



St John

EXCELLENT CAREER OPPORTUNITY

BACKGROUND

St John Kenya is an International Humanitarian Organization founded under the Order of St John. St John Ambulance Kenya is a health charity established by the St John Ambulance of Kenya Act Cap 259 to offer relief to injured and sick people without discrimination through its first aid and health programs. St John is Kenya's leading first aid provider, ambulance service provider, health and safety training expert.

St John Ambulance is seeking an exceptional **Chief Executive Officer** to lead and implement its strategy, vision, and mission, which involves saving lives and serving humanity.

JOB SUMMARY

The Chief Executive Officer is responsible for successful leadership in the development and execution of St John's short, medium, and long-term strategies, with a view to enhancing its value. The CEO's leadership role also entails being ultimately responsible for day-to-day management decisions and implementing Prior Executive Council decisions and directives.

JOB RESPONSIBILITIES

1. Leadership.
Participate with priory council members in developing a vision and strategic plan to guide the priory. Identify, assess and inform the council of internal and external issues that affect the priory.
2. Governance and Strategic Direction
Working with the council, carry out a consultative process with the various stakeholders to prepare, execute, monitor and update the strategic plan. Provide leadership for the secretariat team to ensure that they focus on the delivery of vision and strategy.
3. Operational Planning and management
Review an operational plan that incorporates goals and objectives that support St. John's strategic direction. Ensure that St. John's operations meet the expectations of its clients, council, and key stakeholders.
4. Partnerships and collaborations
Identify opportunities for partnerships and collaborations with Government, Non-Government institutions, private and public institutions with aligned vision to St John Ambulance.
5. Volunteer management
Grow the volunteer network to expand reach across the country. Develop programs that ensure volunteers remain motivated and recognized as important partners for the delivery of the vision.
6. Project Planning and management



Oversee preparation and submission of project papers to ensure quality before submission to donors. Oversee the planning, implementation and evaluation of the donor-related projects.

7. Human resource planning and management

Determine staffing requirements for secretariat and regional offices. Oversee the implementation of the human resource policies, procedures and best practices including the development of job descriptions for all staff.

8. Financial management and Administration

Provide day-to-day oversight of the finances of the organization, and to maintain a reasonable surplus in line with the policy and direction of the Council. Ensure prudent management of the investments of St. John in line with the investment policy.

9. Community Relations and Advocacy

Communicate with stakeholders to keep them informed of the work of st. John. Establish good working relationships and collaborative arrangements with community groups, donors, politicians and other organizations to assist in the achievement of set goals.

10. Risk management and compliance

Ensure that an independent internal audit function is in place and regular audit reports are provided to the management. Monitor and ensure that audit issues are addressed and closed promptly.

REQUIRED QUALIFICATIONS

- Master's Degree in Business, Social Sciences or its equivalent from a recognized Institution.
- Bachelor Degree in Business, Finance, Economics, Social Science or its equivalent from a recognized University
- Minimum 15 years of work experience; 7 years of increasing managerial leadership experience
- Membership to a professional Body and In good Standing
- High emotional intelligence and outstanding interpersonal skills.
- Visionary and innovative thinker who understands how to lead at the margins.
- Equity-driven leader who navigates external and internal dynamics fluently and enjoys interacting at all levels across cultures.
- Proven experience in senior leadership roles in the social impact space, preferably within the volunteer sector.
- Strong background in fundraising and business development and building external partnerships.
- Demonstrated success in managing operations and leading high-performing, multicultural teams.
- Excellent stakeholder engagement and relationship-building skills.
- Strong financial management skills.
- Exceptional verbal and written communication skills with meticulous attention to detail.



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- Strategic thinker with the ability to drive analysis and solve problems creatively and effectively.

KEY COMPETENCIES AND SKILLS

- Strong communications and reporting skills;
- Interpersonal and negotiation skills;
- Conflict management;
- Mentoring, coaching and leadership skills;
- Ability to work under pressure, prioritize and multi-task;
- Strong managerial skills and ability to lead teams;
- Planning and analytical skills.

TERMS AND CONDITIONS OF SERVICE

The position of the Chief Executive Officer will be on a **Three (3) year** contract renewable once subject to satisfactory performance.

HOW TO APPLY

Suitable and qualified candidates should send their application letters and **MUST** attach the following:

- 1) Detailed and signed Curriculum Vitae indicating daytime telephone contact, email and telephone contacts of three (3) referees
- 2) Certified copies of academic and professional certificates
- 3) Certified Copies of testimonials,
- 4) Certified copy of National identity card,

The Applications should be addressed to;

**The Prior, St John Ambulance Kenya.
St John House, St John Lane Off Parliament Road
P.O Box 41469 – 00100 Nairobi
Kenya**

Applications may be sent through email at recruit@stjohnkenya.org with only 'POSITION APPLIED FOR' as the subject line, Post Box, or hand delivered to St John Ambulance Kenya Head in an envelope indicating the POSITION APPLIED FOR, to reach us by **28 January 2025**.

St John Kenya is an equal opportunity employer and women, youth, minority, marginalized groups and persons living with disabilities are encouraged to apply. Only short-listed applicants will be contacted.



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The successful candidate will be required to satisfy the requirements of Chapter Six (6) of the Constitution of Kenya 2010 by submitting the following compliance certificates: Certificate of Good Conduct, Certificate from Higher Education Loans Board, Tax Compliance Certificate, Ethics and Anti-Corruption Commission Clearance and Credit Reference Bureau Certificate.

Any form of canvassing will lead to automatic disqualification.