



Job Advertisement 22nd September 2017

Kenya Cardiac Society, Executive Officer

The Executive Officer (EO) will work closely with and report to the Kenya Cardiac Society (KCS), KCS President and Executive Committee (EC) to ensure development of clear objectives and operating policies. The EO is expected to effectively execute, appraise and evaluate the results of the overall operations of KCS in a timely, regular and systematic manner.

Expectations and responsibilities

Core responsibilities

- Head of KCS secretariat.
- Contribute to the delivery and participate in relevant projects that support the organization's objectives. Undertake all responsibility with due regard to KCS's various policies.
- Provide executive support to the KCS President and ensure that she/he is fully briefed in advance of meetings and that agreed action points are realized in a timely manner.
- Organize, coordinate and execute ad hoc projects on behalf of the KCS.
- Outwardly represent the views of the KCS, the KCS President and the EC.

Specific responsibilities

- Plan and prepare fortnightly meetings on behalf of the KCS president, setting agendas, coordinating and preparing briefings and attending meetings as appropriate.
- Document and store relevant information, including meeting minutes as needed for future use including providing accurate reports on the operating condition of KCS.

- Build close rapport with member councils, government bodies, partners and other stakeholders to ensure a culture of positive partnership and successful delivery of joint objectives.
- Assist members to ensure that the views and opinions of KCS's members are sought and used to inform KCS's priorities, policies and service development.
- Coordinate and operations between KCS and key stakeholder during the running of meetings, conferences and events.
- Work with principal collaborators (*such as Kenya Association of Physicians, Pan-African Society of Cardiology and Ministry of Health*) to build a program of recurring meetings. Take responsibility and ensure that all follow ups are actioned in a timely manner.
- Implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the Goal of the organization.
- Responsible for the measurement and effectiveness of all processes internal and external.
- Coordinate internal and external communication on behalf of the KCS president, the EC, secretariat and the organizations as a whole, including staff briefings, newsletters, running of the KCS website and social media platforms.
- Undertake any other reasonable duties as may be required commensurate with the level of the post.
- Responsible for fundraising, capital planning, and expenditures.

Education and Experience

- Postgraduate degree a plus.
- The ideal candidate must be self-driven and assertive and adept at solving diverse problems possessing strong people skills.
- Proven analytical and relationship management skills.
- The ideal candidate must be strategic in developing plans and have the ability to influence stakeholders towards achieving KCS's strategic priorities.
- Demonstrate a dynamic, entrepreneurial approach to drive the organization forward.
- In-Depth knowledge of organizational governance and general management of best practices.
- Build and maintain professional relationships.
- Possess excellent command of English, both in spoken and written form.

Applications close: 6th October 2017.

Interested applicants should send a detailed CV and copies of relevant academic and professional testimonials to kcardiacs@gmail.com not later than **6th October 2017. Midnight.**

Only shortlisted candidates will be contacted.