

**Programme Officer, Resource Mobilization and Accountability Officer**  
**REF: NSDCC/17**

<b>Job Title</b>	Programme Officer, Resource Mobilization and Accountability Officer
<b>Grade</b>	NSDCC 7
<b>Contract Term</b>	3 Years renewable, subject to satisfactory performance
<b>Corporation/Organization</b>	The National Syndemic Diseases Control Council (NSDCC)
<b>Directorate</b>	Partnership, Planning & Resource Mobilization
<b>Department</b>	Resource Mobilization and Accountability Monitoring
<b>Location / Workstation</b>	Headquarters, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Senior Resource Mobilization and Accountability Monitoring Officer
<b>Job Purpose</b>	
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.	
<ol style="list-style-type: none"> <li>1. Provide support in grant proposal development including the Medium-Term Expenditure Framework processes and parliamentary budget approvals for the Council;</li> <li>2. Participate in the development and implementation of resource mobilization plans and strategies aimed at mobilizing necessary resources for the Syndemic diseases programmes;</li> <li>3. Participate in the development and implementation of approved strategies for viable and sustainable private-public partnerships to increase access to private sector competencies and resources;</li> <li>4. Participate in development of innovative approaches in mobilizing non-financial resources and other non-conventional revenue streams locally and internationally;</li> <li>5. Providing support in preparing resource mobilization and partnerships plans and events;</li> <li>6. Updating grants, donors and partners' database; and</li> </ol>	

7. Implementing the framework for mobilizing resource including donations, grants, gifts and endowments from key stakeholders in support of the Council’s programmes.
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
Bachelor’s degree in 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
<b>Professional Qualifications / Membership to professional bodies</b>
Membership to a relevant Professional body.
<b>Functional Skills, Behavioural Competencies/Attributes:</b>
<ol style="list-style-type: none"> <li>1. Report writing skills.</li> <li>2. Communication skills.</li> <li>3. Problem solving skills</li> <li>4. Critical thinking skills.</li> <li>5. Planning skills.</li> <li>6. Interpersonal skills.</li> <li>7. Coaching skills.</li> <li>8. Analytical skills.</li> <li>9. Presentation skills; and</li> <li>10. Conflict resolution skills.</li> </ol>

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](mailto:recruitment@nsdcc.go.ke)

**The Chairperson  
National Syndemic Diseases Control Council  
Maktaba Kuu Building 2<sup>nd</sup> 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.