



Job Opening
Chief of Staff
Office of Group Chief Executive Officer
REF: Amref/Chief of Staff/2019/08-02

1	IDENTIFICATION	
1.1	JOB TITLE	Chief of Staff
1.2	REPORTING TO	Group Chief Executive Officer
1.3	DEPARTMENT/PROGRAM/PROJECT	Office of Group Chief Executive Officer
1.4	PHYSICAL LOCATION	Nairobi

Amref Health Africa is the largest international health development organization based in Africa. Working with and through African communities, health systems and governments, Amref Health Africa’s vision is for lasting health change in Africa and is committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. With headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and West Africa providing services to over 30 countries. Employing over 700 staff and with an annual operating budget of approximately \$90 million, Amref Health Africa is a knowledge resource for donors and partners.

Job Summary

This Chief of Staff serves as the strategic advisor and counsel to Group Chief Executive Officer and will be responsible for the overall coordination, trouble shooting and facilitation of strategy execution. He/she will be responsible for monitoring and reporting specific initiatives / projects in the executive office ensuring consistency with the Group strategy, commitments and goals. He /she will be instrumental in creating and maintaining cross-departmental relationships to enable leadership success.

Main responsibilities

Key Areas	Activities
Strategic Partner	<ul style="list-style-type: none"> • Coordinate the execution of strategic initiatives and projects of high importance and guides to completion • Provide support in the planning and implementation of initiatives; while facilitating the definition of scope, plans, goals and deliverables • Participate as an adjunct member of the Group Leadership Team (GLT) to discuss potential business issues keep track of progress until resolved • Assess inquiries directed to the GCEO, determine the proper course of action and delegates to the appropriate individuals to manage. This includes action list arising from GCEO’s participation in conferences and meetings with Partners. • Meeting preparation and follow up: reviewing upcoming meeting for the coming week to ensure the leader has all of the information

Key Areas	Activities
	<p>needed to be as productive as possible and sending out agendas or documents to meeting attendees as necessary</p> <ul style="list-style-type: none"> • Lead strategic planning process for the organization • Create and update dashboards for reviewing key performance indicators
Advisor	<ul style="list-style-type: none"> • Ensure the GCEO receives adequate information regarding different issues, for ease of decision making • Serve as an ‘honest broker’ by understanding the preferences of the GCEO and ensuring he receives a full range of perspectives • Set a process for monitoring potential risks & developing proactive policies to mitigate against the risks in question.
Communication and Information dissemination	<ul style="list-style-type: none"> • Communicates on behalf of the Group CEO with management and staff, on various matters as directed by the GCEO • Reviews correspondence and drafts responses for the GCEO as appropriate by fact-checking all communications, editing and proof-reading key documents as required • Assists in the preparation of documentation for Board Meetings, follows up on correspondence related to the GCEO’s meetings with funders, partners and key staff
Research & Reporting	<ul style="list-style-type: none"> • Conducts research, prepares analytical reports & assists the GCEO in developing reports, presentations, speeches and publications. • Prioritizes, and follows up on incoming issues and concerns addressed to the GCEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response • Identifies and provides information and recommendations to the GCEO on issues and opportunities that could impact the organization’s agenda and the successful execution of the GCEO’s commitments. • Prepares reports by collecting and analyzing information.
Crisis Management	<ul style="list-style-type: none"> • Develops plans for emergencies standard process for managing crisis and works with Group Leadership Team to address the specifics of an emergency
Direct Support of GCEO	<ul style="list-style-type: none"> • Strategically manages the GCEO’s time: working with Executive assistant, looking at long term travel calendar, evaluating opportunities and determining fit with priorities. • Monitors information flow: Sometimes acting as a gatekeeper, ensuring GCEO’s involvement in a project or decision-making process at the right moment. • Plans and leads Group Leadership Team retreats, step backs and other special events

Key Areas	Activities
	<ul style="list-style-type: none"> • Overseeing large often cross functional organisation-wide projects or initiatives • Bring together multiple stakeholders and help drive decisions • Researching, benchmarking, analyzing data and making recommendations

Required Qualifications

- Bachelor's degree in a related field and Masters is an added advantage
- Member of a relevant professional Body
- Over 10 years of experience at management level in a similar organisation
- Proven creative thinker with strong business acumen

Knowledge and skills

- Ability to operationalize strategy into action for the organisation as whole.
- Understands programme and project management.
- Working knowledge of the health sector
- Broad knowledge of the Amref programmes and strategic focus.
- Strong leadership skills, executive disposition, and demonstrate high levels of integrity.
- Innovative skills and ability to craft and execute strategy.
- Excellent oral and written communication skills
- Impeccable time management and multi-tasking skills
- Proven problem solver who can make clear-headed decision while under pressure
- Detail oriented
- Strong interpersonal skills and a knack for collaboration across varying business units
- Self-motivated and self sufficient
- And energetic leader with excellent communication skills a positive attitude and a go-getter drive.

How to apply:

Interested applicants are encouraged to submit a Cover letter in PDF specifying how you meet the mandatory requirements, your motivation in applying and what you hope to bring to Amref Health Africa (2 pages max) and an updated CV in PDF (3 pages max) with subject line: **Amref/Chief of Staff/2019/08-02** to executivesearch@amref.org by **Friday 17 September 2019**.

Duly note that Amref Health Africa does not require applicants to pay any fee at whatever stage of the recruitment and selection process.

Amref Health Africa is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Amref is an equal opportunity employer and has a non-smoking environment policy.