

Job Description for Director, Health Promotion and Programme Management

Job Title	Director, Health Promotion and Programme Management
Grade	NSDCC 2
Corporation/Organization	National Syndemic Diseases Control Council
Directorate	Health Promotion and Programme Management
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, Preventive and Curative Programme 2) Deputy Director, Health Promotion and Capacity Development
Indirect Reports	<ol style="list-style-type: none"> 2) Senior Principal Programme Officer
Job Purpose	
Provide strategic leadership in formulation, implementation and review of policies, strategies, guidelines and procedures for the prevention, control, and management of strategic disease programmes 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	
<ol style="list-style-type: none"> 1) Spearhead development and implementation of protocols, operational guidelines and standards for the prevention, control, and management of Syndemic diseases. 2) Provide leadership in formulation, implementation and review of strategies, guidelines and procedures for monitoring the utilization of national management information systems by the strategic disease programmes. 3) Spearhead integration of Syndemic diseases with other Health Sector Programmes. 4) Oversee the development, implementation, and review of laboratory monitoring standards for strategic diseases. 	

- 5) Oversee the selection, forecasting, procurement, quantification and pharmacovigilance of health commodities for Syndemic diseases programmes.
- 6) Spearhead development of technical guidance for advocacy and public education.
- 7) Provide technical input in development, implementation and review of the Council's strategic plan, vision, mission, and objectives.
- 8) 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 research, innovation & knowledge management in Syndemic diseases.
- 9) 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.
- 10) 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.
- 11) Provide strategic leadership in supervision, coaching, mentoring, training, and development of all staff to ensure an efficient and motivated team in the Directorate.
- 12) 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.
- 13) 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.
- 14) Foster conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya 2010 within the Directorate.
- 15) Provide leadership in the development and implementation of corruption prevention and mitigation strategies in the Directorate.
- 16) Spearhead the implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the Directorate.
- 17) Lead in the development, implementation, and maintenance of the Quality Management Systems within the Directorate.

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

Academic qualifications
<ol style="list-style-type: none"> 1) Master's degree in public health, Epidemiology, Social Sciences, or related disciplines from a recognized institution. 2) Bachelor's degree in public health, Epidemiology, Medicine, Social Sciences 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) 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:

<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
