



# Kenya Medical Association

*Champion the Welfare of Doctors and Quality Healthcare in Kenya*

Job Title:		Department	
Chief Executive Officer (CEO)		KMA National Office	
Location:	Responsible to:	Date:	
Nairobi, Kenya	KMA National Executive Committee via the Honorary President	2018	
1. JOB PURPOSE			
<p>This is the senior most employee in Kenya Medical Association (KMA) Secretariat and provides a link between NEC and the Secretariat. The CEO will report to the National Executive Council (NEC), through the KMA National Chairman.</p> <p>a) Appointment and Removal of the CEO</p> <p>The CEO shall be recruited and appointed by the NEC and shall serve for a maximum of two (2) terms of 4 years each or until termination, resignation, retirement or death, in case the maximum term may not have been achieved.</p> <p>b) Code of Conduct</p> <p>The CEO in exercising powers and discharging duties, is responsible to act honestly and in good faith with a view to the best interests of KMA and to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.</p> <p>c) Support and interaction with the board</p> <p>The CEO and the NEC chairman shall agree on a support framework that will allow regular interactions between the CEO and the NEC.</p> <p>NEC Consideration and Approval - The CEO shall submit recommendations to the NEC for its approval with respect to matters requiring NEC approval under applicable law, matters which the CEO deems appropriate to be brought forward for NEC consideration and approval, or as required by the NEC mandate or requested by the Board.</p> <p>d) Evaluation/Performance Assessment of CEO</p> <p>At least annually, the NEC chair shall on behalf of the NEC review and approve the objectives and work plans which the CEO is responsible for meeting, assesses the CEO in light of these objectives and work plans and establish the performance rating to be awarded. Satisfactory performance will be the basis of continued employment with KMA.</p>			
2. KEY TASKS			



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## **1. Planning**

- Collaborates with the NEC to define and articulate the organization's vision and to develop strategies for achieving that vision.
- Creates annual operating plans that support strategic direction set by the NEC and correlate with annual operating budgets; submits annual plans to the NEC for approval.
- Develops and monitors strategies for ensuring the long-term financial viability of the organization

## **2. Financial management**

- Working with the KMA National Treasurer, oversees staff in developing annual budgets that support operating plans and submits budgets for board approval.
- Prudently manages the organization's resources within budget guidelines according to current laws and regulations.
- Ensures that staff practices all appropriate accounting procedures in compliance with Generally Accepted Accounting Principles (GAAP).
- Provides prompt, thorough, and accurate information to keep the NEC appropriately informed of the organization's financial position.

## **3. HR management**

- Recruitment and contracting of company and project staff;
- Employee development, and training;
- Policy development and documentation;
- Employee relations;
- Performance management and improvement systems;
- Employment and compliance to regulatory concerns and reporting;
- Company-wide committee facilitation including planning, production, staff and
- NEC, including arranging meetings and agendas, attending and minuting meetings in liaison with KMA National Secretary;

## **4. Marketing and PR:**

- Manage advertising opportunities in other programs, press and at venues.
- Organize the availability of organization members for media/PR events as necessary.
- Oversee content, production and distribution of all marketing and publicity materials (posters, program, flyers, mail outs, brochures etc) with director, designer and project manager.
- Manage press development;
- Co-ordinate the invitation of potential future promoters and supporters of the company.

## **5. Fund Raising**

- Develops fund raising strategies with the NEC and supports the NEC in fund raising activities.
- Serves as a primary alternate to chairman in donor relationships
- Oversees staff in the timely submission grant applications and progress reports for funders.



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## **6. Community Relationships.**

- Assures that the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders.
- Actively advocates for the organization, its beliefs, and its programmatic efforts.
- Acts as a liaison between the organization and the community, building relationships with peer organizations when appropriate.

## **7. Programmatic Effectiveness**

- Oversees design, delivery, and quality of programs and services.
- Stays abreast of current trends related to the organization's products and services and anticipates future trends likely to have an impact on its work.
- Collects and analyses evaluation information that measures the success of the organization's program efforts; refines or changes programs in response to that information.

## **3. RESPONSIBILITIES**

### **1. Management**

- Oversees the operations of organization and manages its compliance with legal and regulatory requirements.
- Creates and maintains procedures for implementing plans approved by the NEC.
- Promotes a culture that reflects the organization's values, encourages good performance, and rewards productivity.
- Hires, manages, and fires the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations
- Ensures that staff and NEC have sufficient and up-to-date information.
- Evaluates the organization's and the staff's performance on a regular basis.

### **2. General Administrative**

- Evaluate in-place systems and procedures and streamline where appropriate.
- Evaluate technology implementation and optimize within budget constraints.
- Visit all branch offices with NEC members and evaluate their needs, performance, personnel and cost-effectiveness.
- Evaluate and control travel, entertainment and all discretionary expenditures and implement new written policies for these issues.
- Review facilities and real estate issues, including a review of current lease requirements.
- Review all equipment leases for cost cutting / improved technology opportunities.
- Create / update business plan for current internal clarity and banking or capital formation needs.
- "Manage by roaming around" – gaining insights into attitudes and problem areas from within all levels of the organization.



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## 4. EDUCATION & QUALIFICATIONS

Please describe the likely educational/training background of the post holder.

- An MBChB holder from a recognized university. A Master's degree in Public Health/Strategy/Business will be an added advantage.
- Proficiency with office computer equipment and software.

## 5. PROFESSIONAL EXPERIENCE

Please describe the minimum level of professional experience required to fulfil the post.

- A minimum of five years of experience in business management, planning and financial oversight.
- A minimum of three years of experience working with a board of directors and committees.

## 6. SKILLS

Detail the skills which will be applied in the job, *including languages*

- Demonstrated ability to work in a proactively diverse and inclusive organization.
- Excellent, proven interpersonal, verbal and written communications skills.
- Demonstrated ability to manage and supervise a staff team.
- Demonstrated ability to multi - task and work in a fast - paced office setting.
- Proven ability to cope with conflict, stress and crisis situations.
- Effective problem - solving and mediation skills.
- Demonstrated ability to share skills and knowledge with others.

## 7. PERSONAL COMPETENCE

Describe the characteristics of effective job performance, e.g. sound judgement, ability to maintain confidentiality.

- Subscribe to KMA's Policies, Mission, Vision, and values and KMA's, Procedures, rules and regulations
- Ability to maintain high level of confidentiality
- Willingness to travel
- Focus on continuous improved results/performance Flexibility and willingness to work outside normal working hours

Please send your application cover letter, curriculum vitae that include three references to [nec@kma.co.ke](mailto:nec@kma.co.ke) and [executiveofficer@kma.co.ke](mailto:executiveofficer@kma.co.ke) no later than 27<sup>th</sup> August 2018, with the email subject: **Application for Chief Executive Officer**. Please note that only short-listed candidates will be contacted.