

## Chief Executive Officer (CEO) Career Opportunity

The Kenya Healthcare Federation (KHF) is a membership-based organization that serves as the Health Sector Board of Kenya Private Sector Alliance (KEPSA). KHF brings together all the Private Health Sector players in Kenya under one platform and works with care providers, hospitals, pharmaceutical manufacturers, insurers, and other health stakeholders, to promote strategic partnerships between the public and private sector that are aimed towards promoting the achievement of Universal Healthcare (UHC), and access to quality health services in Kenya. Its membership includes, but not limited to institutional associations, trade associations, professional associations, and corporates (NGOs and commercial and social enterprises).

### Purpose and Objectives of KHF

- To continuously engage the Government of Kenya and government agencies on issues relating to health policy, taxes, regulations among others
- To contribute to the public private partnership agenda through social impact projects and partnerships.
- To create an opportunity for KHF members to network in various forums and events with a diverse range of stakeholders from the health sector.
- **Build sustainability management practices**, systems, and processes that facilitate equitable impact, societal value and corporate behavior that earns the trust of all stakeholders

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 organizations, leverage relationships with national and county governments and development partners, build corporate partnerships, to improve the health of all Kenyans through a strong, growing, relevant and sustainable organization.

### 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

1. 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

1. Develop a cohesive, motivated, and high-performance management and staff team.

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

#### Stakeholder Engagement

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

#### Business Development

1. Lead the execution of organizational development and improvement plans and key KHF initiatives.
2. 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

1. Oversees design, marketing, promotion, delivery, and quality of programs.
2. 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.
3. Responsible for overall achievement of program objectives and targets.
4. 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

1. Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations.
2. Co-Lead the development and overall management of program budgets while overseeing internal controls and accountability mechanisms.
3. Ensure sound award management and financial management, including programmatic budgeting, quarterly spending projections, monthly spending reviews, and monitoring of payments.
4. 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

1. 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

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

### Human Resource Management

1. 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

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

### Resource Mobilization

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

### Environmental, social, and governance (ESG)

1. Built strategically, an ESG program that creates valuable impact within the organization, the community and for the planet for years to come.
2. Disclosure of environmental, social, and governance data, to increase stakeholder transparency, enhance relevancy and trust with the organization's stakeholders, reduce risks and identify opportunities.

## 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. Effective innovation, development, and implementation of health programs.
4. Sufficient funding of new projects and initiatives and effective budget management.
5. Solid KHF partnership.
6. Motivated and high performing staff who actively contribute to programmatic and strategic priorities.
7. Enhanced organizational sustainability

## 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.

### Academic Qualifications

1. **Mandatory:** A Bachelor's degree in a health-related field.
2. A Master's Degree in Business Administration, Strategic Management, Communications, Marketing, Public Health, or health related field will be an added advantage.

### Experience

1. Minimum of 5 years' work experience in Business Management, Public Health or Marketing.
2. Experience in business management, financial management, with familiarity with diverse business functions such as sales and marketing, finance, human resources, and supply chain.
3. Experience in public relations and communications will be an added advantage.
4. Knowledge of corporate governance and general management best practice.
5. 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.
6. Experience in new business development, developing profitable strategies and implementing vision.

### Skills and Competencies

1. 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.
2. Strategic thinker with good commercial acumen and the ability to identify opportunities in a changing environment and capitalize on them.
3. 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.
4. 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.
5. An adept manager of processes with strong organizational, planning, prioritization and execution skills and the ability accept accountability with a results-oriented approach to achievement of objectives.
6. A demonstrated ability to drive change and transformation.
7. An enthusiastic, decisive, pragmatic, and dynamic hands-on individual with a sense of urgency, attention to detail and unquestionable integrity.
8. Computer literate.
9. 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 [talent@khf.co.ke](mailto:talent@khf.co.ke) no later than **25<sup>th</sup> November 2022**, with the email subject: **Application for KHF Chief Executive Officer**.

*Please note that only short-listed candidates will be contacted.*