



THE KENYA OBSTETRICAL AND GYNAECOLOGICAL SOCIETY.

**RE-ADVERTISEMENT:
20TH JULY 2023**

VACANCY REF: HRA/S/CEO/1/2023.

The Kenya Obstetrical and Gynecological Society (KOGS) is a professional not-for-profit Society Established and registered in 1976 under Society's Act Cap 108 of the laws of Kenya.

The vision of KOGS is to create a Kenyan Society and a world in which all women, young people and men have access to the highest quality, compassionate, and equitable sexual and reproductive health.

We invite applications from suitably qualified persons to fill the following position:

Job title: KOGS Chief Executive Officer

Terms of engagement: 24months (2) years contract renewable

Reports to: The position holder reports to The KOGS President and KOGS Governing Council

Responsibilities

- 1) Head of the KOGS secretariat and takes charge of all communications that pertains to the Society in liaison with the Hon. Secretary.
- 2) To represent KOGS in all matters critical to its growth.
- 3) Oversee the implementation of KOGS strategic plan and direction.
- 4) Administration and Support- Support operations and administration of the society by advising and informing Council members, interfacing between Council and members
- 5) **Fundraising - To oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation**
- 6) Donor and partner relations- To source for and manage donor relations with a goal to secure collaborations that are beneficial to KOGS. To actively seek collaboration with GOK and County government institutions, non-profit organization to realize the objects of KOGS as a society
- 7) Provides oversight to all projects that are domiciled in KOGS and belong to KOGS, to receive periodic reports and progress markers that inform the council and the direction of the organization goals.



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- 8) Operationalization of the Society activities as per external Bills and Policies and the internal governing policies in place – e.g. financial; administrative; MOU with collaborative partners
- 9) To carry out risk assessment of the society's operations/ projects and institute a risk management plan, internal controls and compliance checklist.
- 10) Resource Management- Effectively manages the human and other resources of the Society according to authorized personnel, assets and other policies and procedures that fully conform to current laws and regulations.
- 11) Coordinate CPD activities and outline the linkage with the KMPDC as the regulatory body
- 12) Program, Product and Service Delivery – To oversee design, marketing, promotion, delivery and quality of programs, products and services that are beneficial to the objects of KOGS as a society
- 13) Financial, Tax, Risk and Facilities Management- Recommends budget and work plan for Council approval and prudently manages the Societies resources within those budget guidelines according to current laws and regulations
- 14) Community and Public Relations- Ensures the Society and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders
- 15) To identify and institute disciplinary measures to any personnel or remedial measures to any non-performing project and advice the council/ partners involved with an aim to recover and avoid losses.

Location:

The employee will be based at the head office but may be required to travel from time to time as the circumstances of job may require and will also undertake any other responsibilities as will be allocated by the President.

Qualifications and Experience

- Bachelor's Degree in Health-Related Field from a recognized institution
- Master's degree in Health-Related Field from a recognized institution is an added advantage;
- Membership of a recognized and relevant professional body;
- Certificate in leadership course from a recognized institution
- Proficiency in Computer applications.
- Proactive and Experience of working with MOH and Government Health Structures
- Knowledge of advocacy and policy development
- Experience working in partnership with other organizations
- Experience of leadership and ability to represent FIGO and KOGS as required



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- Must satisfy the provisions of Chapter six of the Constitution of Kenya 2010.

Key competencies

- High degree of honesty, integrity, and initiative.
- Excellent communication, interpersonal and time management skills.
- Demonstrate sound judgment, presentation and reporting skills.
- Proactive, confident, energetic and ability to work under pressure.
- A team player with a pleasant out-going personality and ability to provide strategic leadership.
- Professionalism.
- Demonstrate capacity to train, mentor and coach.

Application Procedure

Interested and qualified candidates should send their electronic applications quoting the Job ref, enclosing detailed curriculum vitae, copies of academic and professional certificates, testimonials and names and addresses of three referees and indicating their expected honorarium so as to reach the undersigned not later than **11th AUGUST 2023.**

The President
KOGS
Email: kogs@kogs.or.ke
P.O. Box 19459-00202
Nairobi

KOGS is an equal opportunity employer committed to diversity and gender equality.

Only successful applicants will be acknowledged in writing.

On behalf of the Council:

Dr. Kireki Omanwa
President KOGS