



VACANCY

CHIEF EXECUTIVE OFFICER

Nairobi Hospice is a registered charitable organization that exists to improve the quality of life, through the provision of Palliative Care to patients facing life-limiting illnesses and offering support to their families. The Hospice also offers a Palliative Diploma program and other professional courses in Palliative Care for healthcare professionals and non-healthcare providers to ensure delivery of quality care.

The organization is seeking to identify an experienced CEO with a passion for Palliative Care to deliver the vision of the organization. The successful candidate will be an exceptional leader with superior knowledge of the healthcare environment in Kenya and proven fundraising ability.

This is a great opportunity for the interested candidate to join Kenya's leading Hospice.

Key Responsibilities:

- Develop, continually review and effectively implement the strategic plan and policies for the Hospice that facilitate the attainment of its mandate; this includes guiding departmental heads in the development of annual work plans and targets aligned to the strategy
- Long term financial management planning including a sustainable fund-raising strategy and the building and maintenance of appropriate relationships with financiers and donors to ensure financial sustainability for the Hospice
- Develop partnerships with various parties in the public and private sector, communities that are aimed at enhancing service delivery in the palliative care and education
- Network effectively within and outside the sector with the aim of influencing national policy and programmes that impact various stakeholders and partners of the Hospice
- Lead in the development of a communication strategy that leverages the Hospice's brand and its ethos and appropriately positions the Hospice as a first amongst equals providing Palliative Care
- Develop/guide the development of organization structures, operating systems, process and procedures aimed at ensuring effective and efficient resource management, service delivery and good governance of the Hospice
- Manage the overall performance of the Hospice through effective and efficient monitoring of the core activities, financial records and/or projects, and provision of periodic reports to the Board of Directors and other stakeholders as necessary
- Lead the Hospice's new initiatives including their identification, cost benefit analysis, resourcing and effective execution.
- Participate in Board meetings as an ex-officio member and secretary and communicate Board decisions appropriately to the Hospice staff and other relevant stakeholders
- Provide leadership in ensuring effective Human Capital management through sourcing, placement, performance management, training and development, motivation and retention

Mandatory Skills and Experience

- A Degree / Post Graduate Diploma in Health Care Sciences/ A Diploma in Palliative Care
- 10 years' working experience; at least 3 years' experience in senior management, preferably in palliative / home-based care
- Proven experience of strategy development and implementation
- A demonstrable passion for development/social work
- Experience in operational systems development and implementation
- Demonstrate understanding of Financial reports and ability to interpret figures
- Strong Leadership skills with proven record of having managed high performing teams
- Strong communication skills; experience of brand building and/or promotions, public relations etc. would be an advantage
- Strong interpersonal skills that include relationship building and maintenance, networking

If you are the ideal candidate that we are looking for, send us your application and Curriculum Vitae through email; secretary@nairobihospice.or.ke; To reach us on or before Monday 9th June, 2023 by 5.00 pm.