

## VACANCY NOTICE

### REGIONAL EXECUTIVE OFFICER



St John Kenya is a charitable organization whose Vision is to be at the heart of the Nation we serve as volunteers in the provision of a continuous community service ensuring every household has access to a trained First Aider, a world class emergency response and is empowered to care for their health needs.

St. John is seeking to recruit Regional Executive Officers to serve as the core coordinators of its various Regional branches in Kenya. Reporting to the Principal Executive Officer, the incumbent will be responsible for all activities in the region including but not limited to:-

- Implementation of the five year strategic plan 2016-2020.
- Resource mobilization strategies and implementation
- Day to day running and management of the Region.
- Coordinating all volunteer work, trainings and emergency response in the Region.
- Serving as Secretary to Regional Council and Committees.
- Preparation of Monthly Reports and Annual budget for the Region and ensuring its implementation.
- Establishing effective communication channels through all stakeholders.
- Disseminate information to the regional councils, volunteers and staff in a timely manner.
- Ensuring the organizational policies and procedures are adhered to.
- Implementing marketing and fundraising strategies to strengthen Regional revenue base.
- Establishing and maintaining strong working relationships with other organizations.

#### Requirements

- The ideal candidate should have a degree in social sciences and/or Administration.
- Minimum of 3 – 5 Years' experience.
- Ability to instruct in first aid and safety related courses
- Computer Proficiency.
- Demonstrate good leadership and inter-personal skills.
- Good communication skills.
- Commitment to achievement of the organizational goals.
- Team player.
- Ability to work under tight deadlines.

If you meet the above requirements please apply, with a cover note and CV stating salary expectation **via email only to; [recruit@stjohnkenya.org](mailto:recruit@stjohnkenya.org)**

Ref: **REGIONAL EXECUTIVE OFFICER,**

addressed to:

The Chief Executive Officer

St. John Kenya

P. O. Box 41469 00100

Nairobi

To be received not later than **26<sup>th</sup> August 2019**

**Only shortlisted candidates will be contacted.**