

MINISTRY OF COMMERCE, INDUSTRY AND LABOUR
ASSISTANT CHIEF EXECUTIVE OFFICER: APPRENTICESHIP AND EMPLOYMENT
SALARY GRADING: C2 \$81,600 p.a

JOB DESCRIPTION

Primary Objective:

To ensure based on effective planning and quality management, that outputs and associated targets for the Apprenticeship and Employment Division as set out in the Ministry of Commerce, Industry and Labour’s Corporate & Management Plan are achieved.

Duties:

1. Identify service delivery requirements and appropriate delivery methods to implement, monitor and evaluate systems of operations for all Apprenticeship and Employment services.
2. Assist the CEO in Apprenticeship administration and policy formulation, and in the area of Labour and Employment policy formulation involving Labour market information assessment and analysis inclusive of employment generation.
3. Advise private sector employers and employees’ organizations, inclusive of government corporations, stakeholders and the public on all matters pertaining to apprenticeship and employment.
4. Consult with key stakeholders and Government Ministries on matters pertaining to apprenticeship Division and oversee and monitor such work.
5. Prepare work plans for employment and apprenticeship Division and oversee and monitor such work.
6. Design and set out work procedures and practices for all subordinates staff.
7. Mediate, conciliate and effect arbitration procedures in the settlement of disputes.
8. Identify, advise and make recommendations to the Chief Executive Officer on issues/developments that improve the work of the Division.
9. Conduct training and education programs for staff and the public alike on all matters pertaining to Apprenticeship and Employment.
10. Develop and implement the Division’s Management Plan and Capability Plan in support of the Ministry’s strategic policies directions.
11. Manage the allocation and be accountable for all physical resources of the Division.
12. Identify priority budgetary requirements for the Division’s annual submission of performance measures and budgetary provisions and manage the Division’s finances in line with prevailing policies and mandates.
13. Advise CEO and management of the Division’s development work and progress through verbal and written reports.

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Selection Criteria:

1. At least 7 years relevant experience (Essential).
2. Minimum qualification of a Bachelor Degree in Management or relevant discipline (Essential).
3. Demonstrated ability in undertaking customer based research and identifying needs clearly in relation to Apprenticeship and Employment services and activities (Essential).
4. Demonstrated ability in the operations and management of Apprenticeship and Employment services and activities (Essential).
5. Demonstrated ability to effectively plan for and manage resources as well as demonstrated ability to lead and develop these resources to achieve defined targets/outputs in line with established ethical work standards (Essential)
6. Demonstrated ability to lead and encourage service related reforms and service quality improvement as it pertains to Apprenticeship and Employment and activities, and their contribution to the achievement of the Ministry’s targets and outputs as set out in its Corporate and Management Plans (Essential)
7. Demonstrated ability computing skills, written and oral communications, analytical and strategic planning, decision making and networking skills (Essential)
8. Sound knowledge of all relevant legislations governing the Ministry’s operations in particular Apprenticeship and Employment services and activities (Desirable)