

1.0 CHIEF EXECUTIVE OFFICER

JOB TITLE : Chief Executive Officer

JOB GRADE: HF 1

REPORTS TO: Board of Management

JOB PURPOSE/PROFILE

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

Job Summary

- I. The chief executive officer shall, subject to the directions of the Board, be responsible for the day-to-day management of the Fund.
- II. Provide strategic leadership to the Fund to deliver on its mandate as per the NHIF Act;
- III. Responsible for the execution and communication of the Board's strategies, decisions, and policies;
- IV. Promotes the Funds corporate image and foster positive engagement with stakeholders;
- V. Provide leadership in development and implementation of the Funds strategic plan and business plans.
- VI. Formulate, implement and review policies, strategies, guidelines, and standards of the Fund;
- VII. Oversees the operational and financial management of the Fund and reporting to the Board
- VIII. Liaises with the Board in ensuring fulfillment of the Governance function.
- IX. Serve as the link between the Board and the Management.
- X. Provide regular, thorough, and prompt communication to the Board on key technical, financial, and administrative matters.
- XI. Advise the Board on the performance of the Fund and all matters relating to the Fund's strategy;
- XII. The chief executive officer shall be an ex-officio member of the Board.
Working with the Board to provide coherent leadership to the Fund.
- XIII. Ensure that the Fund has an effective management structure including succession plans.
- XIV. Establish, direct and manage the NHIF's managerial, financial, and operational systems, procedures, and controls to ensure that they are professional, workable, and sustainable to enhance value;
- XV. Foster a conducive corporate culture that promotes strong ethical practices, good governance, and employee satisfaction;
- XVI. Promote values and principles as spelt out in Articles 10 and 232 of the Constitution of Kenya in the operations of the Fund;
- XVII. Any other responsibilities as the Board may determine from time to time to be necessary to achieve Fund's objectives.

Recognized Qualifications

The NHIF Act stipulates that a person is qualified for appointment as a chief executive officer if the person –

- a) has at least a master's degree from a university recognized in Kenya.
- b) has at least ten (10) years' experience at a senior management level with skills in health insurance, health financing, financial management, health economics, healthcare, administration, law or business administration.
- c) has a Certificate in Corporate Governance/leadership from a recognized institution.
- d) demonstrates a clear understanding of the NHF Act and all other regulations affecting the Fund
- e) be a member of a professional body in good standing; and
- f) meets the requirements of Chapter Six of the Constitution of Kenya

Key Competencies & Skills

A successful candidate must demonstrate.

- I. Strong strategic Leadership skills
- II. Customer Centricity
- III. Business Transformation/Turnaround
- IV. Financial and Investment Risk
- V. Strategic Partnerships and Stakeholder Management
- VI. People, Culture and Change Management
- VII. Proficiency in Computer Applications

Application requirements

Applicants will be required to satisfy all the requirements of Chapter 6 of the Constitution of Kenya including:

- I. Current and valid Certificate of Good Conduct from the Directorate of Criminal Investigations.
- II. Current and valid Clearance Certificate from the Higher Education Loans Board.
- III. Current and valid Tax Compliance Certificate from the Kenya Revenue Authority.
- IV. Current and valid Clearance from the Ethics and Anti-Corruption Commission; and
- V. Current report from the Credit Reference Bureau.

END