

## JOB PROFILE

<b>JOB TITLE: PS, GoM Process Re-engineering,</b>	<b>DEPARTMENT: Office of the Deputy Governor</b>
<b>REPORTS TO (TITLE): Honourable Deputy Governor</b>	
<b>Primary objective of the job:</b>	
<ul style="list-style-type: none"><li>• Ensures that the Organization has an appropriate balance of resources to meet changing needs, fulfilling the short and long term ambitions of the process re-engineering. In particular, is seen as the expert on process management and administration. Supports and facilitate Public Service processes with a view toward inclusion of remote and digitized platforms for the efficient and effective achievement of the goals of GoM. Guides the development and implementation of organisational Process re-engineering: systems, cultural, the design and infrastructure.</li><li>• Reports to the Deputy governor but leads the professional area, addressing organizational challenges with the processes, design overview and implementation of processes at the organizational level, lead on all areas of employee communications to gage feedback on the processes, and also lead on areas of organization design and culture change for implementation for business process re-engineering, leading and managing organizational process/systems and structural changes and also responsible for process workforce planning .</li><li>• Conducts Business Processes Review focused on detailed analysis of current (as-is) processes, identification of gaps, benchmarking with existing standards and best practice, and design of future (to-be) processes to enable seamless, integrated, effective, and efficient execution of our 2016 - 2020 Strategic Plan.</li></ul>	
<b>Number of persons managed/supervised and their positions:</b>	
Directly two (2) individuals:  Assistant Secretary, Organisational Process Re-engineering Executive Officer, Organisational Process Re-engineering	
<b>Main Duties and responsibilities:</b>	
<ul style="list-style-type: none"><li>• Conduct an assessment of all functional processes and document our current (as-is) process maps;</li><li>• Conduct comparative analysis of our current (as-is) processes with WWF International Network standards and benchmark with other available global standards as well as benchmark organizations;</li><li>• Identify all key workflow related pain-points among staff in all functions;</li><li>• Analyse our current (as-is) processes to identify key areas of inefficiencies, leakages, waste etc. informing improvement opportunities;</li></ul> Establish a baseline by quantifying the total sum of organisational cost incurred on our current (as-is) business processes, and a quantified projection on the benefit to be realised in the new (to-be) business processes;	

- Design WWF-Kenya's to-be business processes, clearly showing functional interfaces and seamless workflows, and ensure alignment to strategy and compliance with WWF Network standards and global best practice;
- Recommend opportunities and key areas for automation on the new (to-be) business processes, as well as suitable approaches;
- Work closely with WWF-Kenya's Change Management Team and key processes owners to effectively transfer knowledge and manage change;
- Work with the Change Management Team to identify key points of impact on staff and risks during new process implementation and advise on appropriate change management mechanisms; and
- Advise the Senior Management Team on any other value-add considerations towards improving organisation-wide effectiveness and efficiency

1. Lead on review of the organisational processing for Ministries/Departments
2. Lead the development, design and re-engineering of the processes within GoM
3. Coordinate the implementation of the revised processes to include the digital transformation of the processes, maintenance and monitoring of the initiatives
4. Leads the organizational review process, particularly organization process design systems, infrastructure and platform definition
5. Diagnose and define systems and process, behavioral, cultural and organizational change issues as a result of the organisational re-engineering processes
6. Create and deliver culture, capability and development initiatives across all levels of the organization to encourage and facilitate the process re-engineering framework
7. Ensures that the organization is able to realise the benefits of large scale change processes by successfully embedding new systems, behaviours and by minimising underperformance during the implementation
8. .
9. Establish, update and deliver workforce planning plans in conjunction with key stakeholders and line managers
10. Manages the employee engagement process and ensure communication tools are embedded in the organization.
11. Assist in developing an HR team skilled in managing change
12. Assist in training HR professionals in strategic and workforce planning

#### **Academic qualifications and experience required for job:**

- First Degree in Social Sciences/Computer Science
- At least ten (10) years in a Management role with a significant focus on HR and three (3) years significant experience in organisation design, policy formulation, change management or workforce planning
- Experience in Organizational Design with a deep understanding of approaches, insights, tools and methods of organizational processes
- Strong operational management coupled with strategic planning and policy writing skills
- Strong interpersonal and influencing skills
- Strong policy formulation skills
- Ability to work cross functionally with all levels of staff and management
- Experience in developing and implementing high impact programmes