



📍 New Rehema House, 5<sup>th</sup> Floor, Rhapta Road, Westlands  
☎ +254 702 249 853 ✉ ptank@khf.co.ke 🌐 www.khf.co.ke

## **Chief Executive Officer (CEO) Career Opportunity**

The Kenya Healthcare Federation (KHF) is a private sector membership-based organization and serves as the health sector board of the Kenya Private Sector Alliance (KEPSA). Founded in 2004, the Federation has a membership of over 140 organizations stemming from corporate members, professional and institutional associations all active in the Kenyan health sector. The membership of KHF come from all the 6 building blocks of health systems as specified by the WHO: Service Delivery, Health Workforce, Information systems, Supply Chain, Health Financing and Governance

KHF's goal is to have an enabling environment that supports quality affordable healthcare for all Kenyans. The Federation will achieve this by championing Public Private Partnerships (PPPs) for better healthcare, by networking, engaging, representing and through win – win negotiations. The national Government of Kenya (GoK), County Governments, Faith Based Organization (FBO) networks, Development partners and NGOs in health are all key partners of KHF in trying to achieve its goals.

### **Purpose and Objectives of KHF**

- To continuously engage the Government of Kenya and government agencies on issues relating to health policy, taxes, regulations and pricing.
- To contribute to the public private partnership agenda through projects and partnerships.
- To create an opportunity for KHF members to various forums and events where they get to network and engage with a diverse range of stakeholders from the private health sector.

KHF is looking for an experienced person to take charge of the strategic and business aspects of the organization. Reporting to the Chair of KHF Board of Directors, the CEO will build on the foundation of KHF and embed diversified operating and funding models, harness the power of networking of member organisations, leverage relationships with national and county governments and donors, build corporate partnerships, to improve the health of all Kenyans through a strong, growing, relevant and sustainable organisation.

### **Job Purpose**

This is the senior most employee in Kenya Healthcare Federation (KHF) Secretariat and provides a link between Board of Directors and the Secretariat. The CEO will report to KHF Chairman and Board of Directors.

### **KEY RESPONSIBILITIES:**

#### **Strategy**

Liaise with the Board Chair in leading the development and execution of the strategic plan and ensure that programs and resources (financial, human, infrastructure) are aligned to agreed strategy.

#### **Leadership**



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Develop a cohesive, motivated and high performance management and staff team.  
Assign key corporate responsibilities to each staff to improve overall management and ensure achievement of strategic and organizational goals.  
Chair senior management team meetings and set the agenda to ensure strategic objectives are established and met.  
Ensure high performance of staff and continuously assess their progress.  
Drive membership-inclusive participation for the organization.

### **Stakeholder Engagement**

Represent and advocate for KHF to partners and stakeholders, including multi-lateral organizations, donors and national and local (county) level governments.  
Develop and maintain strong external relations, in particular with government, donors, and public and private sector partners.  
Effectively manage the membership of KHF.

### **Business Development**

Lead the execution of organizational development and improvement plans and key KHF initiatives.  
Lead and oversee all activities of business development and program design and participate in decision making of new investments, proposal development, partnership formation and budgeting.

### **Program**

Oversees design, marketing, promotion, delivery and quality of programs  
Lead in converting marketing ideas, concepts, and strategies into programmatic reality and spearhead strategic thinking in partnership with senior management and teams through the development of actionable marketing plans for products, services, and communications, including market strategies.  
Responsible for overall achievement of program objectives and targets.  
Coordinate and review donor reports, including financial and programmatic reports as required by donors and KHF and share best practices and lessons learnt in relevant documentation.

### **Financial, Tax, Risk and Facilities Management**

Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations  
Co-Lead the development and overall management of program budgets while overseeing internal controls and accountability mechanisms.  
Ensure sound award management and financial management, including programmatic budgeting, quarterly spending projections, monthly spending reviews, and monitoring of payments.  
Expand, monitor, and identify opportunities for increased efficiencies and cost effectiveness and ensure best value for money while ensuring effective use and coordination of donor resources and the compliance of the financial systems and controls with relevant donor standards.

### **Compliance**

Ensure program compliance to local laws, regulations, and audit requirements and risk management plans, including financial and other reporting requirements as dictated by respective stakeholders.

### **Board Administration and Support**

Supports operations and administration of Board by advising and informing Board members, interfacing between Board, KHF Members and staff

**Chairman:** Dr. Amit N. Thakker **Vice-Chair:** Dr. Elizabeth Wala **Treasurer:** Mr. Stephen Maina

**Directors:** Dr. Anastasia Nyalita Dr. Walter Obita Dr. Jacqueline Kitulu Dr. Daniella Munene Ms. Faith Muigai Dr. Peter Kamunyo Ms. Joyce Wanderi



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### **Human Resource Management**

Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.

### **Community and Public Relations**

Assures the organization and its vision, mission and programs are consistently presented in strong, positive image to relevant stakeholders.

### **Fundraising:**

Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation

### **KEY PERFORMANCE INDICATORS**

1. Improved Health Impact from private sector;
2. Achievement of Strategic Plan Goals and objectives and Organizational Annual Performance; Management Plans;
3. Achievement of Key milestones as laid out in Strategic Plan;
4. Effective innovation, development and implementation of health programs;
5. Sufficient funding of new projects and initiatives and effective budget management;
6. Solid KHF partnership.
7. Motivated and high performing staff who actively contribute to programmatic and strategic priorities.

### **PERSON SPECIFICATIONS**

The ideal candidate will have a business mindset with good exposure in the health sector and will be able to see the “big picture” in a variety of settings. In particular he/she will have:

#### **Academic Qualifications**

Desirable: A Bachelor’s level degree in a relevant field in Health or relevant field.

Mandatory: A Master’s Degree in Business Administration, Strategic Management, Communications, Marketing or Public Health.

#### **Experience**

Minimum of 5 years’ work experience in Business Management, Public Health or Marketing;

Experience in business management, financial management, with familiarity with diverse business functions such as sales and marketing, finance, human resources and supply chain.

Experience in public relations and communications will be an added advantage.

In-depth working knowledge of corporate governance and general management best practice.

Extensive knowledge and experience working with donors/development partners in health and a deep understanding of the health systems and service delivery context in Kenya.

Experience in new business development, developing profitable strategies and implementing vision.

#### **Skills and Competencies**

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A visible and present leader with strong people engagement, with the ability to lead, build, develop and direct diverse teams to deliver to high performance targets and standards, by motivating and encouraging consensus and partnering at all levels to produce high quality results.

Strategic thinker with good commercial acumen and the ability to identify opportunities in a changing environment and capitalize on them.

An outstanding communicator with excellent interpersonal and influencing skills, the ability to build relationships, network, communicate, present, negotiate and resolve conflicting agenda and interests of diverse stakeholders.

Good analytical and critical thinking skills, problem-solving, judgment and decision-making skills. A proven capability to provide gainful insight and practical and pragmatic solutions to challenges with a bias towards action.

An adept manager of processes with strong organizational, planning, prioritisation and execution skills and the ability accept accountability with a results oriented approach to achievement of objectives.

A demonstrated ability to drive change and transformation.

An enthusiastic, decisive, pragmatic and dynamic hands-on individual with a sense of urgency, attention to detail and unquestionable integrity.

Computer literate.

Experience working with or interacting with a Board.

#### **APPLICATION PROCESS**

If you are interested in the above position and meet the criteria stated, please send in a cover letter and CV via electronic mail to [athakker@khf.co.ke](mailto:athakker@khf.co.ke) and [jkitulu@gmail.com](mailto:jkitulu@gmail.com) no later than **15<sup>th</sup> March 2019**, with the email subject: **Application for KHF Chief Executive Officer**. Please note that only short-listed candidates will be contacted.