



<b>Job Title:</b>	Deputy Chief Executive Officer		
<b>Division:</b>	CEO's Secretariat	<b>Salary Scale:</b>	GA12
<b>Job Classification:</b>	Executive		
<b>Reports to:</b>	Chief Executive Officer		
<b>Purpose:</b>	To support the functions of the Chief Executive Officer and the Agency.		
<b>Key Output:</b>	Effective and efficient management of the Agency.		
<b>Main Duties:</b>	<ul style="list-style-type: none"> <li>• In consultation with the Chief Executive Officer, support all areas of GEA's operations;</li> <li>• Support the CEO in the management of technical, financial and administrative functions;</li> <li>• Conduct performance evaluation and contract renewal sessions with staff;</li> <li>• Assist the CEO to review and respond to communications, proposals and any matter referred to the Agency;</li> <li>• Review and advise the CEO on draft policies, proposals, etc;</li> <li>• Oversee and manage the preparation of periodic reports;</li> <li>• Oversee and support foreign and locally funded projects, when necessary;</li> <li>• Assist the CEO in formulating implementation plans, including the preparation of Budgets, Work Plans, Procurement Plans and Monitoring and Evaluation (M&amp;E) Plans;</li> <li>• Assist the CEO in ensuring continuous improvement of organization-wide activities;</li> <li>• Provide support for the coordination of the technical, financial and administrative functions of the Agency;</li> <li>• Work closely with the Heads of Divisions to facilitate the timely exchange of information;</li> <li>• Act as Officer-in-Charge of the Agency in the absence of the Chief Executive Officer; and</li> <li>• Undertake any other duties and tasks that may be assigned by the CEO.</li> </ul>		
<b>Key Competencies:</b>	<ul style="list-style-type: none"> <li>• Strong leadership skills;</li> <li>• Ability to effectively manage complex administrative and accountability functions;</li> <li>• Experience and proven skills in managing a Department/Unit/Division;</li> <li>• Ability to multitask;</li> <li>• Ability to troubleshoot and solve problems;</li> <li>• Excellent oral and written communication skills;</li> <li>• Meticulous; and</li> <li>• Computer literate.</li> </ul>		
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Minimum of a Masters of Science degree in Engineering, Energy, Natural Resources or other relevant Science or Engineering field.</li> <li>2. Minimum of three (3) years experience in policy formulation and project development in the energy sector.</li> <li>3. Experience and/or qualifications in Management and Organisational Behaviour would be an asset.</li> </ol>		