

Chief Operating Officer- (Head of Programmes) at Adept Systems

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Job Description

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Adept Systems is a Kenyan company established in , providing a full range of management consultancy services in the areas of human resources

Key responsibilities

Set the strategic direction for health area programming, charting a course that aligns with our organizational goals and drives impactful outcomes.

Lead and manage a team of dedicated programmatic staff, ensuring their excellence in delivering on program objectives and milestones.

Drive the growth of our organization through proactive new business development, crafting compelling proposals and budgets that captivate donors and partners.

Exhibit financial stewardship by overseeing program budgets, from the development stage to meticulous expenditure monitoring.

Foster a culture of efficiency and innovation by integrating best practices and inspiring a value-for-money mindset across divisions.

Cultivate an environment that ignites creativity and fosters the incubation of groundbreaking ideas, driving continuous innovation.

Promote evidence-based programming and implement robust monitoring and evaluation

mechanisms, ensuring program effectiveness and impact.

Strengthen the capacity of our program teams through tailored training and mentorship, empowering them to implement and enhance interventions.

Cultivate strong relationships with our esteemed donors, partners, government representatives, and stakeholders, establishing lasting collaborations.

Nurture and develop the program departments, serving as a mentor and coach to drive their optimal performance and professional growth.

Actively contribute to shaping our organizational strategy and spearhead performance improvement initiatives, driving our continued success.

Requirements

Academic and professional Qualifications required

Master's degree in business administration, Strategic Management, Communications, Marketing Public Health; and

Bachelor's degree in business administration, Strategic Management, Communications, Marketing or Public Health.

Experience, Key Skills and competencies

Minimum of 10 years' experience in Public Health six of which must be at management level.

Must have experience in development and demonstrated success in management of diverse programs at a strategic level

Demonstrated success developing and evaluating program models, and selecting and successfully operationalizing innovative programs.

Demonstrable experience in excelling in New business development concepts

Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.

Strong emotional intelligence, especially self-management.

Experience of managing others effectively, including remote and matrix management.

Good judgement and strong interpersonal skills.

Strong technical writing skills, including the ability to communicate clearly and exceptional attention to details.

Sound financial literacy and budget management experience

Deep understanding of human resources, employee performance improvement plans, and corrective action policies

Demonstrated results in managing through complex systems and proven experience negotiating win-win agreements.

Personal qualities of integrity, results oriented, credibility, and a commitment to and passion for development.

Skills and Competencies

Strong leadership skills.

Planning and organization skills.

Strategic and analytical thinking.

Superior Communication skills – both written and oral.

Strong consensus-building skills.

Ability to drive change and innovation; and

Strong customer service skills.

Ability to lead complex proposal development teams

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