

## Program Director/Principal Investigator at Kenya Conference of Catholic Bishops

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### Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); The Kenya Conference of Catholic Bishops, a permanent institution, is the assembly of the Catholic Bishops in Kenya united and exercising together their Pastoral offices over Christ's faithful, as shepherds of the Catholic Church in Kenya which they together promote by forms and means of Apostolate suitable to the circumstances of place and time, in accordance with the Law, to promote the greater good which the Church offers to all Mankind (c. , CIC). The Authority of the Kenya Conference of Catholic Bishops is vested in the Ordinary and Extraordinary Plenary Assembly. Currently there 26 Catholic Jurisdictions spread over 4 Metropolitan Provinces, that is, 4 Archdioceses, 20 Dioceses, 1 Apostolic Vicariate and 1 Military Ordinariate.

### Summary

Reporting to the General Secretary, this position will provide overall strategic and programmatic oversight for optimal quality and performance of KCCBs Ad Hoc Commission for AIDS Relief.

### Key Responsibilities

Formulate, execute and evaluate appropriate KCCB ACTS strategies and policies in line with the program and Commissions objectives and as per CDC's rules and regulations;

Serve as the Principal Investigator (PI) of donor funded grants;

Responsible for development continued funding application, interim progress reports, scopes of work, and any other written deliverables/narratives requested by the funder.

Ensure fidelity in programming through continuous monitoring of program achievements aligned to program resources outlay and work with program implementation teams to re-allocate program resources as appropriate

Design and lead project initiatives to increase utilization and delivery of high quality, high impact technical assistance

Serve as the Secretary to the Board of Ad Hoc Commission for AIDS Relief;

Establish sustainable structures, systems and procedures that enhance good governance;

Ensure acquisition of the right resources, and their effective management and utilization;

## **Requirements**

### **Experience**

At least 7 years. This must include at least 3 years of senior management-level experience

### **Qualification**

Medical degree (MChB, MBBS or MD) is required from a recognized university. A Master of Medicine or Public Health, Epidemiology, or related field is also required.

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