

Job Title	Coordinator, Regional Offices
Grade	NSDCC 2
Corporation/Organization	The National Syndemic Diseases Control Council (NSDCC)
Directorate	Regional Offices
Department	Regional Offices
Section / Unit	N/A
Location / Workstation	Head Office, Nairobi
Reporting Relationships	
Reports to	Chief Executive Officer
Direct Reports	Regional Office Coordinators
Indirect Reports	Senior Principal Programme Officer Principal Programme Officer
Job Purpose	
The Coordinator Regional Offices is responsible for offering strategic advisory services to the Chief Executive Officer; and to support the CEO in the supervision and oversight of the Council's activities at the Counties level. The Director will also be responsible for supporting implementation of the Council's Policies, Strategies and Programmes, enhancing the Council's Visibility, and promoting Partnerships with the Counties.	
Key Responsibilities/ Duties / Tasks	
<ul style="list-style-type: none"> i) Overseeing implementation of the Council's policies, standards, procedures, and guidelines at the County level; ii) Developing a framework to support the Council's directorates, departments and/or divisions in the implementation of its mandate at the County level; iii) Ensuring effective coordination of the Council's programs and projects in the Counties; iv) Coordinating the Council's performance management reviews, target setting, and reporting across the Counties; v) Ensuring prudent utilization of resources allocated to the Council's County offices; vi) Facilitating skills development, appropriate staff placement, and deployments in the Council's County office; vii) Overseeing the preparation and submission of periodic reports on operations and activities of Council's County offices; viii) Supporting county leadership, ownership, and accountability of the strategic diseases response(s) and primary health care; and ix) Supporting the counties to build and strengthen partnerships and resource mobilization networks for strategic diseases response(s) and primary health care. 	
Job Competencies (Knowledge, Experience and Attributes / Skills).	

Academic qualifications

- i) A Bachelor's degree in Public Health, Social Sciences, Medicine, Epidemiology, Biomedical Sciences, or any other relevant discipline from a recognized institution;
- ii) A Master's degree in Public Health, Health Economics, Social Sciences, Biomedical Sciences or any other relevant discipline from a recognized institution;

Professional Qualifications / Membership to professional bodies

- i) Professional qualification and membership to a professional body where applicable;
- ii) A leadership or governance course from a recognized institution; and
- iii) Must meet the requirements of Chapter Six (6) of the Constitution on Kenya 2010 on leadership and integrity.

Previous relevant work experience required.

At least twelve (12) years of relevant working experience five (5) of which must be in senior management. Experience in Syndemic diseases is an added advantage;

Key competencies

- i) Demonstrate strong leadership and management skills.
- ii) Strong analytical and technical skills.
- iii) Excellent communication skills.
- iv) Ability to lead and work in diverse teams.
- v) Strong advocacy and negotiation skills; and
- vi) Strong skills in networking and partnership building.