

The International Centre for Reproductive Health Kenya (ICRHK) is a local Non-Governmental Organization with headquarters in Mombasa. The Organization has more than 80 full-time staff working in over 12 different research and intervention projects in over 20 counties in Kenya. The Organization seeks to recruit a candidate for the position of Country Director, based in Mombasa.

Attachment 1:	Job Description
Title of Position:	Country Director
Date of job description:	11 <sup>th</sup> November 2022
Reporting to:	This is the most senior position in the management, and the individual reports to the Organization's Board
<b>Summary of main tasks and responsibilities</b> <p>The Country Director is the most senior member of staff and sits on the Board as an ex-officio member. S/he will be responsible for strategic leadership and oversight of the Organization. S/he should ensure the research and programs are innovative, progressive and impactful. S/he will lead the Senior Management Team and oversee both technical and financial/administration/human resource management.</p>	
<b>Roles and responsibility</b> <ul style="list-style-type: none"> <li>To provide overall leadership to the Organization, with the support of the Senior Management Team (SMT) and the Board</li> <li>To lead the Organization team in implementing the Strategic Plan in line with the core values, mission and vision</li> <li>To engage staff, partners and other stakeholders to create real shared ownership and collaboration</li> <li>To create an environment of continuous learning, where staff are encouraged and supported to grow and develop and are willing to be held accountable for their commitments</li> <li>To ensure that the focus of the organization remains on sexual and reproductive health (SRH), while at the same time identifying emerging National and Global Health priorities</li> <li>To identify priorities for funding, potential sources of funding, and new forms of partnerships and lead in pursuing these</li> <li>To lead a team of technical experts (researchers, Program implementation experts, monitoring and evaluation experts and finance/administration experts) to design and apply for grants</li> <li>As the Principal Investigator to some studies, to supervise research, which includes preparing documents for submission to the research and ethics committee, and ensure research is carried out in accordance with GCP and Human Subjects regulations.</li> <li>To lead the organization in forming partnerships with other organizations, both locally and internationally, and with the Kenyan Ministry of Health</li> <li>Lead the Organization to develop an annual work plan, as well as oversee the development of project specific work plans</li> <li>To represent the Organization at external meetings with Government, donors and other stakeholders in Kenya, the region and internationally when required</li> <li>To ensure that the organization adheres to all the legal and regulatory requirements as required by the Government of Kenya and with the funding agencies as per the contractual obligations.</li> </ul>	
<b>Desired skills/competence</b> Accountability	

- S/he is self-accountable for making decisions, managing resources efficiently, achieving results together with target populations
- S/he holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

#### Ambition

- Sets ambitious and challenging goals for self and team
- Takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for the Organization and motivates others
- Future oriented, thinks strategically and on a global scale

#### Collaboration

- Builds and maintains effective relationships, with own team, colleagues, members, and partners
- Values diversity and sees it as a way to build a team that can compete locally and internationally
- Approachable, a good listener, easy to talk to

#### Creativity

- Develops and encourages new and innovative solutions

#### Specific Requirements

- A medical degree (MBChB/MD or equivalent qualification), Master's degree in a health-related area (MPH/MMED/MSC, etc) with research output to match.
- Minimum of 10 years' experience in a leadership role
- A solid understanding of the national and global public health scene, including current health priorities and innovative approaches to solving public health problems
- Proven experience in building, leading and developing a team of senior staff with different backgrounds and expertise
- Proven experience in resource mobilization as evidenced by previously successfully writing, and winning grants from diverse funding sources
- Proven experience in research and program development and good knowledge of donors (including multilateral, institutional & corporates) and in Kenya and internationally.
- Solid, hands-on, research experience in sexual and reproductive health as demonstrated by at least three publications in a peer-reviewed journal
- Ability to work with the National Government and the County Governments in Kenya
- Track record of building personal networks at a senior level, both locally and internationally
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Proficient in mixed (qualitative and quantitative) research designs and data collection methods
- Good understanding of operational and financial management processes
- Ability to communicate efficiently in written and in spoken English and Kiswahili

Recruitment for this position is open until 30<sup>th</sup> November 2022.