issues and maintain a repository of knowledge for purposes of learning
6. Lead the preparation of the Long-term and Medium-term Policy Frameworks, Planning Guidelines, Annual Progress Report and other key deliverables
7. Ensure the preparation of quality policy papers
8. Ensure that all personnel are kept abreast with and are fully conversant with the most up-to-date concepts, technologies and methods in relation to the Division.
9. Ensure that services needed to facilitate work of staff are provided and on schedule
10. Lead the coordination, establishment and maintenance of effective MI Systems
11. Coordinate policy formulation, plan preparation, monitoring and evaluation and research at national and sub-national levels
12. Supervise the tracking and evaluation of the implementation of development plans, policies and projects
13. Ensure the organisation of regular meetings with staff to acquaint them with the work and policies of the Division
14. Prepare in consultation with the Director of the General Services Division, a Career progression plan for staff within the Division
15. Ensure collaboration with relevant stakeholders and advise on training needs for subordinate staff
16. Ensure staff appraisals are carried out in a timely manner
17. Perform any other duties as may be assigned by Director-General

**Qualification and Experience (Directors):**

1. Must possess a minimum of a Master’s degree in Development Planning, Development Policy or relevant discipline of Economics, Social Sciences, M&E with strong analytical background
2. Must be fully certified by a recognised and relevant professional body
3. A minimum of twelve (12) years’ post qualification experience of which at least five (5) years have been in senior management
4. Knowledge of both national and international development issues and enhanced understanding of the National and sub-national Planning Processes including Monitoring and Evaluation
5. Demonstrable evidence of experience and previous work involving strategic and/or development planning
6. Demonstrable experience in research and policy analysis with relevant publications in high reputable journals
7. Demonstrated capacity to generate and implement new ideas.
8. Excellent skills on resource mobilization
9. Knowledge in the conduct of research, data analysis and interpretation
10. Knowledge in ICT including Microsoft Office suite and statistical analysis softwares

**Competencies in (Directors):**

1. Participatory planning, policy analysis and formulation
2. Monitoring, measuring, evaluation methodologies
3. The conduct of research, data analysis and interpretation
4. Microsoft Office suite and the use of the internet
5. Leadership, Organisational, Communication, Interpersonal and Presentation Skills
6. Qualitative and Quantitative Analytical Skills