

Job Title	Technical Advisor
Grade	NSDCC 3
Corporation/Organization	National Syndemic Diseases Control Council
Directorate	Chief Executive Officer's Office
Department	N/A
Division	N/A
Section / Unit	N/A
Location / Workstation	Headquarters, Nairobi
Reporting Relationships	
Reports to	Chief Executive Officer
Job Purpose	
To provide strategic leadership in formulation, implementation and review of policies, strategies, guidelines and procedures for the treatment, prevention, and overall management of Syndemic diseases pursuant to the provisions of the of National AIDS Control Council Order, 1999 as amended by Legal Notice 143 of 2022.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1) Oversee the development of technical aspects of policies, strategies and guidelines for the treatment, prevention and management of Syndemic diseases. 2) Spearhead development, review and support the implementation of protocols, operational guidelines and standards for the treatment, prevention and management of Syndemic diseases. 3) Spearhead design, implementation and review of strategies and measures to facilitate the monitoring and evaluation of the treatment, prevention and management of Syndemic diseases. 4) Lead in review of strategic information to inform treatment, care and management of Syndemic diseases. 5) Lead in design, implementation and review of measures to Identify gaps and provide technical support and guidance to counties in the treatment, prevention and management of Syndemic diseases. 6) Provide leadership in formulation, implementation and review of strategies for mobilizing, coordinating and supervising multisectoral stakeholders to implement 	

and account for programmes in the treatment, and management of Syndemic diseases.

- 7) Lead in generation of technical reports to support resource mobilization efforts for the treatment, prevention and management of Syndemic diseases.
- 8) Lead in collaboration with partners in prevention, care, and treatment research for Syndemic diseases.
- 9) Provide technical input in development, implementation and review of the Council's strategic plan, vision, mission, and objectives.
- 10) 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 Preventive and Curative Programme.
- 11) Provide strategic leadership in development, implementation, monitoring and review of the Department annual budgets, procurement and disposal plan, annual performance contract and the Department's annual reports.
- 12) 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.
- 13) Provide strategic leadership in supervision, coaching, mentoring, training, and development of all staff to ensure an efficient and motivated team in the Department.
- 14) Provide strategic leadership in 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.
- 15) Provide strategic leadership in development, implementation, and review of the Department's citizen service delivery charter to enhance accountability and transparency in service delivery to stakeholders.
- 16) Foster conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya 2010 within the Department.
- 17) Provide leadership in the development and implementation of corruption prevention and mitigation strategies in the Department.
- 18) Spearhead the implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the Department.

19) Lead in the development, implementation, and maintenance of the Quality Management Systems within the Department.
II. Operational Responsibilities / Tasks
<ol style="list-style-type: none"> 1) Provide oversight of all activities of the Department and manage the day-to-day operations for a smooth functioning and efficiency of the Department. 2) Articulate matters on treatment, prevention, and overall management of Syndemic diseases in conferences, symposia, workshops, fora, and seminars nationally, regionally, and internationally. 3) Provide leadership to Department staff and chairs the Department's meetings. 4) Responsible for the implementation of Board resolutions and audit recommendations within the Department. 5) Coordinate the preparation and timely submission of periodic reports. 6) Provide regular, thorough, and prompt communication to the Department's staff on key technical, financial, and administrative matters. 7) 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 Headquarters with frequent field assignments locally, regionally, and internationally.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications

- 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

- 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:

- 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