



**Job Title** : Executive Director

**Reports to** : Board of Trustees

**Direct Reports** : Programs Director, Operations Director, Human Resources Manager, Business Development Manager, Legal and Corporate Affairs Officer, CKM Manager, Administrative officer

### **ORGANISATION OVERVIEW**

LVCT Health is a nationally known and highly respected Kenyan non-government organisation registered in 2001. LVCT is renowned for its work in HIV prevention, care and treatment having been the pioneer of community based voluntary counselling and testing sites in Kenya. LVCT is a leader in sexual and gender based violence programming and over the years has worked in Kenya and other African countries to build capacities of more than 70 local organisations and provide technical support to governments and partners at national and sub-national levels. The organisation has had pivotal influence of the HIV response in Kenya with its innovative programs for marginalised and vulnerable populations. Building on nearly two decades of research-based policy influence and impactful work, LVCT Health seeks a new Executive Director to carry on its visionary work in the context of a fast changing and dynamic HIV response globally and locally.

**JOB PURPOSE:** To drive LVCT Health towards its long-term vision by leading strategy development and execution, resource mobilization, financial and human resource management. The ED will ensure that LVCT Health meets its programmatic goals and contractual obligations. S/he is a steward of the organisation's brand and will maintain the reputation of the organisation. S/he shall undertake all other functions assigned by the board

### **ROLES AND RESPONSIBILITIES**

We are in search of an ED who possesses senior level executive experience in the non-profit sector to lead LVCT Health in its mission to reduce new HIV infections and increase equitable access to quality health services through innovative and responsive programs. LVCT has a family culture that places high priority on communication, teamwork, and commitment to our values of integrity and high quality service provision. We seek an ED who will continue to enhance this culture through positive leadership. Working alongside the Board of Directors and senior management, s/he will lead the organisation in implementing a vision for further strategic growth and sustainability at a time when the organisation aims to strengthen its technical support functions and expand social enterprise. The ED will join a family of strongly committed and talented professionals and a dedicated Board of Directors. The ED is an ex-officio member of the Board of Directors and reports directly to the Board.

## **Key roles and responsibilities include:**

### ***Articulate and advance the organisation's strategic direction***

Working closely with the board, senior management and staff, the ED will provide strong leadership in implementing and/or redefining the organisation's strategic objectives and the development of innovative strategies that advance LVCT's Vision and mission. S/he will assess, scan, analyse, and map the global and local funding landscape to inform the organisation's resource mobilization and program implementation plans. S/he will analyse and stay abreast with developments in the Kenyan health sector including in devolution, county operations, trends in the HIV epidemic, global guidance, give oversight to operational research and lead development of compelling and comprehensive forward-thinking and impactful programs and strategies. S/he will invest significantly in driving the organisation towards sustainability of its programs and finances. The ED will ensure that the staff members are aligned to the organisation's vision and mission and inspire them to successfully achieve the strategic objectives. S/he will ensure the organisation has sufficient resources to implement its strategic plan.

### ***Leverage strategic relationships with funders, communities served by LVCT, research institutions and other NGOs***

The ED will continue to position LVCT Health as a trusted technical and implementing partner and thoughtful convener. S/he will establish strategic partnerships with key stakeholders in government and non-state actors locally and internationally in line with the organisation's strategy. S/he will be involved civil society and implementing partners spaces in Kenya, regionally and globally and provide sector and thought leadership. S/he will expand the organisation's scope of work, funding and technical skills and promote LVCT's branding by deepening relationships and confidence with existing funders, initiating relationships with new funders, counties, communities, other NGOs and the private sector and establish strategic collaborations and partnerships at national/regional/international levels with key stakeholders and partners where there is complementarity and shared values. As a brand ambassador for LVCT, the ED will proactively address internal and external risks and challenges to protect the organisation's interests. The ED will be expected to diversify the organisation's funding streams and build the financial base of unrestricted funds by developing, testing and expanding new programs and revenue streams that leverage LVCT's unique leadership position.

### ***Strengthen internal organisational infrastructure to support excellence***

The ED will uphold and inculcate a culture of leadership, growth, mentorship, excellence, commitment to the organisation's values, principles and policies and use of technologies to support LVCT's work. S/he will Create and promote a positive, multicultural work environment sensitive to and respectful of the diversities existent in the environment in which LVCT Health works and enables open and transparent communication. S/he will continually improve services and internal systems, monitoring their effectiveness in meeting the organisation's mission, balanced by responsible fiscal management. The ED has oversight for the organisation's operations, including hiring and releasing personnel, maintaining records, ensuring legal, regulatory and donor compliance and other administrative duties. S/he will maintain a strong, positive, and transparent working relationship with the Board of Directors, ensuring they have information necessary for decision making, identifying opportunities for strengthened governance, broadening diversity on the board, and ensuring open communication about the measurement of financial, programmatic, and impact performance against stated goals and milestones.

## QUALIFICATIONS

The ideal candidate will possess the following professional and personal abilities, attributes and experiences:

<b>Mandatory</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• A minimum of a Masters degree in International Development, Business Administration or other relevant/related degree</li><li>• A minimum of 7 years' experience in senior leadership roles, with a track record of effectively leading and scaling the organisation and staff</li></ul>	Professional qualifications in HR, Accounting or other fields and Board experience are an added advantage Experience working in a health sector NGO

### Core Competencies and Attributes

- Demonstrated ability to develop and implement strategic plans, to convey a compelling vision and inspire employees to deliver it
- A proven track record of managing resources and people, developing high-performance teams and achieving goals
- A demonstrable track record of successful fundraising
- Hands-on budget and financial management skills, including cash flow management, analysis, decision-making and reporting
- Strong organisational abilities including planning, delegating, program development and task facilitation for a diverse portfolio of program areas
- Creative, strategic critical thinker with entrepreneurial spirit, able to build on current programs and identify new opportunities to diversify revenue streams
- A demonstrated ability to collaborate, build strong professional relationships and connect diverse stakeholders
- Experience in national and global technical or policy engagements
- Demonstrated in-depth knowledge of the HIV response and the health sector in Kenya
- Compelling presence; excellent oral and written communication skills and demonstrated ability to communicate with diverse audiences
- High emotional intelligence with an engaging and accessible style that builds trust and confidence with staff and external stakeholder.

To apply for any of these positions, send a detailed CV and cover letter, stating your current position, current remuneration and contact details to [lvcthealth@flexi-personnel.com](mailto:lvcthealth@flexi-personnel.com) quoting the corresponding Job Title by 9<sup>th</sup> August 2019

No telephone calls please. Kindly note only shortlisted candidates will be contacted.