

Senior Resource Mobilization and Accountability Officer
REF: NSDCC/14

Job Title	Senior Resource Mobilization and Accountability Officer
Grade	NSDCC 6
Contract Term	3 Years renewable, subject to satisfactory performance
Corporation/Organization	The National Syndemic Diseases Control Council (NSDCC)
Directorate	Partnership, Planning & Resource Mobilization
Department	Resource Mobilization and Accountability Monitoring
Section / Unit	N/A
Location / Workstation	Headquarters, Nairobi
Reporting Relationships	
Reports to	Principal, Resource Mobilization and Accountability Monitoring Officer
Direct Reports	Resource Mobilization and Accountability Monitoring officer
Indirect Reports	N/A
Job Purpose	
Responsible for implementation of the policies, standards, guidelines and procedures on resource mobilization, strategic partnerships and linkages as well as promoting accountability for the management and control of Syndemic diseases.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Participate in grant proposal development including the Medium-Term Expenditure Framework processes and parliamentary budget approvals for the Council; 2. Participate in the development and implementation of resource mobilization plans and strategies aimed at mobilizing necessary resources for the Syndemic diseases programmes; 3. Provide support in the development and implementation of approved strategies for viable and sustainable private-public partnerships to increase access to private sector competencies and resources; 	

4. Participating in undertaking analysis of trends and interests in donor financing and their implications for sustainable financing and advising Management;
5. Participating in generating and providing data and information to facilitate negotiation for increased resources for the Syndemic diseases programmes;
6. Provide support in the monitoring and overseeing utilization of donor funds to ensure accountability;
7. Participating in assessment of the short- and long-term opportunities and challenges in resource allocation, utilization, value for money and resulting investment factor exposures;
8. Drafting proposals for funding the Council's programmes and projects; and
9. Preparing resource mobilization and partnerships reports.

Job Competencies (Knowledge, Experience and Attributes / Skills)

Academic qualifications

Bachelor's Degree in any of the following disciplines: Public Health, Medicine, Epidemiology, Health Economics, Statistics, Social Sciences, Strategic Management, Public Administration, Project Management, Policy, and Planning or its equivalent qualification from a recognized institution;

Professional Qualifications / Membership to professional bodies

Supervisory course from a recognized institution.

Previous relevant work experience required

Four (4) years of relevant work experience

Functional Skills, Behavioral Competencies/Attributes:

1. Report writing skills.
2. Communication skills.
3. Problem solving skills
4. Critical thinking skills.
5. Planning skills.
6. Supervisory skills
7. Interpersonal skills.
8. Coaching skills.
9. Analytical skills.
10. Presentation skills; and
11. Conflict resolution skills.

Applicants who meet the above requirements should submit their applications, including an application letter accompanied by a detailed curriculum vitae that lists three (3) professional referees, current position/grade, daytime telephone contacts, email address, copies of certified academic and professional certificates, testimonials and a copy of the National Identity Card or Passport. All applications should **quote the title and reference number** of the position on the cover letter and envelope and be submitted not later than **Wednesday, March 4, 2026, 5.00 pm EAT** to the address below or electronically to recruitment@nsdcc.go.ke

**The Chairperson
National Syndemic Diseases Control Council
Maktaba Kuu Building 2nd Floor
P.O. Box 61307 – 00200
Nairobi
KENYA**

Only shortlisted candidates will be contacted. Canvassing will result in automatic disqualification.

Successful candidates will be required to obtain the following clearance documents:

1. Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
2. Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
3. Clearance Certificate from the Higher Education Loans Board (HELB)
4. Clearance from the Ethics and Anti-Corruption Commission (EACC)
5. Clearance Certificate from a Credit Reference Bureau (CRB)

NSDCC is an equal opportunity employer and is committed to inclusivity and diversity. Persons with disabilities and individuals from marginalized and minority communities who meet the qualifications are strongly encouraged to apply.