

## JOB ADVERTISEMENT FOR CHIEF EXECUTIVE OFFICER AND SENIOR MANAGEMENT POSITIONS AT NATIONAL HEALTH INSURANCE FUND

The National Hospital Insurance Fund was established in 1966 under Cap. 255 Laws of Kenya and transformed into a State Corporation in 1998 through the National Hospital Insurance Fund Act, No. 9 of 1998.

The NHIF mandate has been enhanced through the amendment of the National Health Insurance Fund Act in 2022 and assented into law on the 10<sup>th</sup> of January 2022, to facilitate the attainment of Universal Health Coverage.

The National Health Insurance Fund's core mandate is to sustainably register beneficiaries, collect contributions and pay benefits for beneficiaries in empaneled and contracted healthcare providers.

The Fund hereby invites applications from suitably qualified citizens for the positions below: -

### 1. CHIEF EXECUTIVE OFFICER- JOB REF NO. NHIF/CEO/001/23

#### JOB PURPOSE

The Chief Executive Officer shall be responsible to the Board of Management for providing strategic leadership in the operational, financial and management of the Fund through the development and implementation of the Strategic Plan and effective management of resources to achieve the overall mandate.

#### For appointment to this position a person should –

- Have at least a master's degree from a university recognized in Kenya.
- Have at least ten years' experience at a senior management level with skills in health insurance, health financing, financial management, health economics, healthcare, administration, law or business administration.
- Have a Certificate in Corporate Governance/leadership from a recognized institution.
- Demonstrates a clear understanding of the NHF Act and all other regulations affecting the Fund
- Be a member of a professional body in good standing; and
- Meets the requirements of Chapter Six of the Constitution of Kenya

#### TERMS OF SERVICE

The Chief Executive Officer will serve on contract for a term of three (3) years and may be eligible for re-appointment for a final term subject to acceptable performance. The salary and other benefits attached to this position will be determined by the Board of Directors in accordance with the approved salary structure.

### 2. SENIOR MANAGEMENT POSITIONS

NO.	POSITION	NHIF GRADE	NO OF VACANCIES	JOB REF NO.
1.	Director, Beneficiary & Provider Management	2	1	NHIF/DBPM/002/23
2.	Director, Financial Services	2	1	NHIF/DFS/003/23
3.	Director, Corporate Services	2	1	NHIF/DCS/004/23
4.	Corporation Secretary and Director of Legal Services	2	1	NHIF/CS/DLS/005/23
5.	Director, Information & Communication Technology (ICT)	2	1	NHIF/DICT/006/23
6.	Director, Internal Audit	2	1	NHIF/DIA/007/23

#### TERMS OF SERVICE

The directors will serve on contract for a term of five (5) years and may be eligible for re-appointment subject to acceptable performance. The salary and other benefits attached to this position will be determined by the Board of Directors in accordance to the approved salary structure.

#### MODE OF APPLICATION

Applicants should submit **soft copy** applications enclosing detailed curriculum vitae, certified copies of academic and professional certificates, transcripts, national identification cards and any other relevant supporting documents (as pdf attachments) to email address [Topmanagementrecruit@nhif.or.ke](mailto:Topmanagementrecruit@nhif.or.ke) and hard copy\_applications clearly marked with the reference of the position applied for should be dropped in a box located on 10<sup>th</sup> floor, NHIF Headquarters **not later than 26<sup>th</sup> April, 2023.**

#### Applications should be addressed to:

**The Chairman, Board of Directors  
National Health Insurance Fund  
P.O. Box 30443-00100  
NAIROBI**

Shortlisted candidates must submit certificates of compliance from the Kenya Revenue Authority (KRA), the Credit Reference Bureau (CRB), the Anti- Corruption Commission (EACC), the Higher Education Loans Board (HELB) and a Certificate of Good Conduct from the Department of Criminal Investigations (DCI).

*NHIF is an equal opportunity employer committed to diversity and gender equality. Canvassing will lead to automatic disqualification. Note, only shortlisted candidates shall be contacted*

**For full details on NHIF, job advertisement and appointment specifications of the above positions, visit our website [www.nhif.or.ke](http://www.nhif.or.ke)**