

## CAREER OPPORTUNITY

Kenya Hospices and Palliative Care Association (KEHPCA) is a non-governmental organization that exists to promote access to quality palliative care for all in need across the country. It has over 15 years of dedicated advocacy for palliative care and is a powerful voice for persons living with palliative care needs. Palliative care is a human right, and every Kenyan in need should have access to it in line with the Kenyan Constitution, patients' rights charter, Sustainable Development Goals, and the Universal Health Coverage (UHC) guidelines.

KEHPCA seeks to recruit a suitable candidate for the following position:

### **Position: Executive Director**

The successful candidate will be responsible for strategic management and leadership of the organization, reporting to the Board of Directors, and promoting KEHPCA strategically as the primary point of contact for palliative care activities within the country. The candidate should have proven experience in grant writing and fundraising, and a background in palliative care or health-related sectors is desirable.

### **Required Qualifications and Experience:**

1. Master's Degree in Palliative Care/ Public Health/Global Health or equivalent/ Business administration
2. A Bachelor's Degree in a Medical or Social sciences field
3. Previous experience working in the Palliative Care or health-related sector
4. Over 5 years experience in a senior management level
5. Demonstrated skill and experience in grant writing and fundraising

### **Job Description**

- Overall responsibility for providing strategic management and leadership for the organization.

- Manage the overall performance of the Association through effective and efficient monitoring of the core activities, financial records and/or projects.
- Provision of periodic reports to the Board of Directors, development partners, donors, Government of Kenya, and other stakeholders as necessary to maintain compliance, transparency and accountability.
- Present KEHPCA Strategically as the first point of contact for the country on palliative care and related issues, therefore acting as a rapid, efficient, and consultative channel for palliative care activities within the country.
- Provide links to specialist information services for members on palliative care issues such as training programs available, experts within the country and advocacy issues.
- Develop resources sufficient to ensure the financial sustainability of the organization and oversee efficient utilization of the resources to support the organization's operations
- Establishing employment and administrative policies and procedures for all functions and the day-to-day operation of the organization.
- Ensure efficient running of the KEHPCA secretariat including overseeing the compilation and updating of the membership list to create a cohesive team
- Coordinate the promotion of palliative care within the region in collaboration with relevant national/international experts in palliative care and act in an advocacy role within the region.

### **Application Process:**

Interested candidates should forward, their application letter, curriculum vitae (CV ) together with the necessary certified certificates and other testimonials, a copy of their current pay slip and state expected remuneration, daytime telephone contact, e-mail addresses and postal addresses of three referees to: [info@kehpc.org](mailto:info@kehpc.org)

**Closing Date: 8th March 2024**

**Only shortlisted candidates will be contacted.**