

Job Title	Senior Principal Programme Officer
Grade	NSDCC 4
Corporation/Organization	National Syndemic Diseases Control Council
Directorate	<ol style="list-style-type: none"> 1) Epidemiology and Strategy 2) Health Promotion and Programme Management 3) Finance and Grants Management
Department	<ol style="list-style-type: none"> 1) Strategy and Implementation Co-ordination 2) Health Products and Technologies Coordination 3) Preventive and Curative Programme 4) Health Promotion and Capacity Development 5) Grants Management 6) Regional Offices
Division	N/A
Section / Unit	N/A
Location / Workstation	Headquarters, Nairobi
Reporting Relationships	
Reports to	<ol style="list-style-type: none"> 1) Regional Offices Coordinator 2) Deputy Director, Strategy and Implementation Co-ordination 3) Deputy Director, Health Products and Technologies Coordination 4) Deputy Director, Preventive and Curative Programme 5) Deputy Director, Health Promotion and Capacity Development 6) Deputy Director Grants Management
Direct Reports	Principal Programme Officer
Indirect Reports	Senior Programme Officer
Job Purpose	
<p>Oversee provision of policy and other strategic guidance, technical support and capacity building for health promotion, the prevention, control, and management of Syndemic diseases; and to spearhead the strengthening of primary health care systems in the country, initiating development, implementation, monitoring, evaluation, and review of the programmes Policies, Strategies and guidelines. The role is also responsible for provision of oversight for prudent management of grant budgets.</p> <p>The Office can be deployed in the following departments:</p> <ol style="list-style-type: none"> 1. Strategy and Implementation Co-ordination 2. Health Products and Technologies Coordination 3. Preventive and Curative Programme 4. Health Promotion and Capacity Development 	

5. Grants Management
6. Regional Offices

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

- 1) Provide technical input in development, implementation and review of the Council's strategic plan, vision, mission, and objectives.
- 2) Oversee the establishment and strengthening of effective collaborations and partnerships with strategic and development partners, Government agencies, private sector, and any other relevant stakeholders.
- 3) Oversee development, implementation, monitoring and review of the Department annual budgets, procurement and disposal plan, annual performance contract and the Department's annual reports.
- 4) Coordinate implementation of a robust performance management system within the Department through providing oversight of the delivery of the annual performance contract and the strategic plan.
- 5) Oversee the supervision, coaching, mentoring, training, and development of all staff to ensure an efficient and motivated team in the Department.
- 6) Oversee formulation, implementation, monitoring, and review of risk management policy and framework that ensures the Department has a robust system and processes of accountability, enterprise risk management and business continuity.
- 7) Oversee development, implementation, and review of the Department's citizen service delivery charter to enhance accountability and transparency in service delivery to stakeholders.
- 8) Foster conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya 2010 within the Department.
- 9) Oversee development and implementation of corruption prevention and mitigation strategies in the Department.
- 10) Oversee the implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the Department.
- 11) Oversee the development, implementation, and maintenance of the Quality Management Systems within the Department.
- 12) Appraise the direct reports.

II. Operational Responsibilities / Tasks

Preventive and Curative

- 1) Oversee the development of policies, strategies and guidelines for the treatment, prevention and management of Syndemic diseases.
- 2) Oversee the development, review and support the implementation of protocols, operational guidelines and standards for the treatment, prevention and management of Syndemic diseases.
- 3) Oversee formulation, implementation and review strategies, guidelines and procedures for monitoring and evaluation of the treatment, prevention and management of Syndemic diseases.
- 4) Oversee the review of strategic information to inform treatment, care and management of Syndemic diseases.
- 5) Oversee identification of gaps and provision technical support and guidance to counties in the treatment, prevention and management of Syndemic diseases.
- 6) Provide technical support in mobilization, coordination and supervision of multisectoral stakeholders to implement and account for programmes in the treatment, and management of Syndemic diseases.
- 7) Oversee the development of technical reports to support resource mobilization efforts for the treatment, prevention and management of Syndemic diseases.
- 8) Oversee collaboration with partners in prevention, care, and treatment research for Syndemic diseases.

Health Promotion and Capacity Development

- 1) Oversee partnerships with ministries, departments and counties to promote development and implementation of effective health promotion policies, strategies, standards and guidelines.
- 2) Oversee strengthening of primary health care networks and community health structures to enhance efficiency in elimination of Syndemic diseases.
- 3) Oversee promotion of inter-sectoral collaborations with relevant stakeholders to accelerate progress towards elimination of Syndemic diseases.
- 4) Oversee development and disseminating communication materials, standards and guidelines on health promotion.
- 5) Oversee development of protocols and curricula for health education and capacity building programs for Syndemic diseases.

- 6) Oversee capacity building of relevant stakeholders on the management and control of Syndemic diseases.
- 7) Oversee the development, implementation and review of technical communication policies, strategies and plans.
- 8) Support the Council's departments in developing technical and capacity building messages, content and other relevant information.
- 9) Oversee promotion the use of digitized Information System to monitor progress towards elimination of Syndemic diseases.
- 10) Oversee strengthening of primary health care networks and community health structures to enhance efficiency in elimination of Syndemic diseases.
- 11) Oversee promotion of uptake of primary health care services for the prevention and control of Syndemic diseases in the context of Universal Health Coverage agenda.

Strategy Implementation and Coordination.

- 1) Oversee development, dissemination, and implementation policies, strategies, standard & guidelines related to the Syndemic Diseases Control Programmes at the National and County level.
- 2) Oversee formulation, implementation and review of strategies, guidelines and procedures to account for the implementation of Syndemic diseases programmes in the country by stakeholders.
- 3) Oversee provision of technical support to counties to develop and implement strategic plans for the Syndemic Diseases Control Programmes.
- 4) Oversee establishment of functional multi-sectoral committees to measure, review and report on the progress of the response to Syndemic diseases.
- 5) Oversee dissemination of performance reports to Ministries, Counties & Development Agencies & Government, and other relevant stakeholders, in line with set targets.
- 6) Oversee convening of relevant stakeholders, both state and non-state, to advise and participate in Syndemic diseases control and prevention.
- 7) Oversee development of appropriate mechanisms for research surveillance, monitoring and evaluation of the Syndemic diseases programme.
- 8) Oversee compliance with national, regional and global statutory reporting requirements of the Syndemic Diseases response.

Grant Management

- 1) Oversee prudent management of grant budgets and execution of activities as outlined in the grant documents.
- 2) Coordinate the reporting on the execution and accountability of the grants.
- 3) Oversee design, implementation and review of measures to ensure that the grants management database is accurate and meets legal and audit requirements.
- 4) Oversee review of applicant and grantee financial reports to perform grant due-diligence procedures and identify potential concerns in liaison with other directorates.
- 5) Oversee reconciliation of detailed grant accounting system activity to the general ledger accounts.
- 6) Oversee maintenance of grant compliance, reporting and accountability, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness, including:
 - a. Monitor and maintain grant reporting schedules and requirements.
 - b. Track progress toward organizational and programmatic outcomes and goals.
 - c. Request reimbursements and drawdowns as needed.
 - d. Assemble all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.
 - e. submit timely reports to management.
- 7) Provide technical support to the Council's planning and budgeting processes.
- 8) Oversee collation of strategic financial information, undertake analysis of trends and interests in grant management to facilitate negotiation for increased resources for the Council.
- 9) Advise programme teams, finance, and other divisions within the Council on relevant grant requirements.

Health Products and Technologies Coordination

- 1) Oversee provision of technical guidance to support the development and implement policies, guidelines, and legal frameworks to guide the process of procurement and quality assurance of strategic commodities at both levels of Government.
- 2) Guide and oversee selection, forecasting and quantification of health commodities for Syndemic diseases for rational and prudent use.
- 3) Oversee formulation, implementation and review of strategies, guidelines and procedures for pharmaceutical and laboratory monitoring of health commodities for Syndemic diseases.

- 4) Oversee analysis of costing and expenditure of commodities for Syndemic diseases and advice on sustainability and cost-effectiveness.
- 5) Oversee Collaboration with key stakeholders to promote local manufacturing of commodities for Syndemic diseases.
- 6) Oversee formulation, implementation and review of strategies, guidelines and procedures for Undertaking and collaborating in research, design and development of commodities for Syndemic diseases control programmes.
- 7) Oversee provision of technical support and guidance at all levels of government and administration to strengthen supply chain security.
- 8) Oversee development and review of reference pricing for strategic commodities in collaboration with key stakeholders.
- 9) Oversee the development and use of an integrated logistical management information system for strategic commodities across the country in collaboration with key stakeholders.
- 10) Oversee provision of support in the mobilization and co-ordination of relevant stakeholders involved in strategic commodities for the Syndemic diseases control programmes.
- 11) Oversee provision of support in the design and development of appropriate mechanisms and tools for the monitoring and evaluation of strategic commodities.

Regional Office Coordination

- 1) Coordinate the development, dissemination, implementation of policies, strategies, standard & guidelines related to the Syndemic Diseases Control Programmes at the National and County level.
- 2) Coordinate stakeholders to account for the implementation of Syndemic diseases programmes in the country.
- 3) Provide technical support to counties in development and implementation of strategic plans for the Syndemic Diseases Control Programmes.
- 4) Oversee establishment of functional multi-sectoral committees to measure, review and report on the progress of the response to Syndemic diseases.
- 5) Oversee dissemination of performance reports to Ministries, Counties & Development Agencies & Government, and other relevant stakeholders, in line with set targets.

<p>6) Convene relevant stakeholders, both state and non-state, to advise and participate in Syndemic diseases control and prevention.</p> <p>7) Oversee development of appropriate mechanisms for research surveillance, monitoring and evaluation of the Syndemic diseases programme.</p> <p>8) Oversee formulation, implementation and review of measures to ensure compliance with national, regional and global statutory reporting requirements of the Syndemic Diseases response.</p>
<p>Job Dimensions:</p>
<p>I. Financial Responsibility</p>
<p>1) Oversee development, implementation and review of the Department's annual budget.</p> <p>2) Oversee development, implementation and review of Department's annual procurement and assets disposal.</p> <p>3) Oversee Department's Resource mobilization.</p>
<p>II. Responsibility for Physical Assets</p>
<p>Responsible for physical assets i.e., office space, ICT equipment, cabinets, furniture, and Equipment</p>
<p>III. Decision Making / Job Influence</p>
<p>1) Financial decisions.</p> <p>2) Managerial decisions.</p> <p>3) Operational decisions.</p> <p>4) Analytical decisions;</p>
<p>IV. Working Conditions</p>
<p>The role is performed in an office setting at the Council's Headquarters with frequent field assignments locally, regionally, and internationally.</p>
<p>Job Competencies (Knowledge, Experience and Attributes / Skills).</p>
<p>Academic qualifications</p>
<p>1) Master's degree in any of the following fields: Public Health, Health Economics, Epidemiology, Medicine, Social Sciences, Business Administration, Public Administration, or related disciplines from a recognized institution.</p> <p>2) Bachelor's Degree in any of the following fields: Public Health, Health Economics, Epidemiology, Medicine, Social Sciences, Business Administration, Public Administration, or related disciplines from a recognized institution.</p>
<p>Professional Qualifications / Membership to professional bodies</p>
<p>1) Must be a member of a relevant professional body in good standing.</p> <p>2) Management course from a recognized institution.</p>

Previous relevant work experience required.

At least eight (8) years relevant work experience, at least four (4) years of which must have been in a supervisory role in public service or the private sector.

Functional Skills, Behavioral Competencies/Attributes:

- 1) Leadership skills.
- 2) Negotiation skills.
- 3) Problem solving skills.
- 4) Financial management skills.
- 5) Resource mobilization and management skills.
- 6) Organizational skills.
- 7) Strategic management skills.
- 8) Stakeholder management skills.
- 9) Change management skills.
- 10) Analytical skills.
- 11) Report Writing and presentation skills.
- 12) Interpersonal Skills.
- 13) Networking skills.
- 14) Creativity and Innovation.
- 15) Time management skills.