



# Kenya Medical Association

## NATIONAL EXECUTIVE

KMA CENTRE, CHYULU ROAD, P.O. BOX 48502 – 00100 GPO, NAIROBI-KENYA

Mobile: 0722-275695

Email: [nec@kma.co.ke](mailto:nec@kma.co.ke)

Website: [www.kma.co.ke](http://www.kma.co.ke)

## JOB DESCRIPTION: Chief Executive Officer (CEO)

### Job Purpose

The CEO is the senior employee of the KMA Secretariat and leads the Secretariat in running the Association's activities. The CEO is the operational link between the National Executive Council (NEC) and the Secretariat, reporting to the NEC through the KMA President, and is accountable for translating KMA's mandate and each term's strategic priorities into day-to-day institutional performance.

### Reporting, Term & Governance

- Reports to the NEC through the KMA President; recruited and appointed by the NEC for a maximum of two (2) three-year terms, subject to performance.
- Acts honestly and in good faith in KMA's best interests, exercising the care, diligence and skill of a reasonably prudent person.
- The CEO and the NEC shall agree on a support framework allowing regular interaction between the CEO and the NEC.
- Performance is reviewed annually by the Assistant Secretary General on behalf of the NEC; continued employment is contingent on satisfactory performance.

### Key Performance Indicators

Performance will be measured against:

- Delivery against the Strategic Plan.
- Membership growth and engagement.
- Quality and volume of policy output.
- Financial sustainability.
- New partnerships and projects.
- Staff performance and retention.

### Key Responsibilities

#### Strategic & Operational Leadership

- Drive execution of the KMA Strategic Plan and NEC term priorities.
- Develop policies, annual operating plans and budgets for NEC approval.
- Support NEC, NGC, Standing Committee and Division engagement.
- Chair the senior management team meetings.

---

| President           | Vice-President     | Secretary-General  | Asst. Secretary-General | Treasurer-General |
|---------------------|--------------------|--------------------|-------------------------|-------------------|
| Dr. Ibrahim Matende | Dr. Charles Jakait | Dr. Lyndah Kemunto | Dr. Leon Gakuo          | Dr. Amina Guleid  |

## Financial Management

- Work with the Treasurer General to develop and manage annual budgets.
- Prudently manage KMA resources, assets, investments and collaborative projects.
- Keep the NEC informed of KMA's financial position.

## Membership Growth & Value

- Drive membership growth, retention and dormant member reactivation.
- Oversee member benefits and partnerships.
- Advance the case for mandatory membership.

## Policy & Advocacy

- Support the Policy, Advocacy and Communication Committee, NGC and NEC in developing KMA's positions.
- Coordinate engagement with Parliament, the Ministry of Health, regulators and stakeholders.
- Resource evidence-based advocacy campaigns.

## Marketing & Public Relations

- Oversee KMA's marketing, publicity, media engagement and public/member-facing brand presentation.

## Programmes & Projects

- Oversee the design, delivery and quality of KMA programmes and projects.
- Supervise project officers.
- Report programme progress to the NEC.
- Use evaluation data to refine programmes.

## Stakeholder Engagement & Resource Mobilisation

- Represent KMA to donors, government and partner associations.
- Lead resource mobilisation, fundraising, grant and sponsorship activities.
- Serve as primary alternate to the KMA President.

## Human Resources

- Work with the Assistant Secretary General on recruitment, staff development, performance management and employee relations.
- Ensure compliance with employment law.

## Compliance & Risk

- Ensure compliance with laws, regulations and audit requirements.
- Maintain risk management and reporting procedures.

## General Administration

- Oversee day-to-day Secretariat operations.
- Exercise delegated decision-making authority.
- Maintain internal reporting systems and an organisational fit-for-purpose structure.
- Implement NEC/NGC decisions.

## Qualifications, Experience & Skills

### Academic Qualifications

- MBChB from a recognised university.
- A master's degree in Public Health, Health Systems Management, Business Administration, or Strategic Management is an added advantage.

### Experience

- Minimum five (5) years' senior-level management experience in a corporate organization, membership organization, NGO or comparable institution.
- Minimum three (3) years' experience working with a Board or Governing Council.

### Knowledge & Technical Skills

- In-depth understanding of Kenya's health system, corporate governance, association management best practice.
- Donor experience, proposal writing and grant management experience is an added advantage.

### Leadership Competencies

- A visible, people-centred leader, strategic thinker with strong commercial acumen.
- Excellent communication and negotiation skills.
- Strong analytical and decision-making ability.

### Personal Attributes

- High personal integrity and confidentiality.
- Commitment to KMA's mission, vision and values.
- Willingness to travel.
- Flexibility to work beyond normal hours when required.

## Application

Interested candidates who meet the above criteria should apply by clicking this link:

<https://forms.gle/DcBMDUaixTRnjHVZ6>

**Only shortlisted candidates will be contacted.**

By applying for this role, you give consent for us to process your data.

**Application Deadline: Monday - 17th August 2026**