



VACANCY ANNOUNCEMENT FOR THE POSITION OF THE CEO OF THE NATIONAL AIDS CONTROL COUNCIL

The National AIDS Control Council (NACC) is a State Corporation, under the Ministry of Health whose mission is to provide policy and strategic framework for mobilizing and coordinating resources for the prevention of HIV transmission and provision of care and support to the infected and affected people in Kenya. **The Board of the NACC wishes to recruit a Chief Executive Officer.**

The CEO is expected to provide strategic and visionary leadership for Kenya to achieve the HIV prevention and control goals set out in Vision 2030 and the Medium Term Plans and targets as defined from time to time in Kenya's AIDS Strategies. This role includes coordination of stakeholders and resources, tracking progress and mobilizing resources to supplement the Exchequer allocations for National HIV priorities. The CEO is the Accounting Officer and directs the operations of NACC, ensuring compliance, good governance and a high performing institution.

For details on the responsibilities and requirements to this position please visit: <https://nacc.or.ke/vacancy/>

More details of our mandate and contacts can be found in the website www.nacc.or.ke

The CEO position is on a three (3) year contract, renewable once subject to satisfactory performance. If you fulfil the job requirements, you are invited to submit an application letter together with an up to date CV, certified copies of certificates, testimonials, names and contacts of three professional referees by **2.00 p.m. on Tuesday 25th February 2020.**

You may submit your application either:

1. Drop your hard copy documents in a drop box labelled CEO RECRUITMENT on 9th Floor, opposite lift A, at Landmark Plaza, Argwings Kodhek Road. Your sealed envelope will be addressed as follows at the front:

**The Chairperson,
National AIDS Control Council,
Landmark Plaza 9th Floor, P.O. Box 61307, 00200
Nairobi, KENYA**

2. Submit an online application to the email: ceorecruitment@nacc.or.ke

NACC is an equal opportunity employer and does NOT discriminate any applicant on the basis of their HIV status, ethnic background, sex, religion, disability, or marital status yet is alive to gender, regional and ethnic balance. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

In addition to the professional qualifications, applicants will be required to meet the expectations of Chapter 6 on Leadership and Integrity and;

1. Possess a valid certificate of Good Conduct
2. Possess clearance from the Ethics and Anti Corruption Commission
3. Possess a certificate of compliance from the Higher Education Loans Board (HELB)
4. Possess valid Kenya Revenue Authority (KRA) Tax Compliance Clearance
5. Possess a valid certificate of clearance from the Credit Reference Bureau (CRB)

THE MANDATE OF THE NATIONAL AIDS CONTROL COUNCIL

The National AIDS Control Council (NACC) is a State Corporation under the Ministry of Health, established under Section 3 of the State Corporations Act Cap 446, NACC order vide LN190 of 1999

The Mission of the NACC is implement a policy and strategic framework for mobilizing and coordinating resources for prevention of HIV transmission and provision of care and support to the infected and affected people of Kenya

The functions of NACC include:

- Developing policies and guidelines relevant to the prevention and control of Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (AIDS),
- Mobilizing resources for AIDS control and prevention and providing grants to implementing agencies.
- Coordinating and supervising implementation of AIDS programmes in the country.
- Collaborating with local and international agencies which work in AIDS control.
- Mobilizing government Ministries and institutions, Non-governmental organizations Community Based Organizations, Research Bodies, the Private sector and Universities to participate in AIDS control and prevention.
- Developing strategies to deal with all aspects of the AIDS epidemic.
- Developing national management information systems for AIDS control.
- Identifying sector specific training needs and devising appropriate manpower development strategies.
- Developing appropriate mechanisms for the Monitoring and Evaluation of AIDS and sexually transmitted diseases (STDs) programmes.
- Taking a leadership role in the advocacy and public relation for AIDS Council programmes.

JOB DESCRIPTION FOR THE APPLICATION FOR CHIEF EXECUTIVE OFFICER FOR NATIONAL AIDS CONTROL COUNCIL – FEBRUARY 2020

Job Title:	CEO
Grade:	NACC 1
Corporation:	National AIDS Control Council
Location/Work Station:	Landmark Plaza, 9 th Floor, Argwings Kodhek Road
Reports to:	NACC Council
Direct Reports:	<ul style="list-style-type: none"> a) Deputy Director, Finance and Administration b) Deputy Director, Coordination and Support c) Deputy Director, HIV Investments d) Deputy Director, Policy Research and Monitoring e) Heads of Divisions located in the CEOs office
Job Purpose:	
<p>The CEO is expected to provide strategic and visionary leadership for Kenya to achieve the HIV prevention and control goals set out in Vision 2030 and the Medium Term Plans and targets as defined from time to time in Kenya’s AIDS Strategies. This role includes coordination of stakeholders and resources, tracking progress, providing advisory to Government of Kenya on matters HIV and AIDS, and mobilizing resources to supplement the Exchequer allocations for National HIV priorities. The CEO is the Accounting Officer of the NACC responsible for directing the operations of NACC, ensuring compliance, good corporate governance and a high performing institution.</p>	
RESPONSIBILITIES	
Operational Responsibilities	
<ul style="list-style-type: none"> a) Provide strategic and visionary leadership for driving optimal strategies for HIV prevention and control b) Oversee development and implementation of Kenya’s AIDS Strategies c) Lead the implementation of HIV strategies for accelerating UHC attainment d) Continuously liaise with the Ministry of Health e) Drive attainment of Kenya’s targets as set in the Vision 2030 and Medium Term Plans f) Lead resource mobilization efforts including negotiations and proposal writing to supplement exchequer funds for the HIV response g) Facilitate technical assistance to County Governments for HIV planning, prioritization, implementation and monitoring the HIV response h) Advise the Government, including Ministry of Health on matters related to HIV i) Oversee a functional National Monitoring and Evaluation Framework for HIV and STIs j) Facilitate strategies to be implemented to reduce stigma and new infections annually k) Provide leadership in coordination of Government agencies, partners, civil society, faith communities, communities of persons living with HIV, private sector to achieve set targets l) Facilitate strengthened engagement of communities in the HIV and health response m) Oversee monitoring of the HIV indicator of the Government Performance Contracting n) Ensure Kenya’s compliance with global AIDS reporting requirements and commitments 	

Managerial / Supervisory Responsibilities

- a) Prepare for Council sittings and ensure execution of Board resolutions
- b) Responsible for fiscal and institutional accountability and compliance with statutory and policy requirements
- c) Drive execution of the NACC institutional strategic plan
- d) Oversee implementation and reporting of contracts and grants
- e) Maintain ISO requirements, and implement recommendations for corruption prevention
- f) Custodian of staff appointments, staff performance and motivation and progression
- g) Oversight for risk management and audit recommendations implementation
- h) Oversight for maintaining a high performance score as per annual contracts
- i) Enhance the management system for operational and financial performance of NACC HQ and 18 regional offices
- j) Maintain a performing organizational culture based on transparency, integrity, accountability
- k) Facilitate delivery of Her Excellency's 2nd strategic framework in the promotion of healthy lives and well-being of women, children and adolescents

Financial Responsibilities

- a) Oversee and adhere to approved NACC budgets, work-plans and procurement plan
- b) Approve expenditure within Government regulation and NACC Council resolutions
- c) Execute NACC contracts – commercial and donor related
- d) Approve and ensure high quality routine financial, technical reporting as required
- e) Ensure adherence to procurement and financial laws and regulations

Competencies

- a) Have a proven track record of delivering results
- b) Have in-depth knowledge of the issues around HIV/AIDS, UHC and health systems
- c) Demonstrate experience of sound financial management
- d) Demonstrate ability for strategic thinking
- e) Understand public health management principles and practices
- f) Demonstrate high-level judgment in complex situations
- g) Demonstrate ability to mobilize resources
- h) Demonstrate acute analytical skills
- i) Have competence in IT
- j) Have understanding or experience in research
- k) Demonstrate ability to utilize data for decision making
- l) Have good writing, communication and interpersonal skills
- m) Have ability to benchmark and network at local and global level

QUALIFICATIONS

1. Must be a Kenyan Citizen
2. Possess a postgraduate degree in Public Health, Biomedical or other Sciences, Humanities, Social Sciences or any other relevant disciplines. A PhD will be an added advantage
3. At least 15 years working experience and not less than 10 years working experience in leadership at Senior Management level in organizations of similar status. Experience in HIV and AIDS programming is an added advantage