

Job Description for Director, Epidemiology and Strategy

Job Title	Director, Epidemiology and Strategy
Grade	NSDCC 2
Corporation/Organization	National Syndemic Diseases Control Council
Directorate	Epidemiology and Strategy
Department	N/A
Division	N/A
Section / Unit	N/A
Location / Workstation	Headquarters, Nairobi
Reporting Relationships	
Reports to	Chief Executive Officer
Direct Reports	<ol style="list-style-type: none"> 1) Deputy Director, Strategy and Implementation Co-ordination 2) Deputy Director, Health Metrics and Informatics 3) Deputy Director, Health Products and Technologies Coordination
Indirect Reports	<ol style="list-style-type: none"> 1) Senior Principal Programme Officer
Job Purpose	
Provide strategic leadership in development and implementation of policies, strategies, and guidelines, coordination and mobilization of multi-sectoral stakeholders; management of strategic disease, and monitoring and evaluation of strategic disease programmes.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1) Spearhead development, implementation and review of policies informing management of Syndemic diseases programmes in line with the mandate of the Council. 2) Provide leadership in the development, implementation and review of policies, strategies, standards and guidelines related to knowledge management of strategic information pertaining to the Council's mandate. 3) Spearhead implementation of recommendations arising from key programmatic policies, guidelines, studies and reports. 4) Spearhead formulation, implementation and review of strategies for coordinating the impact assessment of the Council's strategic programs. 	

- 5) Spearhead formulation, implementation and review of strategies for coordinating the management of stakeholders in the response to Syndemic diseases.
- 6) Oversee the development, implementation, and review of laboratory monitoring standards for Syndemic diseases.
- 7) Oversee the selection, forecasting, procurement, quantification and pharmacovigilance of health commodities for Syndemic diseases control programmes.
- 8) Lead in facilitating regular reporting by all Government Ministries, Departments and Agencies and other stakeholders in the Syndemic diseases response.
- 9) Provide stewardship to ensure compliance with national, regional, and global statutory reporting requirements of the Syndemic diseases response.
- 10) Spearhead establishment, implementation and review mechanisms and tools for the monitoring and evaluation of Syndemic diseases.
- 11) Spearhead the establishment of appropriate mechanisms to collate research and innovations and produce strategic products to advance the response to Syndemic diseases.
- 12) Provide technical input in development, implementation and review of the Council's strategic plan, vision, mission, and objectives.
- 13) 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 Epidemiology and Strategy.
- 14) Provide strategic leadership in development, implementation, monitoring and review of the Directorate annual budgets, procurement and disposal plan, annual performance contract and the Directorate's annual reports.
- 15) Coordinate implementation of a robust performance management system within the Directorate through providing oversight of the delivery of the annual performance contract and the strategic plan.
- 16) Provide strategic leadership in supervision, coaching, mentoring, training, and development of all staff to ensure an efficient and motivated team in the Directorate.
- 17) Provide strategic leadership in formulation, implementation, monitoring, and review of risk management policy and framework that ensures the Directorate has a robust system and processes of accountability, enterprise risk management and business continuity.

- 18) Provide strategic leadership in development, implementation, and review of the Directorate's citizen service delivery charter to enhance accountability and transparency in service delivery to stakeholders.
- 19) Foster conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya 2010 within the Directorate.
- 20) Provide leadership in the development and implementation of corruption prevention and mitigation strategies in the Directorate.
- 21) Spearhead the implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the Directorate.
- 22) Lead in the development, implementation, and maintenance of the Quality Management Systems within the Directorate.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

- 1) Master's degree in public health, Epidemiology, Health Economics, Social Sciences or its equivalent qualification from a recognized institution.
- 2) Bachelor's degree in public health, Medicine, Epidemiology, Health Economics, Data Scientist, Social Sciences or its equivalent qualification from a recognized institution.

Professional Qualifications / Membership to professional bodies

- 1) Professional qualification and membership in good standing, where applicable.
- 2) Certificate in Leadership from a recognized institution.

Previous relevant work experience required.

At least twelve (12) years relevant work experience with at least five (5) years' experience in a senior 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