

Job Title	Regional Office Coordinator
Grade	NSDCC 3
Corporation/Organization	National Syndemic Diseases Control Council
Directorate	Regional Offices
Department	Regional Offices
Division	N/A
Section / Unit	N/A
Location / Workstation	Headquarters, Nairobi
Reporting Relationships	
Reports to	Coordinator, Regional Offices
Direct Reports	Senior Programme Officer Principal Programme Officer Office Administrator/ Senior Driver/Senior
Indirect Reports
Job Purpose	
Provide strategic leadership in implementation of the Council's Policies, Strategies and Programmes, enhancing the Council's Visibility, and promoting Partnerships with the Counties. The role also provides strategic advisory services to the Coordinator, Regional Offices; and to support the coordinator in the supervision and oversight of the Council's activities at the Counties level.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1) Oversee implementation of the Council's policies, standards, procedures, and guidelines at the County level. 2) Coordinate the development, dissemination, implementation of policies, strategies, standard & guidelines related to the Syndemic Diseases Control Programmes at the County level. 3) Coordinate stakeholders to account for the implementation of Syndemic diseases programmes in the counties. 4) Support counties to develop and implement strategic plans for the Syndemic Diseases Control Programmes. 5) Lead in provision support to counties to develop and implement strategic plans for the Syndemic Diseases Control Programmes. 	

- 6) Establish functional multi-sectoral committees to measure, review and report on the progress of the response to Syndemic diseases at the County Level.
- 7) Disseminate performance reports to Counties & Development Agencies & Government, and other relevant stakeholders, in line with set targets.
- 8) Convene relevant stakeholders, both state and non-state, to advise and participate in Syndemic diseases control and prevention at the County level.
- 9) Provide stewardship to ensure compliance with national, regional and global statutory reporting requirements of the Syndemic Diseases response.
- 10) Spearhead development, implementation and review of strategies, guidelines and procedures for ensuring effective coordination of Council's programs and projects in the Counties.
- 11) Oversee the preparation and submission of periodic reports on operations and activities of Council's County offices.
- 12) Spearhead provision of support in the counties to build and strengthen partnerships and resource mobilization networks for strategic diseases response(s) and primary health care.
- 13) Spearhead provision of support to county leadership, ownership, and accountability of the strategic diseases response(s) and primary health care.
- 14) Provide technical input in development, implementation and review of the Council's strategic plan, vision, mission, and objectives.
- 15) Provide strategic leadership in the establishment and strengthening of effective collaborations and partnerships with strategic and development partners, Government agencies, private sector, and any other relevant stakeholders in relation to regional coordination.
- 16) Provide strategic leadership in development, implementation, monitoring and review of the Regional Office's annual budgets, procurement and disposal plan, annual performance contract and the annual reports.
- 17) Coordinate implementation of a robust performance management system within the Regional Office through providing oversight of the delivery of the annual performance contract and the strategic plan.

- 18) Provide strategic leadership in supervision, coaching, mentoring, training, and development of all staff to ensure an efficient and motivated team in the Regional Office.
- 19) Provide strategic leadership in formulation, implementation, monitoring, and review of risk management policy and framework that ensures the Regional Office has a robust system and processes of accountability, enterprise risk management and business continuity.
- 20) Provide strategic leadership in development, implementation, and review of the Regional Office's citizen service delivery charter to enhance accountability and transparency in service delivery to stakeholders.
- 21) Foster conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya 2010 within the Regional Office.
- 22) Provide leadership in the development and implementation of corruption prevention and mitigation strategies in the Regional Office.
- 23) Spearhead the implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the Regional Office.
- 24) Lead in the development, implementation, and maintenance of the Quality Management Systems within the Regional Office.

II. Operational Responsibilities / Tasks

- 1) Provide oversight of all activities of the Regional Office and manage the day-to-day operations for a smooth functioning and efficiency of the Regional Offices.
- 2) Provide leadership to Regional Offices staff and chairs the Regional Office's meetings.
- 3) Responsible for the implementation of Board resolutions and audit recommendations within the Regional Office.
- 4) Coordinate the preparation and timely submission of periodic reports from the Counties.
- 5) Provide regular, thorough, and prompt communication to the Regional Office's staff on key technical, financial, and administrative matters.
- 6) Appraise the direct reports.

Job Dimensions:

I. Financial Responsibility

<ol style="list-style-type: none"> 1) Guide on the development of the Departmental budget and recommend for approval. 2) Recommend approval of expenditure to be incurred in the Department. 3) Account for resources used within the Department.
II. Responsibility for Physical Assets
Responsible for physical assets i.e., office space, ICT equipment, cabinets, furniture, and Equipment
III. Decision Making / Job Influence
<ol style="list-style-type: none"> 1) Strategic decisions. 2) Financial decisions. 3) Managerial decisions. 4) Operational decisions. 5) Analytical decisions;
IV. Working Conditions
The role is performed in an office setting at the Council's Regional Offices with frequent field assignments locally, regionally, and internationally.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
<ol style="list-style-type: none"> 1) Master's degree in public health, Health Economics, Epidemiology, Social Sciences, Biostatistics, Procurement and Supplies Management, Product Design Business Administration, Public Administration, or related disciplines from a recognized institution. 2) Bachelor's degree in public health, Health Economics, Epidemiology, Medicine, Social Sciences, Biostatistics, Procurement and Supplies Management, Product Design, Business Administration, Public Administration, or related disciplines from a recognized institution.
Professional Qualifications / Membership to professional bodies
<ol style="list-style-type: none"> 1) Professional qualification and membership in good standing, where applicable. 2) Leadership course from a recognized institution.
Previous relevant work experience required.
A minimum period of ten (10) years relevant work experience; with at least four (4) years' experiences in a management role.
Functional Skills, Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1) Leadership skills, 2) Policy analysis and design skills. 3) Negotiation skills, 4) Problem solving skills. 5) Financial management skills. 6) Resource mobilization and management skills.

- 7) Organizational skills.
- 8) Strategic management skills.
- 9) Stakeholder management skills.
- 10) Change management skills.
- 11) Analytical skills.
- 12) Report Writing and presentation skills.
- 13) Visionary Skills.
- 14) Interpersonal Skills.
- 15) Networking skills.
- 16) Creativity and Innovation.
- 17) Time management skills