



NATIONAL CANCER INSTITUTE OF KENYA

VACANT POSITIONS IN THE NATIONAL CANCER INSTITUTE OF KENYA

ABOUT THE INSTITUTE

The National Cancer Institute of Kenya (NCI-Kenya) is a statutory body established under the Cancer Prevention and Control Act (No.15 of 2012). This was in recognition of the need for a much more coordinated multisectoral response to the growing cancer burden in the Country. The Institute is mandated to oversee, coordinate and centralize all cancer prevention and control operations nationwide.

The opportunity: Applications are invited from qualified persons for the positions shown below.

V/No.	POST	GRADE	NO. OF VACANCIES
NCIK/01/01/2024	Senior Principal, Strategy and planning officer	NCI 4	1
NCIK/02/01/2024	Senior Principal, Partnership and Resource Mobilization officer	NCI 4	1
NCIK/03/01/2024	Senior Principal, Registration and Accreditation Officer	NCI 4	1
NCIK/04/01/2024	Senior Principal, Diagnostic and treatment Officer	NCI 4	1
NCIK/05/01/2024	Technical Assistant	NCI 4	1
NCIK/06/01/2024	Principal, Strategy and planning officer	NCI 5	1
NCIK/07/01/2024	Principal, Partnership and Resource Mobilization officer	NCI 5	1
NCIK/08/01/2024	Principal, Registration and Quality Assurance officer	NCI 5	1
NCIK/09/01/2024	Principal, Registration and Accreditation Officer	NCI 5	1
NCIK/10/01/2024	Principal, Inspection and Compliance officer	NCI 5	1
NCIK/11/01/2024	Principal, Information, Education and Communication Officer	NCI 5	2



NCIK/12/01/2024	Principal, Capacity Building Officer	NCI 5	2
NCIK/13/01/2024	Principal, Diagnostic and treatment Officer	NCI 5	2
NCIK/14/01/2024	Principal, Research and Clinical Trials officer	NCI 5	1
NCIK/15/01/2024	Principal, Cancer Registry Officer	NCI 5	1
NCIK/16/01/2024	Principal, Health information Officer	NCI 5	1
NCIK/17/01/2024	Principal, Administration officer	NCI 5	1
NCIK/18/01/2024	Principal, Accountant	NCI 5	2
NCIK/19/01/2024	Principal, Finance Officer	NCI 5	1
NCIK/20/01/2024	Principal, Legal officer	NCI 5	1
NCIK/21/01/2024	Principal, Office Administrator	NCI 5	1
NCIK/22/01/2024	Principal, ICT Officer	NCI 5	1
NCIK/23/01/2024	Principal, Supply chain Management officer	NCI 5	1
NCIK/24/01/2024	Principal, Corporate Communications Officer	NCI 5	1
NCIK/25/01/2024	Senior, Supply chain Management officer	NCI 6	1
NCIK/26/01/2024	Human Resource Officer	NCI 7	1
NCIK/27/01/2024	Office Administrator	NCI 7	3
NCIK/28/01/2024	Office Assistant	NCI 12	2
NCIK/29/01/2024	Driver	NCI 11	2



**National Cancer
Institute of Kenya**
NCI - KENYA

Interested and qualified persons are required to make their applications to;

**Ag. Chief Executive Officer
National Cancer Institute of Kenya
Land Mark Plaza , 6th floor
P.O Box 30016 - 00100
NAIROBI**

so as to reach the Institute on or before **20th March 2024, 5:00 pm East African time.**

Please submit your applications through recruitment@ncikenya.go.ke. Hard copy applications will not be accepted.

THE NATIONAL CANCER INSTITUTE OF KENYA IS AN EQUAL OPPORTUNITY EMPLOYER; PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY

THE NATIONAL CANCER INSTITUTE OF KENYA DOES NOT CHARGE ANY FEE AT ANY STATE OF ITS SELECTION PROCESS INCLUDING APPLICATIONS, INTERVIEW MEETING AND PROCESSING OF THE OFFER LETTER.

Terms of service will be permanent and pensionable.

The application should include the following:

1. Letter of application (Indicate vacancy number)
2. Current Resume or Curriculum Vitae with telephone number and e-mail address.
3. 3 letters of professional reference with contact telephone number and e-mail addresses
4. Copies of academic certificates and transcripts.



**National Cancer
Institute of Kenya**
NCI - KENYA

JOB TITLE;

SENIOR PRINCIPAL PLANNING OFFICER, NCI 4

JOB DESCRIPTION;

POSITION; Senior Principal Planning Officer, NCI 4

LOCATION; Nairobi

REPORTING;

Deputy Director Strategy, Partnerships and Resource Mobilization

ABOUT THE INSTITUTE

The National Cancer Institute of Kenya (NCI-Kenya) is a statutory body established under the Cancer Prevention and Control Act (No.15 of 2012). This was in recognition of the need for a much more coordinated multisectoral response to the growing cancer burden in the Country. The Institute is mandated to oversee, coordinate and centralize all cancer prevention and control operations nationwide.

JOB PURPOSE

To oversee Strategic planning, performance management, partnerships, resource mobilization, and the coordination of quality and risk management. Also, guide in monitoring and evaluation of the Institution's performance and stakeholder engagement in cancer prevention and control.

ACADEMIC QUALIFICATIONS

Bachelor's degree in any of the following disciplines: Economics, Statistics, Mathematics, or any other relevant qualification from a recognized institution.

PROFESSIONAL QUALIFICATIONS / MEMBERSHIP TO PROFESSIONAL BODIES

Membership to a professional body and in good standing where applicable.

PREVIOUS RELEVANT WORK EXPERIENCE REQUIRED.

A minimum period of ten (10) years relevant work experience five (5) in a supervisory role.



KEY RESPONSIBILITIES/ DUTIES

1. Planning

Duties and responsibilities will entail:

- (i) Oversee development, implementation, and review of procedures, standards, guidelines, and protocols related to strategy and planning services;
- (ii) Spearhead the development, execution, evaluation, reporting, and review of the Institute's Strategic Plan;
- (iii) Lead in provision of technical advice in matters pertaining to strategy and planning;
- (iv) Guide preparation of budgets, annual work plans and annual progress reports indicating achievement of the functional areas against planned targets;
- (v) Oversee conducting of performance review reports for Medium Term Expenditure Frameworks (MTEF);
- (vi) Steer undertaking of economic modelling and forecasting to inform planning, strategy and policy formulation;
- (vii) Coordinate identification and development of concept notes for the Institute Vision 2030;
- (viii) Coordinate the compilation of periodic reports on implementation of Institute Vision 2030 flagship projects and Sustainable Development Goals (SDGs);
- (ix) Coordinate the preparation and implementation of the Institute calendar of activities and annual reports;
- (x) Liaise with Finance and Accounts on preparation and execution of the Institute budget;
- (xi) Review and align processes, resource planning and departmental goals with Institute's overall strategy;
- (xii) Spearhead monitoring and analyzing industry trends and market change;
- (xiii) Coordinate development, review and analysis of Institute policies and development targets;
- (xiv) Guide monitoring implementation of Institute policies and compile periodic reports;
- (xv) Oversee finances and assets management of the division;
- (xvi) Coordinate performance management in the Institute;
- (xvii) Coordinate the development of Institute Annual Work Plans, monitor implementation and compile periodic reports;
- (xviii) Evaluate the performance of the Regional Cancer Centers and departments;
- (xix) Develop and review processes, procedures, standards, guidelines and tools relating to project and infrastructure management;
- (xx) Ensure comprehensive development needs assessment in consultation with internal



stakeholders and prioritize projects in line with Institute's Strategic Plan, Medium Term Plan and Vision 2030;

(xxi) Oversee the development of the institute Infrastructure strategy;

(xxii) Develop standardized project planning guidelines, methods, systems, tools, and matrices

for consistent value outcome; and

(xxiii) Guide the departments to adopt and implement effective strategies for Monitoring and Evaluation of projects that deliver maximum value for resource investment.

2. Partnerships & Stakeholder Coordination

Duties and responsibilities will entail:

(i) Leverage national, regional and global knowledge exchange fora;

(ii) Convene knowledge exchange forums for service users, service providers, community and other stakeholders related to cancer prevention and control;

(iii) Provide technical assistance to counties to develop periodic cancer program plans and the package strategic information to mobilize partnerships through the regional offices;

(iv) Lead in developing, implementing and reviewing policies, strategies, guidelines and standards to enhance resource mobilization and create strategic partnerships;

(v) Guide the establishment and maintenance of comprehensive database of partners, agreements, Memorandum of Understanding (MOUs) and funding in the Institute;

(vi) Maintain county, regional and global strategic alliances and institutional linkages;

(vii) Coordinate the establishment of collaborations with other departments to align internal goals with new and existing partner relationships; and

(viii) Guide negotiations and development of agreements and Memorandum of Understanding (Memorandum of Understanding (MOUs)) in accordance with Institute's contract

guidelines and policies.



3. Resource Mobilization

Duties and responsibilities will entail:

- (i) Organize resource mobilization for a for private sector, Public Private Partnerships (PPP), venture capital, development partners and other sources;
- (ii) Facilitate mobilization of resources from Government in liaison with relevant functional areas;
- (iii) Review financial structures and risks of the Public-Private-Partnerships Projects;
- (iv) Steer monitoring of funded programs and assessing their impact in liaison with other functional areas;
- (v) Supervise development and implementation of partnership work plans in line with the Institutes partnership and resource mobilization objectives;
- (vi) Oversee implementation of NCI Kenya resource mobilization policies, frameworks, strategies and guidelines;
- (vii) Lobby and negotiating for exchequer resources for the Institute;
- (viii) Package NCI Kenya business and investment plans for public and private investors;
- (ix) Establish and maintain a database of technical and material resources mobilised including donations and grants;
- (x) Facilitate grant writing and multi-lateral development partner financing application;
- (xi) Monitor and evaluate the receipt, utilization and impact of mobilised resources;
- (xii) Advocate and supporting the development of county business and investment plan through the regional offices;
- (xiii) Advocate and support counties to participate in national, regional and global collaboration and resource mobilization for a.

II. Operational Responsibilities / Tasks

1. Participate in national, regional and global resource mobilization fora;
2. Provide technical support to counties, cancer related institutions and partner Agencies in
3. resource mobilization initiatives through the regional offices.
4. Review developed and submitted regular departmental reports and make
5. recommendations to the CEO.
6. Review prepared departmental board papers and presenting them to the relevant board
7. committee.
8. Approve leave for staff Appraise staff.



**National Cancer
Institute of Kenya**
NCI - KENYA

Key Competencies and skills

- 1) Strategic planning
- 2) Financial planning
- 3) Leadership skills
- 4) Result oriented
- 5) Organizational skills
- 6) Detail Oriented
- 7) Decision making
- 8) Mentorship and coaching skills



JOB TITLE;

SENIOR PRINCIPAL, CANCER PREVENTION AND CONTROL, NCI 4

JOB DESCRIPTION;

POSITION; Senior Principal Cancer Prevention and Control, NCI 4

LOCATION; Nairobi

REPORTING;

Deputy Director, Cancer Prevention and Control

ABOUT THE INSTITUTE;

The National Cancer Institute of Kenya (NCI-Kenya) is a statutory body established under the Cancer Prevention and Control Act (No.15 of 2012). This was in recognition of the need for a much more coordinated multisectoral response to the growing cancer burden in the Country. The Institute is mandated to oversee, coordinate and centralize all cancer prevention and control operations nationwide.

JOB PURPOSE

To manage provision of policy advisory, regulation and ensuring ethical practice, providing Information Education and communication as well as the prevention, treatment and rehabilitation programs for cancer patients. Also coordinate securing Oncology Commodity and Technologies, capacity building, cancer research as well as establishing and maintaining the National Cancer Registry. Additionally, coordinate establishment and management of Regional Cancer Centres, Conducting Cancer Research and Clinical Trial and establishing the National Cancer Research & Reference Centre to inform decisions in cancer prevention and control.

REQUIREMENTS

- 1) Masters Degree Public Health, Oncology, Environmental Health, Epidemiology, Clinical Medicine, Health informatics, Nursing, Health Systems Management, Biochemistry, Molecular Biology, Clinical Chemistry, Microbiology, Statistics or relevant qualification from a recognized Institution;
- 2) Bachelors Degree in any of the following fields: Medicine, Pharmacy, Dentistry Public Health, Environmental Health, Epidemiology, Clinical Medicine, Nursing, Health Systems Management, Biochemistry, Health Records and Information Management, Molecular Biology, Microbiology, Statistics or relevant Social Science qualification from a recognized Institution

PROFESSIONAL QUALIFICATIONS / MEMBERSHIP TO PROFESSIONAL BODIES

- 1) Membership to a professional body where applicable;
- 2) Valid practicing license where applicable;
- 3) Leadership Course lasting not less than four (4) weeks from a recognized institution

PREVIOUS RELEVANT WORK EXPERIENCE REQUIRED.

A minimum period of ten (10) years relevant work experience five (5) in a supervisory role



KEY DUTIES AND RESPONSIBILITIES

1. Prevention and Control

Duties and responsibilities will entail:

- 1) Manage development and dissemination of policy guidelines on matters relating to the treatment and care of persons with cancer;
- 2) Establish programs for vocational guidance and counseling;
- 3) Establish institutions for provision of high-quality diagnostic, treatment, rehabilitation and other medical care;
- 4) Co-ordinate advocacy efforts for the welfare and treatment of persons with cancer
- 5) Coordinate operations of the regional cancer Control Centres;
- 6) Spearhead setting of standards of safety and care for persons using such materials;
- 7) Steer provision of access to information and technical assistance to all institutions, associations and organizations concerned with the welfare and treatment of persons with cancer, including those controlled and managed by the Government; and
- 8) Mentor and coach staff.

2. Standards and Quality Assurance

Duties and responsibilities will entail:

- 1) Manage development of regulatory instruments for cancer prevention and control;
- 2) Enforce compliance with set standards and regulations for oncology practice;
- 3) Coordinate development, review registration, designation and accreditation frameworks;
- 4) Steer operations of the established inspection, registration and accreditation committees;
- 5) Coordinate Registration, designation and accreditation of cancer treatment centers, vocational counselling and care centers, diagnostic Centres, training institutions and other institutions, associations and organizations concerned with prevention, diagnostics and treatment of persons with cancer and their welfare;
- 6) Manage development and Review of regulatory M and E framework;
- 7) Coordinate Publication, auditing and monitoring of all regulatory instruments and decisions; and
- 8) Mentor and coach staff.

3. Research and Data Informatics

Duties and responsibilities will entail:

- 1) Coordinate development and review of the institute's cancer research framework and agenda, to enhance cancer prevention and care;
- 2) Establish a cancer research repository/ Observatory;
- 3) Establish a plant to support the large-scale production and/or distribution of specialized biological materials and other therapeutic substances for research and care;
- 4) Steer development and dissemination of sustainable cancer prevention and control innovation framework;
- 5) Supervise development and review of cancer burden indicators and M and E plan;
- 6) Establish a framework for Calibration of Laboratory equipment for oncology clinical parameters;



- 7) Coordinate development of the oncology clinical parameters reference policies, guidelines and frameworks;
- 8) Guide large-scale production and/or distribution of specialized biological materials and other therapeutic substances for research and set standards of safety and care for persons using oncology Commodities and Technologies;
- 9) Guide maintenance of appropriate infrastructural framework for storage and distribution (including redistribution) of Health Commodities and Technologies (HCT);
- 10) Manage all other forms of cancer registries including special cancer registries, cancer specific registries;
- 11) Guide development and review of cancer notification processes;
- 12) Steer development of cancer registry Standard Operating Procedures;
- 13) Guide prudent utilization of resources allocated to the directorate;
- 14) Coordinate development and implementation of work plans and budgets;
- 15) Manage staff performance in the division; and
- 16) Guide identification of training needs of staff in the division.

Key Competencies and skills

- 1) Leadership skills.
- 2) Negotiation skills.
- 3) Project management skills.
- 4) Communication skills.
- 5) Analytical thinking skills.
- 6) Problem solving skills.
- 7) Organizational skills.
- 8) Innovative.
- 9) Adaptable.
- 10) Interviewing and data collection skills.
- 11) Proven experience in a research field.



JOB TITLE;

PRINCIPAL, CANCER PREVENTION AND CONTROL, NCI 5

JOB DESCRIPTION;

POSITION; Principal, Cancer Prevention and Control, NCI 5

LOCATION; Nairobi

REPORTING;

Senior Principal, Cancer Prevention and Control Office

ABOUT THE INSTITUTE

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JOB PURPOSE

To Coordinate provision of policy advisory, regulation and ensuring ethical practice, providing Information Education and communication as well as the prevention, treatment and rehabilitation programs for cancer patients. Also coordinate securing Oncology Commodity and Technologies, capacity building, cancer research as well as establishing and maintaining the National Cancer Registry. Additionally, coordinate establishment and management of Regional Cancer Centres, Conducting Cancer Research and Clinical Trial and establishing the National Cancer Research & Reference Centre to inform decisions in cancer prevention and control.

REQUIREMENTS

Bachelor's Degree in any of the following fields: Medicine, Pharmacy, Dentistry Public Health, Environmental Health, Epidemiology, Clinical Medicine, Nursing, Health Systems Management, Biochemistry, Health Records and Information Management, Molecular Biology, Microbiology, Statistics or relevant Social Science qualification from a recognized Institution

PROFESSIONAL QUALIFICATIONS / MEMBERSHIP TO PROFESSIONAL BODIES

- 1) Registration by the relevant professional body;
- 2) Valid practicing license (where applicable);
- 3) Management course lasting not less than four (4) weeks

PREVIOUS RELEVANT WORK EXPERIENCE REQUIRED.

A minimum period of eight (8) years relevant work experience of three (3) in a supervisory role

KEY COMPETENCIES AND SKILLS

- 1) Problem solving skills
- 2) Organizational skills.



- 3) Decision Making skills.
- 4) Compassionate.
- 5) Organizational skills.
- 6) Leadership skills.
- 7) Transformative.
- 8) Innovative.
- 9) Adaptable.

KEY RESPONSIBILITIES/ DUTIES

I. Managerial / Supervisory Responsibilities

1. Standards and Quality Assurance

- 1) Promote constitution and operations of quality assurance committee for cancer prevention and control;
- 2) Promote use of standard operating procedures in service delivery;
- 3) Coordinate implementation standards and guidelines for cancer prevention and control;
- 4) Coordinate implementation of standards and quality assurance framework for service delivery in cancer prevention and control

2. Technical Support

Duties and responsibilities will entail:

- 1) Oversee implementation and maintenance of regulatory policies on inspection and compliance;
- 2) Coordinate development, and revision of tools for the inspection of cancer facilities;
- 3) Oversee impromptu inspection spot check inquiries into cancer care facilities and other cancer-related facilities;
- 4) Coordinate implementation of inspection and compliance framework;
- 5) Supervise staff under his/her purview.

3. Registration and Accreditation

- 1) Oversee maintenance of register for inspected and accredited facilities for cancer prevention and control;
- 2) Coordinate the established registration and accreditation committee's function;
- 3) Coordinate the approval process for registration and accreditation of cancer continuum of care institutions.



4. Ethical review

- (i) Coordinate of the ERC operations;
- (ii) Establish technologies and systems for scientific ethics review and monitoring;
- (iii) Coordinate monitoring institutional approved ongoing research projects to ensure compliance standards;

5. Information Education and Communication

Facilitate access to authentic, correct and updated information on cancer prevention and control;

6. Capacity Building

- 1) Advise the provision of training on cancer prevention and control;

7. Diagnostic and Treatment

- 1) Promote provision of diagnostic, treatment, rehabilitation and other medical care to persons with cancer in those institutions;
- 2) Coordinate Implementation of programmes for vocational guidance and counselling;
- 3) Oversee the establishment of hospitals, vocational treatment and care centres and other institutions for the welfare and treatment of persons with cancer in all counties of the Republic

8. Regional Offices (Regional Cancer Control Centers)

- 1) Co-ordinate services provided in the regions for the welfare and treatment of persons with cancer and to implement programs for vocational guidance and counseling;

9. Research and Clinical Trials

- 2) Coordinate cancer research programs at all levels;
- 3) Promote establishment of platforms for Cancer research

10. National Cancer Reference Centre

Duties and responsibilities will entail:

- 1) Guide and support and /or operationalize facilities for the confirmation of cancer prevention and control clinical parameters (analysis of samples in a variety of relevant disciplines, detection of biological and chemical variations relating to diagnosis and management of cancer, investigation of a typical specimens;
- 2) Advise the cancer surveillance teams and cancer registry on the reports to surveillance



agencies and alerts for notifiable occurrence; and

11. National Cancer Registry

Duties and responsibilities will entail:

- 1) Manage the National Cancer Registry for cancer cases and organizations, including the county registries;
- 2) Guide on the monitoring of cancer burden indicators at all level; and
- 3) Advise on the development of cancer registry Standard Operating Procedures.

12. Oncology Commodities and Technologies

Duties and responsibilities will entail:

- 1) Advise the procurement of Health Commodities and Technologies (HCT) to assure an adequate supply of quality products

II. Operational Responsibilities

1. Standards and Quality Assurance

Duties and responsibilities will entail:

- 1) Participate in development of standards of care guidelines;
- 2) Monitor and evaluate the performance of the quality assurance processes in cancer prevention and control against set standards;
- 3) Provide technical assistance in cancer prevention and control;
- 4) Liaison with stakeholders to engage on current and emerging quality assurance strategies in cancer prevention and control;
- 5) Support the conduct of health systems audit to improve quality of services in cancer prevention and control;
- 6) Participate in capacity strengthening for quality improvement in cancer prevention and control interventions;
- 7) Generate recommendations for quality improvement for cancer prevention and control;
- 8) Promote use of quality improvement innovations and models; and
- 9) Recognize and reward best practices in quality assurance for service delivery in cancer prevention and control.

2. Technical Support

Duties and responsibilities will entail:



- 1) Develop and review of policies, guidelines, and procedures on inspection and compliance;
- 2) Implement regulatory framework;
- 3) Approve the appointment of the inspection committee;
- 4) Approve inspection of cancer facilities for compliance;
- 5) Coordinate the function of the inspection committee;
- 6) Validate reports on licensing and certification of cancer care facilities and other cancer related facilities;
- 7) Validate routine joint inspections and inquiries to non-compliance visits with other regulatory bodies;
- 8) Validate database of inspected cancer care facilities and other cancer related institutions;

3. Registration and Accreditation

Duties and responsibilities will entail:

- 1) Approve development, implementation, and reviewing of policy, regulatory requirements, standards, protocols, and guidelines on registration and accreditation;
- 2) Implement registration and accreditation framework;
- 3) Approve the constitution and coordinating functions of the registration and accreditation committee;
- 4) Validate registration data and mapping out of cancer centers of excellence in cancer prevention and control;
- 5) Validate and approve the registration and accreditation facilities in cancer prevention and control;
- 6) Approve supervision visits and technical assistance to facilities for registration and accreditation purposes;
- 7) Approve, monitor and evaluate of the operations of facilities for purposes of registration and accreditation

4. Ethical review

Duties and responsibilities will entail:

- 1) Approve the constitution of the Ethics Review Committee (ERC);
- 2) Implement ERC operations framework;
- 3) Validate databases for cancer research projects, approvals, renewals, and other research ethics-related documents;
- 4) Enforce adherence and compliance to set international and local standards for scientific conduct and research ethics;



- 5) Validate approvals and/or withdrawal of approvals for conducting research;
- 6) Validate requests and approval for transfers of specimens or biological materials (importation and exportation) for cancer research studies or care;
- 7) Make researchers meet mandatory requirements threshold for research work;
- 8) Enhance capacity of researchers and ethics committee members on research ethics; and
- 9) Implement complaints, allegations and redress framework regarding research ethics and compliance.

5. Information Education and Communication

Duties and responsibilities will entail:

- 1) Implement the NCI cancer prevention policies, guidelines and strategies;
- 2) Maintain up-to-date information on cancer prevention interventions;
- 3) Disseminate appropriate information to all institutions, organizations and communities concerned with cancer prevention interventions;
- 4) Publicize and enforce rights enjoyed by persons with cancer;
- 5) Implement measures for eradication of conditions that cause and aggravate the spread of cancer;
- 6) Implement cancer screening programs;
- 7) Monitor and evaluate cancer screening programs; and
- 8) Support appropriate National vaccination programs for prevention of cancers.

6. Capacity Building

Duties and responsibilities will entail:

- 1) Provide technical assistance to other directorates in the development of training guidelines, curriculum and protocols for cancer prevention and control;
- 2) Conduct training and continuous professional development for health care professionals on cancer prevention and control in collaboration with other stakeholders;
- 3) Collaborate with internal and external partners to support capacity building for the health system for cancer prevention and control;
- 4) Maintain a database for the cancer training institutions and trained professionals in cancer prevention and control;
- 5) Liaise with relevant bodies and institutions to regulate training and education on cancer prevention and control;
- 6) Conduct Training needs assessment for oncology;
- 7) Develop oncology training plan;
- 8) Monitor and evaluate oncology training plan; and



9) Map out training opportunities for oncology

7. Diagnostic and Treatment

Duties and responsibilities will entail:

- 1) Implement Cancer diagnostic and treatment policies and guidelines;
- 2) Generate recommendations for advising on matters relating to the diagnosis and treatment of persons with cancer;
- 3) Support the establishment of hospitals, vocational treatment and care centres and other institutions for the welfare and treatment of persons with cancer in all counties of the Republic;
- 4) Participate in the establishment and Implementation of programs for vocational guidance and counselling;
- 5) Provide Technical assistance in the care of persons with cancer within their communities and social environment;
- 6) Participate in the development and dissemination of norms, standards and guidelines for cancer screening, diagnosis, treatment, rehabilitation, palliation and survivorship;
- 7) Monitor and report cancer diagnostic and treatment initiatives in the country;
- 8) Support large-scale production and/or distribution of specialized biological materials and other therapeutic substances for research and care.

8. Regional Offices (Regional Cancer Control Centres)

Duties and responsibilities will entail:

- 1) Develop information package in the region to advise the institute on matters relating to cancer prevention and control as well as advise on the relative priorities to be given to the implementation of specific measures at the community level;
- 2) Support establishment of hospitals, vocational treatment and care centres and other institutions;
- 3) Support monitoring and reporting of cancer interventions in the region;
- 4) Support in collection of data, and disseminate of reports useful in the prevention, diagnosis and treatment of cancer at the regional level;
- 5) Support awareness creation in the region's;
- 6) Plan, organize and execute cancer awareness campaign at the community level;
- 7) Plan, organize and execute screening campaign in the regions;
- 8) Map out the cancer stakeholders in the region; and
- 9) Conduct community assessment for cancer intervention.

9. Research and Clinical Trials



Duties and responsibilities will entail:

- 1) Implement guidelines and frameworks for Cancer research;
- 2) Undertake research in Cancer prevention and control;
- 3) Implement health systems, public health, and implementation science research strategies, guidelines and procedures in line with National health priorities;
- 4) Implement research proposals in public health, health systems and implementation science, biomedical science, pathology, Laboratory Sciences, clinical diagnostic imaging and endoscopy;
- 5) Participate in reviewing research proposals and manuscripts prior to scientific and ethical approval and publications respectively;
- 6) Maintain a cancer research resource;
- 7) Monitor a system to ensure study participant and patient safety;
- 8) Participate in testing of new cancer treatment modalities, tools and products including clinical diagnostic imaging and endoscopy;
- 9) Map and monitor cancer risk factors, epidemicity, pandemicity, trends and new cases to inform research priorities;
- 10) Participate in resources mobilization to support cancer research programme activities;
- 11) Engage stakeholders involved in cancer research to determine cancer priority interventions;
- 12) Participate in capacity building for cancer researchers and students;
- 13) Disseminate the cancer research findings to contribute to the scientific body of knowledge to inform policy and practice;
- 14) Review epidemiological studies to determine cancer morbidity and mortality for planning purposes;
- 15) Provide programmatic information to support planning and policy development;
- 16) Implement the regulatory requirements for cancer research;
- 17) Develop and test and scale up solutions, products, clinical diagnostic imaging and endoscopy for cancer prevention and control;
- 18) Maintain a sample, tissue, repository to support research;
- 19) Evaluate and validate biomarkers for cancer diagnostics, clinical and field applications in cancer prevention and control;
- 20) Enhance immunological, genetics and genomics research for tailored clinical diagnostic imaging, endoscopy, therapeutic interventions in cancer prevention and control;



- 21) Support the development and evaluation of new diagnostic and therapeutic regimens for cancer control; and
- 22) Conduct and support cancer research in clinical diagnostic, imaging, endoscopy and interventional studies.
- 23) Support development of policy guidelines and framework for clinical trials in cancer prevention and control;
- 24) Participate in engagement of local regional and international stakeholders including Clinical cancer research organizations, government, private and multinational agencies involved in cancer clinical trials;
- 25) Facilitate planning and analyzing clinical research studies;
- 26) Disseminate findings of clinical trials for policy advisory; and
- 27) Facilitate establishment of operational infrastructure for conducting clinical trials.

10. National Cancer Reference Centre

Duties and responsibilities will entail:

- 1) Develop national oncology reference policies, guidelines;
- 2) Provide technical assistance Mentor other oncology professionals on methods, procedures, scientific support including interpretation and relevance of findings relating to cancer prevention and control clinical parameters; and
- 3) Provide technical assistance Mentor other oncology professionals on methods, procedures, scientific support including interpretation and relevance of findings.

11. National Cancer Registry

Duties and responsibilities will entail:

- 1) Monitor cancer burden indicators at all levels;
- 2) Conduct cancer registries Data quality audits for quality improvement
- 3) Collaborate on the performance of the prevalence burden of cancer risk factor survey;

12. Oncology Commodities and Technologies

Duties and responsibilities will entail:

- 1) Support the production and distribution of specialized biological materials and other therapeutic substances for research and care;
- 2) Participate in implementation of infrastructural framework for storage and distribution (including redistribution) of Health Commodities and Technologies (HCT); and
- 3) Participate in inspections and regulatory processes



JOB TITLE;

PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, NCI 5

JOB DESCRIPTION;

Principal Supply Chain Management Officer, NCI 5

LOCATION; Nairobi

REPORTING;

Senior Principal Supply Chain Management Officer

ABOUT THE INSTITUTE

The National Cancer Institute of Kenya (NCI-Kenya) is a statutory body established under the Cancer Prevention and Control Act (No.15 of 2012). This was in recognition of the need for a much more coordinated multisectoral response to the growing cancer burden in the Country. The Institute is mandated to oversee, coordinate and centralize all cancer prevention and control operations nationwide.

JOB PURPOSE

To provide effective and efficient Procurement and disposal services in compliance with the Public Procurement and Asset Disposal Act 2015 and relevant legislation's enabling the Institute to achieve its mandate through effective service delivery

KEY RESPONSIBILITIES/ DUTIES

- 1) Implement processes and procedures as guided by the various technical manuals to safeguard the integrity of the procurement processes of the Institute;
- 2) Review and monitor procurement budget expenditure to ensure timely deliveries and implementation of work plans;
- 3) Update on the development of procurement and stores guidelines and manuals to streamline standardize and ensure integrity of procurement and asset disposal processes;
- 4) Coordinate maintenance of inventory of procured assets and boarded stores due for disposal and preparation of the reports; and
- 5) Provide input in the development and implementation of corruption prevention and mitigation strategies in the department.

II. Operational Responsibilities / Tasks

- 1) Distribute to suppliers the tender documents, request for quotation and proposal documents, registration of suppliers' documents;
- 2) Post contracts awards, tender documents, Expression of Interest, and any other relevant information on the Public Procurement Information Portal (PPIP);
- 3) Coordinate the receiving and opening of quotations, request for proposals and tender documents;



- 4) Participate in the formulation, implementation and review of departmental annual work plans, budgets and procurement and asset disposal plans in line with the Institute's performance targets and strategic plan;
- 5) Provide input in the development, implementation and review of the Institute's strategic plan;
- 6) Provide input on continuous improvement of business processes and controls in the department and develop mechanisms for corporate consultations;
- 7) Contribute to a corporate culture that promotes ethical practices and good citizenship within the department;
- 8) Coordinate implementation of mentorship programs for staff, interns and attaches for skills development and appraisal of staff in the Department;
- 9) Participate in the implementation of a robust performance management system within the department through monitoring on the delivery of the annual performance contract and the strategic plan;
- 10) Performance management of direct reports.
- 11) Participate in the development and presentation of accurate specifications from users, and proper requisition authorization;
- 12) Draft periodic reports and submits to the principal procurement officer for submission to the National Treasury, PPRA, Ethics and Anti- Corruption Commission on matters relating to procurement and asset disposal;
- 13) Draft minutes for procurement committees;
- 14) Record all goods received in the Goods Received Notes (GRN), bin card and any other relevant record;
- 15) Follow up on suppliers' payments;
- 16) Monitor stock levels and raise internal purchase requests for the stock replenishment;
- 17) Receive and evaluate quotations and submit the report for approval;
- 18) Ensure use of updated list of per-qualified suppliers or contractors to supply goods and provide various services to the Institute;
- 19) Monitor data of all services rendered to the Institute including their costs, deliveries and inventories;
- 20) Carry out market surveys and research to inform continuous improvement of services rendered to the Institute;
- 21) Draft supplies and procurement policies and guidelines to guide the Institute on procurement procedures;
- 22) Coordinate inspection and acceptance of goods and services received and prepare a report;
- 23) Provide assurance that all goods and services purchased comply with the Institute's standards;



- 24) Implement automated procurement systems;
- 25) Maintain and update supplier data base; and
- 26) Implement approved procurement directives.

ACADEMIC QUALIFICATIONS

Bachelor degree in any of the following disciplines; Supply Chain Management, Commerce (Supplies Management option), Procurement and logistics or its equivalent qualification from a recognized institution.

PROFESSIONAL QUALIFICATIONS / MEMBERSHIP TO PROFESSIONAL BODIES

Membership to the Kenya Institute of Supplies Management (KISM) or Chartered Institute of Purchasing and Supplies (CIPS)

PREVIOUS RELEVANT WORK EXPERIENCE REQUIRED.

A minimum of eight (8) years relevant work experience

FUNCTIONAL SKILLS, BEHAVIORAL COMPETENCIES/ATTRIBUTES:

- 11) Analytical skills;
- 2) Interpersonal skills;
- 3) Problem solving skills;
- 4) Supervisory skills;
- 5) Conceptual skills;
- 6) Counselling skills;
- 7) Report writing skills;
- 8) Team building skills;
- 9) Computer Skills;
- 10) Communication Skills;
- 11) Conflict resolution Skills;
- 12) Time management;
- 13) Resilience Skills; and
- 14) Self-improvement.



JOB TITLE;

PRINCIPAL PLANNING OFFICER, NCI 5

JOB DESCRIPTION;

POSITION; PRINCIPAL PLANNING OFFICER, NCI 5

LOCATION; Nairobi

REPORTING;

SENIOR PRINCIPAL PLANNING OFFICER

ABOUT THE INSTITUTE

The National Cancer Institute of Kenya (NCI-Kenya) is a statutory body established under the Cancer Prevention and Control Act (No.15 of 2012). This was in recognition of the need for a much more coordinated multisectoral response to the growing cancer burden in the Country. The Institute is mandated to oversee, coordinate and centralize all cancer prevention and control operations nationwide.

JOB PURPOSE

To manage strategic planning, performance management, partnerships, resource mobilization, and the coordination of quality and risk management. Also, coordinate monitoring and evaluation of the Institution's performance and stakeholder engagement in cancer prevention and control.

KEY RESPONSIBILITIES/ DUTIES

I. Managerial / Supervisory Responsibilities

- (i) Initiate development and review of Institute policies and strategies in cancer prevention and control;
- (ii) Establish database for actors, stakeholders, development partners and interest groups;
- (iii) Supervise the implementation of the Institute's collaboration policies, frameworks, strategies and guidelines;
- (iv) Engage counties to participate in national, regional and global collaboration and resource mobilization fora.
- (v) Foster a corporate culture that promotes ethical practices and good citizenship within the Division.
- (vi) Coordinate the preparation of quarterly and annual reports for the Division.
- (vii) Undertake performance appraisal and development of staff in the Division
- (viii) Promote and enhance mentorship and coaching strategies with a view to be consistent with the principles and practices in the Division.
- (ix) Coordinate analysis of the Division performance and recommends strategies required for improvement by working closely with relevant stakeholders & other partners.



II. Operational Responsibilities / Tasks

1. Planning

Duties and responsibilities will entail:

- (i) Support in coordinating the planning, development and monitoring of the Institute's strategic plans and work plans in cancer prevention and control;
- (ii) Monitor implementation of departmental work-plans in line with the performance contract for the Directorate;
- (iii) Compile and Harmonise Various Institute operational programs and monitor their effectiveness and implementation.
- (iv) Participate in generating draft budgets, annual work plans and annual progress reports indicating achievement of the functional areas against planned targets;
- (v) Draft performance review reports for Medium Term Expenditure Frameworks (MTEF);
- (vi) Undertake economic modelling and forecasting to inform planning and policy formulation in cancer prevention and control;
- (vii) Participate in development and review of Authority internal policies, regulations, guidelines and frameworks for cancer prevention and control;
- (viii) Support in identification and development of concept notes for Institute flagship projects/programmes in promotion of Universal Health Coverage for Cancer Prevention and Control;
- (ix) Compile periodic reports on implementation of Institute Vision 2030 flagship projects and sdgs in line with “Bottoms Up” economic transformation agenda for Kenya Kwanza Government;
- (x) Prepare policy position papers and Cabinet memos; and
- (xi) Analyse recommendations for policy advisory.

2. Partnerships and Stakeholder Coordination

Duties and responsibilities will entail:

- (i) Identify and engage stakeholders to commit resources in their comparative advantage areas for cancer prevention and control;
- (ii) On-board strategic partnerships for cancer prevention and control;
- (iii) Support the convention of joint planning and learning forums of county governments and



their partners through the regional offices; and

(iv) Monitor the implementation of county cancer programs.

3. Resource Mobilization

Duties and responsibilities will entail:

- (i) Support resource mobilization fora for private sector, Public Private Partnerships (PPP), venture capital, development partners and other sources;
- (ii) Participate in mobilization of resources from Government in liaison with relevant functional areas;
- (iii) Monitor financial structures and risks of the Public-Private-Partnerships Projects;
- (iv) Support funded programs and assessing their impact in liaison with other functional areas;
- (v) Implement NCI -K resource mobilization policies, frameworks, strategies and guidelines;
- (vi) Participate in national, regional and global resource mobilization fora;
- (vii) Maintain a database of technical and material resources mobilized including donations and grants;
- (viii) Participate in grant writing and multi-lateral development partner financing application;
- (ix) Monitor the receipt, utilization and impact of mobilized resources;
- (x) Support the development of county business and investment plan through the regional offices
- (xi) Engage Counties to participate in national, regional and global collaboration and resource mobilization for a.

ACADEMIC QUALIFICATIONS

Bachelor's degree in any of the following disciplines: Economics, Statistics, Mathematics, or any other relevant qualification from a recognized institution.

PROFESSIONAL QUALIFICATIONS / MEMBERSHIP TO PROFESSIONAL BODIES

Membership to a professional body and in good standing where applicable

PREVIOUS RELEVANT WORK EXPERIENCE REQUIRED.

At least six (6) years relevant work experience in the public or private sector



FUNCTIONAL SKILLS, BEHAVIORAL COMPETENCIES/ATTRIBUTES:

- 1) Planning and Analytical skills.
- 2) Communication skills.
- 3) Interpersonal skills.
- 4) Integrity.
- 5) Interpersonal skills.
- 6) Communication skills.
- 7) Research Skills.
- 8) Analytical skills.
- 9) Communication skills.
- 10) Public relations.
- 11) Organizational and planning skills.
- 12) Relation management.
- 13) Supervisory skills.



JOB TITLE;

PRINCIPAL LEGAL OFFICER, NCI 5

JOB DESCRIPTION;

POSITION; PRINCIPAL Legal Officer, NCI 5

LOCATION; Nairobi

REPORTING;

Senior Principal Legal Officer

ABOUT THE INSTITUTE

The National Cancer Institute of Kenya (NCI-Kenya) is a statutory body established under the Cancer Prevention and Control Act (No.15 of 2012). This was in recognition of the need for a much more coordinated multisectoral response to the growing cancer burden in the Country. The Institute is mandated to oversee, coordinate and centralize all cancer prevention and control operations nationwide.

Job Purpose

To manage contract administration, legislative drafting and compliance with legal and regulatory legislation.

KEY RESPONSIBILITIES/ DUTIES

I. Managerial / Supervisory Responsibilities

- 1) Advise the institute on various legal matters and monitoring the compliance with various applicable regulations;
- 2) Coordinate monitoring policy, strategy and programs for legal services
- 3) Manage monitoring compliance issues within the Institute;
- 4) Provide timely legal advice to assist the Institute in making an informed decision;
- 5) Create linkage with the Office of the Attorney General on legal matters;
- 6) Guide in ensuring that all the licenses, agreements and permits of the Institute are valid and renewing legal contracts;
- 9) Coordinate provision of the safety of the Institute from Legal litigations; and
- 10) Manage, supervise, coach and mentor staff
- 11) Foster a corporate culture that promotes ethical practices and good citizenship within the Division.
- 12) Coordinate the preparation of quarterly and annual reports for the Division.
- 13) Undertake performance appraisal and development of staff in the Division.
- 14) Promote and enhance mentorship and coaching strategies with a view to be consistent with the principles and practices in the Division.



15) Coordinate analysis of the Division performance and recommends strategies required for improvement by working closely with relevant stakeholders & other partners.

II. Operational Responsibilities / Tasks

- 1) Document all legal documents of the Institute in order to maintain confidentiality;
- 2) Formulate and implement policies, procedures, strategies and activities in relation to the Division to ensure that they are aligned to the Institute mandate, goals and objectives.
- 3) implementation, monitoring and review of a robust performance management system within the Division through providing oversight of the delivery of the annual performance contract and the strategic plan.
- 4) Preparation of strategic business models, annual budgets, business plans and performance work plans for the Division
- 5) Implementation and adherence of the Customer Service Charter to meet customer requirements.
- 6) Review developed and submitted regular departmental reports and make recommendations.
- 7) Review prepared board papers and presenting them to the relevant board committee.
- 8) Articulate issues related to the Division and represent the Division in various meetings and/or forums;
- 9) Implement good governance, quality and risk management policies and strategies of the Institute;
- 10) Review research proposals, monitor implementation and review reports for projects geared towards achievements of the organization's corporate strategic objectives.

ACADEMIC QUALIFICATIONS

- 1) Master's degree in Law, Business Administration, Public Administration or its equivalent qualifications from a recognized institution
- 2) Bachelor's degree in Law or its equivalent qualification from a recognized institution;
- 3) Postgraduate Diploma in Legal Studies from the Kenya School of Law

PROFESSIONAL QUALIFICATIONS / MEMBERSHIP TO PROFESSIONAL BODIES

- 1) Postgraduate Diploma in Law (Advocates training programmes) from the Kenya School of Law;
- 2) Admission as an advocate of the High Court;
- 3) Membership to the Law Society of Kenya (LSK);
- 4) Current advocate Practicing License;
- 5) Management Course lasting not less than four (4) weeks from a recognized institution



PREVIOUS RELEVANT WORK EXPERIENCE REQUIRED.

A minimum period of eight (8) years relevant work experience, three (3) of which should have been in a supervisory position in public or private sector;

FUNCTIONAL SKILLS, BEHAVIORAL COMPETENCIES/ATTRIBUTES:

- 1) Legal officer skills
- 2) Observation skills
- 3) Communication skills
- 4) Decision Making skills
- 5) Analytical skills
- 6) Investigative skills
- 7) Interpersonal Skills
- 8) Emotional intelligence
- 9) Mentorship and coaching skills



JOB TITLE;

PRINCIPAL OFFICE ADMINISTRATOR, NCI 5

JOB DESCRIPTION;

POSITION; Principal Office Administrator, NCI 5

LOCATION; Nairobi

REPORTING;

Senior Principal Office Administrator

ABOUT THE INSTITUTE

The National Cancer Institute of Kenya (NCI-Kenya) is a statutory body established under the Cancer Prevention and Control Act (No.15 of 2012). This was in recognition of the need for a much more coordinated multisectoral response to the growing cancer burden in the Country. The Institute is mandated to oversee, coordinate and centralize all cancer prevention and control operations nationwide.

JOB PURPOSE

Responsible for coordinating the provision of office administrative services that include managing and organizing office records, typing services, attending to phone calls and ensure the smooth running of all offices.

ACADEMIC QUALIFICATIONS

1) Bachelor's degree in any of the following fields: -Business and Office Management, Secretarial studies or equivalent qualification from a recognized institution;

2) Diploma in Secretarial Studies from the Kenya National Examinations Council or its equivalent;

3) Business Education Single and Group Certificates (BES and GC) Stages I, II and III from the Kenya National Examinations Council or equivalent in the following subjects:

- Typewriting I/II/III
- Computerized document processing I/II/III;
- Shorthand I/II/III
- Business English I/II/III



- Communications I/II;
- Office Management III
- Office Administration and Management III;
- Office Practice I/II;
- Commerce I/II

PROFESSIONAL QUALIFICATIONS / MEMBERSHIP TO PROFESSIONAL BODIES

- 1) Supervisory Course not lasting less than two (2) weeks from a recognized institution;
- 2) Public Relations and Customer Care Course lasting not less than (2) weeks from a recognized institution;
- 3) Registration with a relevant professional body; and
- 4) Proficiency in computer application.

PREVIOUS RELEVANT WORK EXPERIENCE REQUIRED.

At least eight (8) years relevant work experience.

KEY RESPONSIBILITIES/ DUTIES

- 1) Manage planning and scheduling of stakeholders and management meetings as directed by the office;
- 2) Conduct supervision, coaching, mentoring, training and development of the department staff to ensure an effective and motivated team; and
- 3) Performance management of direct reports by guiding and supervising lower secretarial personnel.
- 4) Maintain the office diary to ensure planned activities are conducted on schedule;
- 5) Coordinate logistical arrangements for meetings, seminars and workshops;
- 6) Provide of secretarial services during meetings;
- 7) Ensure security and integrity of office equipment, records and documents, including classified materials;
- 8) Provide of drafts and manuscripts emanating from various sources including;
- 9) Maintain up to date filing system and monitoring file movement;



- 10) Coordinate telephone calls and appointments;
- 11) Provide for good office layout and cleanliness; and
- 12) Manage petty cash.

KEY COMPETENCIES AND SKILLS

- 1) Interpersonal skills;
- 2) Attention to detail;
- 3) Positive working attributes;
- 4) Ability to work under minimal supervision;
- 5) Good time management;
- 6) Communication skills; and
- 7) Manual dexterity.



JOB TITLE;

PRINCIPAL ICT OFFICER, NCI 5

JOB DESCRIPTION;

POSITION; Principal ICT Officer, NCI 5

LOCATION; Nairobi

REPORTING;

Senior Principal ICT Officer Officer

ABOUT THE INSTITUTE

The National Cancer Institute of Kenya (NCI-Kenya) is a statutory body established under the Cancer Prevention and Control Act (No.15 of 2012). This was in recognition of the need for a much more coordinated multisectoral response to the growing cancer burden in the Country. The Institute is mandated to oversee, coordinate and centralize all cancer prevention and control operations nationwide.

JOB PURPOSE

To manage development and implementation of ICT policies, strategies and systems in line with the corporate strategy and advise the Institute on innovative and cost-effective digital solutions to enhance operational readiness and ensure quality service delivery towards the achievement of the Institute's mandate.

ACADEMIC QUALIFICATIONS

Bachelor's degree in computer science, Information Technology or its equivalent qualification from a recognized institution.

PROFESSIONAL QUALIFICATIONS

1) Professional certification in any of the following areas:

- a. Information Security:- CISA, CISM, CRISC, CEH, CHFI, CISSP, Operating systems (Linux and Windows), security specific technologies
- b. Application Development:- CBAP, Programming languages, portal development, system testing and quality assurance



c. Infrastructure:- CCIE, CCNP, CCNA, Network+, CISM, Operating systems, Office productivity tools

d. Systems and Data Management:- Oracle Certified Professional (OCP), Oracle certified

expert (OCE) or higher, MCSA SQL server administration, MCSA SQL Database administration and Development, Microsoft Azure Certified Database Administrator, Azure or AWS database technologies, Operating systems certifications in Linux and Windows, CBAP, CISM, CISA

e. Technical Support:- operating systems (Linux and Windows), cloud environments, networks such as CCNP, CCNA, CCVP, Network+

f. ITIL foundation;

2) Membership to a relevant professional body e.g. ISACA and CSK;

3) Certification in IT security and risk management standards and frameworks such as (ISO/IEC 27001:2013, NIST SP 800-30, ISO/IEC 27005 or COBIT) and their applications

PREVIOUS RELEVANT WORK EXPERIENCE REQUIRED.

At least four (4) years relevant work experience

KEY RESPONSIBILITIES/ DUTIES

1. Infrastructure and Network Management

Duties and responsibilities will entail:

- (i) Coordinating maintenance of an up-to-date inventory for ICT infrastructure.
- (ii) Providing coaching and training to ICT staff and users.
- (iii) Designing, setting-up, managing and configuring complex switching environments and wireless networks;
- (iv) Designing of multi-server environments including IP address schemes, DNS, WINS;
- (v) Coordinating collection and review of network utilization data for capacity and planning purposes.
- (vi) Coordinating creation and maintenance of comprehensive documentation for all implemented networks.
- (vii) Guiding development, test, evaluation and installation of network enhancements.



2. Information Security

Duties and responsibilities will entail:

- (i) Coordinating monitoring of compliance to ICT standards, security policies, relevant legislation's and regulations including compliance to ISO/IEC 27001;
- (ii) Coordinating activities relating to contingency planning, business continuity management and IT disaster recovery in conjunction with relevant functions and third parties;
- (iii) Coordinating collection and reporting on security-related events and eventual remedial action taken;
- (iv) Establishing and maintaining database of ICT security tools, security escalation events, and contact lists of affected staff;
- (v) Coordinating information security awareness campaigns, training and educational activities

3. Application Development and Website Management

Duties and responsibilities will entail:

- (i) Coordinating establishment and maintenance of an inventory of all tools, applications in use in the Institute and supporting documentation;
- (ii) Designing, implementing and managing software programmes and applications;
- (iii) Supervising, mentoring and coaching staff involved in application development in day to day activities and assignments

4. Systems Administration and Database Management

Duties and responsibilities will entail:

- (i) Establishing and maintaining of network servers and technology tools;
- (ii) Coordinating analysis of system logs to identify potential risks;
- (iii) Designing, configuring, migrating, and installing databases;
- (iv) Designing of multi-server environments including IP address schemes, DNS, WINS;
- (v) Establishing the needs of users and monitoring their access permissions and privileges

Operational Responsibilities / Tasks

1. Infrastructure and Network Management

Duties and responsibilities will entail:

- (i) Developing and implementing system infrastructure and network management strategies, guidelines and procedure;



- (ii) Maintaining network infrastructure to ensure operational excellence within the Network Engineering section;
- (iii) Providing coaching and training to ICT staff and user;
- (iv) Supporting contingency plan, business continuity management and IT disaster recovery in conjunction with relevant functions and third parties from a network perspective;
- (v) Configuring and setting up of Cisco Firewalls, VPN Concentrators and Security appliances for access to vital mission critical applications.
- (vi) Supporting VOIP, configuration of routers in the network, maintenance of network security services, and maintenance of LAN and its associated components;
- (vii) Providing technical assistance to internal staff, vendors, and partner Agencies;
- (viii) Maintaining wired and wireless network inclusive of performance, security, throughput and upgrades;
- (ix) Maintaining of ICT hardware including servers, storage, switches, routers, and UPS's;
- (x) Maintaining NCI internal networks and links to external sites.

2. Information Security

Duties and responsibilities will entail:

- (i) Developing and implementing the Institute ICT security guidelines and procedures;
- (ii) Conducting risk assessment targeting information security systems;
- (iii) Protecting Personal Identifiable Information;
- (iv) Tracking and monitoring access of confidential information including logging mechanisms;
- (v) Performing regular scans of ICT network to detect unauthorized connections and deploying network-based Intrusion Detection Systems (IDS) sensors;
- (vi) Maintaining security configuration standards and records for authorized network devices;
- (vii) Installing the latest stable version of security-related software on network devices;
and
- (viii) Conducting systems audits, including pre-installation and post-implementation



reviews, and risk assessment of IT activities.

3. ICT Technical Support,

Duties and responsibilities will entail:

- (i) Developing and implementing the ICT support guidelines, strategies, standards and procedure;
- (ii) Logging in help desk onto the Service Desk System;
- (iii) Ensuring that help desk requests are resolved within agreed time period.
- (iv) Providing first line support to users;
- (v) Tracking challenges and resolutions there of up to closure;
- (vi) Generating progress reports of ICT challenges and resolutions;
- (vii) Troubleshooting users' challenges and escalating them when required support;
- (viii) Undertaking ICT communication to users;
- (ix) Monitoring availability of systems and escalating service disruptions to relevant sections for resolution;
- (x) Installing and configuring of computer systems;
- (xi) Providing responses on action plans, non-conformities and audit queries concerning the section; and
- (xii) Participating in formulation and development of ICT policy, standards and procedures, as well as business automation programmes.

4. Application Development and Website Management

Duties and responsibilities will entail:

- (i) Developing and implementing application development and website management standards, guidelines and procedures;
- (ii) Engaging with various functional areas in the Institute to determine their software and web development requirements;
- (iii) Analyzing user requirements to support application development and website management;
- (iv) Conducting research on system improvement;
- (v) Analyzing, testing, repairing or expanding developed applications throughout the life cycle to ensure responsiveness and efficiency;
- (vi) Providing program support for computer operators or system analysts to define and resolve problems in running computer programs;



(vii) Training end users on new software and applications developed in liaison with relevant stakeholders;

(viii) Monitoring website performance;

(ix) Ensuring a consistent look and feel across the website by promoting uniform font, formatting, icons, images and layout, and creating appropriate templates to assist content authors;

(x) Responding to and troubleshooting Institute's website issues including broken links, typographical errors and formatting inconsistencies; and

(xi) Ensuring the implementation of security measures to safeguard NCI's website.

5. Systems Administration and Database Management

Duties and responsibilities will entail:

(i) Creating user profiles and passwords;

(ii) Installing and configuring software;

(iii) Applying system operating updates PATCHES and configurations developing, implementing of the policies, strategies, guidelines and procedure of Systems Administration and Database Management functional area;

(iv) Identifying specifications, installing, operating and maintaining database server engines;

(v) Monitoring of performance, security, troubleshooting, consistency, integrity of backups and data recovery processes at Data Centre;

(vi) Planning and implementing Database design and carrying out database administration tasks;

(vii) Writing database documentation, including data standards, procedures and definitions for the data dictionary (metadata – data about data);

(viii) Ensuring database systems are operating optimally to support operations;

(ix) Ensuring prevention of service outages and downtimes by identifying developing events and notifying relevant authorities to pre-empt full scale service outage;

(x) Identifying innovation activities for emerging technologies that the Institute should take advantage of for enhanced service delivery; and

(xi) Supporting development of budget and Work plans.



KEY COMPETENCIES AND SKILLS

- 1) Analytical skills.
- 2) Interpersonal skills.
- 3) Problem solving skills.
- 4) Supervisory skills.
- 5) Conceptual skills.
- 6) Counselling skills.
- 7) Report writing skills.
- 8) Team building skills.
- 9) Computer Skills.
- 10) Communication Skills.
- 11) Conflict resolution Skills.
- 12) Time management.
- 13) Resilience Skills; and
- 14) Self-improvement.



JOB TITLE;

Principal Administration Officer, NCI 5

JOB DESCRIPTION;

POSITION; Principal Administration Officer, NCI 5

LOCATION; Nairobi

REPORTING;

Senior Principal Administration Officer

ABOUT THE INSTITUTE

The National Cancer Institute of Kenya (NCI-Kenya) is a statutory body established under the Cancer Prevention and Control Act (No.15 of 2012). This was in recognition of the need for a much more coordinated multisectoral response to the growing cancer burden in the Country. The Institute is mandated to oversee, coordinate and centralize all cancer prevention and control operations nationwide.

JOB PURPOSE

Responsible for supervision of asset management, outsourced services, administrative activities, records management, transport logistics, utilities management and ensuring a clean working environment at head office and across regional offices to support activities geared towards realization of the Corporation's mandate.

ACADEMIC QUALIFICATIONS

Bachelor's Degree in Public Administration, Political Science, Sociology, Business Administration or its equivalent qualification from a recognized institution

PROFESSIONAL QUALIFICATIONS

Proficiency in computer applications.

PREVIOUS RELEVANT WORK EXPERIENCE REQUIRED.

At least eight (8) years relevant work experience.



Key Responsibilities/ Duties

- 1) Foster a corporate culture that promotes ethical practices and good citizenship within the section
- 2) Coaching, mentoring, training and development of the departmental staff to ensure an effective and motivated team.
- 3) Nurture the staff to work collaboratively towards realization of the Corporation's/ Divisional vision, strategic goals and objectives
- 4) Provide input in planning the office layout to avoid overcrowding, achieve smooth operations while ensuring optimum utilization of office space;
- 5) Provide input in implementation of well-designed records filing system that will ensure ease in storage, retrieval of information as well as ensuring integrity and safety of records;
- 6) Manage office transport and logistics, maintenance of office vehicles and fuel utilization of the Corporation fleet;
- 7) Compile monthly utilization and expenditure data of all vehicles and equipment as well as supervising drivers and mechanics.
- 8) Provide input in formulation, implementation and review of departmental annual work plans, budgets and procurement and asset disposal plans in line with the Corporation's performance targets and strategic plan;
- 9) Manage transport requirements and authorize work tickets;
- 10) Maintain and update records for staff office space;
- 11) Process payment of fuel bills.
- 12) Maintain clear and precise records of all administrative related facilities such as machinery, equipment, furniture, space, consumables;
- 13) Maintaining fuel and lubricant consumption records;
- 14) Supervise record keeping of payments to service providers;
- 15) Initiate prompt payment of electricity, water bills and other utilities;
- 16) Supervises outsourced administrative services at the Corporation;
- 17) Supervise coordination of daily and weekly cleaning of offices and compound;
- 18) Prepare and update repair and maintenance schedules and logs for Corporation's vehicles, office furniture, office premises;
- 19) Supervising Mechanics and Drivers;
- 20) Receiving and handling staff request for transport services and office space;
- 18) Handling of motor vehicles registrations, public automobile inspections and renewal of road licenses and insurance covers;



- 21) Preparing annual motor vehicles and cycles returns;
- 22) Authorizing motor vehicles and motor cycles routing; and
- 23) Coordinating with drivers and mechanics in the scheduling of motor vehicles and cycles servicing and repairs.

KEY COMPETENCIES AND SKILLS

-) Good communication skills;
- 2) Good planning and organizational skills;
- 3) Good time management skills and the ability to prioritize tasks;
- 4) Knowledge/conversant with current issues;



JOB TITLE;

PRINCIPAL ACCOUNTANT, NCI 5

JOB DESCRIPTION;

POSITION; Principal Accountant, NCI 5

LOCATION; Nairobi

REPORTING;

Senior Principal Accountant

ABOUT THE INSTITUTE

The National Cancer Institute of Kenya (NCI-Kenya) is a statutory body established under the Cancer Prevention and Control Act (No.15 of 2012). This was in recognition of the need for a much more coordinated multisectoral response to the growing cancer burden in the Country. The Institute is mandated to oversee, coordinate and centralize all cancer prevention and control operations nationwide.

JOB PURPOSE

To coordinate development, implementation and review of accounting and financial policies, procedures and strategies. In addition, provide manage all matters pertaining to financial management in the Institute.

ACADEMIC QUALIFICATIONS

Bachelors degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent qualification from a recognized Institution.

PROFESSIONAL QUALIFICATIONS

- 1) Passed Part III of the Certified Public Accountant (CPA K);
- 2) Membership of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body in good standing;
- 3) Proficiency in computer applications



RELEVANT WORK EXPERIENCE REQUIRED.

At least eight (8) years relevant work experience, three (3) of which must have been at a supervisory level

KEY RESPONSIBILITIES/ DUTIES

1. Coordinate processing of imprest requests and surrenders and maintaining updated registers and records;
2. Manage preparation of payments
3. Verify vouchers and committal documents in accordance with laid down rules and regulations;
4. Developing, Implementing strategies, guidelines, standards and procedures for finance and accounts;
5. Approving payment vouchers and committal documents in accordance with laid down regulations;
6. Monitoring expenditures against approved budgets;
7. Monitoring and evaluating revenue collection processes;
8. Preparing financial reports and analyze income and expenditure against budgets;
9. Preparing monthly bank reconciliation and reconciliation of debtors and creditors ledgers;
10. Preparing and reviewing management financial reports;
11. Maintaining up to date and accurate books of accounts;
12. Ensuring timely and proper bank reconciliation;
13. Ensuring safe custody of financial records, documents, cheque books and assets;
14. Developing budget proposals and financial plans; and
15. Reviewing petty cash reconciliation and facilitate withdrawal of cash for office use and
16. ensuring safety of the same at all times.
17. Maintain primary records such as cashbooks, ledgers, vote books and registers;
18. Analyse the below the line accounts;
19. Process payments receipts, personal and merchant claims;
- 20) Draft vouchers;
- 21) Write cheques;
- 22) Post payments and receipt vouchers in the cash books;
- 23) Balance cash books;



- 24) Carry out banking and withdrawals and ensuring safety of the same;
- 25) Extract and provide cash liquidity analysis;
- 26) Ensure security of cheques and cheque books;
- 27) Receive revenue; and
- 28) Prepare reports.

KEY COMPETENCIES AND SKILLS

-) 1) Supervisory skills.
- 2) Accounting skills.
- 3) Communication skills.
- 4) Team player.
- 5) Time management.
- 6) People management skills.
- 7) Creative and innovative.
- 8) Interpersonal skills.
- 9) Technological awareness.



JOB TITLE;

Principal, Finance Officer, NCI 5

JOB DESCRIPTION;

POSITION; Principal Finance Officer, NCI 5

LOCATION; Nairobi

REPORTING;

Senior Principal Finance Officer

ABOUT THE INSTITUTE

The National Cancer Institute of Kenya (NCI-Kenya) is a statutory body established under the Cancer Prevention and Control Act (No.15 of 2012). This was in recognition of the need for a much more coordinated multisectoral response to the growing cancer burden in the Country. The Institute is mandated to oversee, coordinate and centralize all cancer prevention and control operations nationwide.

JOB PURPOSE

To coordinate development, implementation and review of accounting and financial policies, procedures and strategies. In addition, provide manage all matters pertaining to financial management in the Institute.

ACADEMIC QUALIFICATIONS

Bachelors degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent qualification from a recognized Institution.

PROFESSIONAL QUALIFICATIONS

- 1) Passed Part III of the Certified Public Accountant (CPA K);
- 2) Membership of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body in good standing;
- 3) Proficiency in computer applications

RELEVANT WORK EXPERIENCE REQUIRED.



At least eight (8) years relevant work experience, three (3) of which must have been at a supervisory level

KEY RESPONSIBILITIES/ DUTIES

20. Coordinate processing of imprest requests and surrenders and maintaining updated registers and records;
21. Manage preparation of payments
22. Verify vouchers and committal documents in accordance with laid down rules and regulations;
23. Developing, Implementing strategies, guidelines, standards and procedures for finance and accounts;
24. Approving payment vouchers and committal documents in accordance with laid down regulations;
25. Monitoring expenditures against approved budgets;
26. Monitoring and evaluating revenue collection processes;
27. Preparing financial reports and analyze income and expenditure against budgets;
28. Preparing monthly bank reconciliation and reconciliation of debtors and creditors ledgers;
29. Preparing and reviewing management financial reports;
30. Maintaining up to date and accurate books of accounts;
31. Ensuring timely and proper bank reconciliation;
32. Ensuring safe custody of financial records, documents, cheque books and assets;
33. Developing budget proposals and financial plans; and
34. Reviewing petty cash reconciliation and facilitate withdrawal of cash for office use and
35. ensuring safety of the same at all times.
36. Maintain primary records such as cashbooks, ledgers, vote books and registers;
37. Analyse the below the line accounts;
38. Process payments receipts, personal and merchant claims;
- 20) Draft vouchers;
- 21) Write cheques;
- 22) Post payments and receipt vouchers in the cash books;
- 23) Balance cash books;
- 24) Carry out banking and withdrawals and ensuring safety of the same;



- 25) Extract and provide cash liquidity analysis;
- 26) Ensure security of cheques and cheque books;
- 27) Receive revenue; and
- 28) Prepare reports.

KEY COMPETENCIES AND SKILLS

-) 1) Supervisory skills.
- 2) Accounting skills.
- 3) Communication skills.
- 4) Team player.
- 5) Time management.
- 6) People management skills.
- 7) Creative and innovative.
- 8) Interpersonal skills.
- 9) Technological awareness.



**National Cancer
Institute of Kenya**
NCI - KENYA

JOB TITLE;

Principal corporate communications officer, NCI 5

JOB DESCRIPTION;

POSITION; Principal Corporate Communications Officer, NCI 5

LOCATION; Nairobi

REPORTING;

Senior Principal Corporate Communications Officer

ABOUT THE INSTITUTE

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JOB PURPOSE

To coordinate effective branding, marketing and communicating the activities to the internal and external stakeholders and to enhance the Institute's visibility and image.

ACADEMIC QUALIFICATIONS

Bachelors degree in any of the following disciplines: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations, Graphic Design or any other equivalent qualifications from a recognized Institution;

OR

Bachelor's degree in any of the following: Commerce (Marketing Option), Business Administration (Marketing Option), Education, Arts AND Diploma/Post Graduate Diploma in any of the following: Mass Communications, Communication Studies, Public Relations, Journalism, International Relations, Graphic Design or any other equivalent qualifications from a recognized institution.



PROFESSIONAL QUALIFICATIONS

- 1) Membership to Professional body such as Public Relations Society of Kenya (PRSK), Media Council of Kenya (MCK) or Kenya Union of Journalists (KUJ); Marketing Society of Kenya (MSK) where applicable;
- 2) Supervisory course lasting not less than two (2) weeks from a recognized institution;
- 3) Proficiency in computer applications.

PREVIOUS RELEVANT WORK EXPERIENCE REQUIRED.

At least eight (8) years relevant work experience

KEY RESPONSIBILITIES/ DUTIES

1. Provide counsel and oversight for the corporate Image, reputation & communication management for the NCI;
2. Coordinate development of the public relations and communication strategy for NCI;
3. Manage development of the Corporate brand identity strategy and management for NCI;
4. Coordinate development and management of NCI's media strategy (offline and online) to enhance communication and awareness on the Organization's activities and programs;
5. Guide development of a comprehensive stakeholder relations strategy for employees, relevant government departments, partner organizations and the general public;
6. Steer development of policies on public relations/communication for the NCI;
7. Guide roll out of programs for building and promoting NCI's internal and external image;
8. Maintain strategic linkages with media to highlight the NCI's roles in the sector;
9. Foster a corporate culture that promotes ethical practices and good citizenship.
10. Coordinate the preparation of quarterly and annual reports.
11. Undertake performance appraisal and development of staff.
12. Promote and enhance mentorship and coaching strategies with a view to be consistent with the technical services principles and practices in water and sanitation provision.
13. Coordinate analysis of performance and recommend strategies required for improvement by working closely with relevant stakeholders & other partners.
14. Monitor print, electronic and social media news pertaining to the organization, identifying areas that need the Board's attention and alerting the Managing Director for appropriate action



15. Prepare strategic business models, annual budgets, business plans and performance work plans for the division
16. Implement and adhere of the Customer Service Charter to meet customer requirements.
17. Review developed and submitted regular departmental reports and make recommendations.
18. Review prepared board papers and presenting them to the relevant board committee.
19. Articulate issues related to the department and represent it in various meetings and/or forums;
20. Implement good governance, quality and risk management policies and strategies of the Institute
21. Review research proposals, monitor implementation and review reports for projects geared towards achievements of the organization's corporate strategic objectives.

KEY COMPETENCIES AND SKILLS

- 1) Leadership skills.
- 2) Knowledge of desktop publishing software.
- 3) Verbal and written communication skills.
- 4) Editorial skills.
- 5) Protocol and diplomacy skills.
- 6) Advocacy skills.
- 7) Networking skills.
- 8) Negotiation skills.
- 9) Research skills.
- 10) Conflict management.
- 11) Interpersonal skills.
- 12) Organizational skills.
- 13) Graphic designing skills.
- 14) Speech and script writing skills



JOB TITLE;

SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, NCI 6

JOB DESCRIPTION;

Senior Supply Chain Management Officer, NCI 6

LOCATION; Nairobi

REPORTING;

Principal Supply Chain Management Officer

ABOUT THE INSTITUTE

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JOB PURPOSE

To support the administration of the supply chain management functions to ensure effective and efficient delivery of Procurement services in compliance with the public Procurement legislation's.

KEY RESPONSIBILITIES/ DUTIES

I. Managerial / Supervisory Responsibilities

- 1) Provide input in the implementation of processes and procedures as guided by the various technical manuals to safeguard the integrity of the procurement processes of the Service;
- 2) Compile budget estimates to inform the departmental planning process and works in- line with departmental work plan;
- 3) Appraises staff within the department;
- 4) Mentors and coaches' staff that report to the position;
- 5) Monitors inventory of procured assets and boarded stores due for disposal and preparation of the reports;
- 6) Coordinates the disposal of unserviceable and obsolete stores; and
- 7) Evaluates supplier performance.

II. Operational Responsibilities

- 1) Process purchase order documentations to ensure compliance with the set regulatory guidelines;
- 2) Prepare quotations for competitive bids for goods and services as directed by relevant authority;
- 3) Prepare all relevant documents and forward them to Finance & Accounts division to facilitate payments of services rendered to the Institute;



- 4) Coordinate distribution of tender documents, request for quotation/proposal documents and registration of supplier's documents to suppliers;
- 5) Generate local purchase orders (LPO) and local service orders (LSO) from the ERP system;
- 6) Track orders to ensure timely delivery of good and services to ensure seamless operations within the Institute;
- 7) Inspect purchased products to ensure they meet the required specifications;
- 8) Enter order details into internal database/ERP system;
- 9) Compile asset disposal reports;
- 10) Prepare tender and contract documents; reviewing tender advertising notices;
- 11) Participate in the compilation and evaluation of tenders;
- 12) Participate in opening of quotations and tenders;
- 13) Participate in drafting of tender notices;
- 14) Generate Goods Received Notes (GRN) and monitor the movement of stores inventory;
- 15) Maintaining and update a list of pre - qualified suppliers;
- 16) Undertake market surveys to ensure the Institute obtains value for money in procurement of goods and services; and
- 17) File and safeguard all procurement proceedings and records.

ACADEMIC QUALIFICATIONS

Bachelor degree in any of the following disciplines; Supply Chain Management, Commerce (Supplies Management option), Procurement and logistics or its equivalent qualification from a recognized institution.

PROFESSIONAL QUALIFICATIONS / MEMBERSHIP TO PROFESSIONAL BODIES

Membership to the Kenya Institute of Supplies Management (KISM) or Chartered Institute of Purchasing and Supplies (CIPS)

PREVIOUS RELEVANT WORK EXPERIENCE REQUIRED.

A minimum period of four (4) years relevant work experience

FUNCTIONAL SKILLS, BEHAVIORAL COMPETENCIES/ATTRIBUTES:

- 1) Interpersonal skills;
- 2) Problem solving skills;
- 3) Supervisory skills;
- 4) Counselling skills;
- 5) Report writing skills;



**National Cancer
Institute of Kenya**
NCI - KENYA

- 6) Team building skills;
- 7) Computer Skills;
- 8) Communication Skills;
- 9) Conflict resolution Skills;
- 10) Time management;
- 11) Resilience Skills; and
- 12) Self-improvement.



JOB TITLE;

Human Resource Officer, NCI 7

JOB DESCRIPTION;

POSITION; Human Resource Officer, NCI 7

LOCATION; Nairobi

REPORTING;

Senior Human Resource Management Officer

ABOUT THE INSTITUTE

The National Cancer Institute of Kenya (NCI-Kenya) is a statutory body established under the Cancer Prevention and Control Act (No.15 of 2012). This was in recognition of the need for a much more coordinated multisectoral response to the growing cancer burden in the Country. The Institute is mandated to oversee, coordinate and centralize all cancer prevention and control operations nationwide.

JOB PURPOSE;

The purpose of the job is to support the execution of human resource and administration strategies including human resource policies, Procedures and guidelines geared towards supporting the realization of the Institute's mandate and Vision.

ACADEMIC QUALIFICATIONS

Bachelor's Degree in Human Resource Management, Human Resource Development, Human Resource Planning, Commerce (HR Option), or any other relevant qualification from a recognized Institution.

PROFESSIONAL QUALIFICATIONS / MEMBERSHIP TO PROFESSIONAL BODIES

- 1) Membership to Institute of Human Resource Management (IHRM); and
- 2) Proficiency in computer application skills

PREVIOUS RELEVANT WORK EXPERIENCE REQUIRED.

N/A



KEY RESPONSIBILITIES/ DUTIES

- 1) Implements Human Resource policies, standards, guidelines and procedures;
- 2) Drafts routine correspondences on various human resource functions;
- 3) Confirms and verifies accuracy of information relating to recruitment and performance appraisal;
- 4) Participates in Human Resource management budgeting process, payroll management and administration;
- 5) Updates human resource records in an accurate and timely manner;
- 6) Processes, monitors employee leave records and preparing reports;
- 7) Assists in human resources recruitment, deployment and performance appraisal;
- 8) Implements training and staff development programs;
- 9) Carries out training needs assessment and human resource policies and procedures;
- 10) Implements programs on Occupational health and the safety measures;
- 11) Ensures updating of National Hospital Insurance Fund (NHIF) and National Social Security Fund (NSSF) records;
- 12) Maintains complement control and regular update of Human Resource Information System (HRIS);
- 13) Carries out work environment and employee's satisfaction surveys;
- 14) Provides logistical support through facilitation of presentations, meetings, seminars, workshops, conferences, receive and attend to official guests;
- 15) Drafts routine departmental correspondences and reports;
- 16) Disseminates relevant departmental information to internal and external stakeholders;
- 17) Manages office equipment e.g. computer, scanner, telephone, printer, stationery and making sure they are functional and notify the officer in charge in case of any issues;
- 18) Identifies office equipment and furniture requirement for the Institute and initiate procurement;
- 19) Provides cross-functional liaison for administrative matters; and
- 20) Participates in the development of various administration annual work plans to ensure operationalization of the various policies.



KEY COMPETENCIES AND SKILLS

- 2) Communication skills;
- 3) Team Player;
- 4) Integrity;
- 5) Problem solving skills;
- 6) Ability to work with minimum supervision; and
- 7) Ability to effectively undertake several duties at once.



JOB TITLE;

Office Administrator, NCI 7

JOB DESCRIPTION;

POSITION; Office Administrator, NCI 7

LOCATION; Nairobi

REPORTING;

Senior Office Administrator

ABOUT THE INSTITUTE

The National Cancer Institute of Kenya (NCI-Kenya) is a statutory body established under the Cancer Prevention and Control Act (No.15 of 2012). This was in recognition of the need for a much more coordinated multisectoral response to the growing cancer burden in the Country. The Institute is mandated to oversee, coordinate and centralize all cancer prevention and control operations nationwide.

JOB PURPOSE

Responsible for the provision of office administrative services that include managing and organizing office records, typing services, attending to phone calls and ensure the smooth running of all offices.

ACADEMIC QUALIFICATIONS

- 1) Kenya Certificate of Secondary Education mean grade of C- with at least C (Plain) in English or Kiswahili or its equivalent qualification from a recognized institution;
- 2) Bachelor's degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;
- 3) Bachelor's Degree in Social Sciences AND a Diploma in Secretarial Studies from a recognized institution.

PROFESSIONAL QUALIFICATIONS / MEMBERSHIP TO PROFESSIONAL BODIES

- 1) Registration with a professional body; and
- 2) Proficiency in computer applications.



PREVIOUS RELEVANT WORK EXPERIENCE REQUIRED.

N/A

KEY RESPONSIBILITIES/ DUTIES

- 1) Promoting customer relations by handling internal and external customer enquiries and complaints;
- 2) Coordinating appointments by maintaining the office diary to ensure planned activities are conducted on schedule;
- 3) Coordinating logistical arrangements for national and regional conferences, seminars, meetings and workshops by making transport and hotel reservations for meetings within and out of the Institute;
- 4) Coordinating physical and virtual meetings with different departments within and outside the Institute by prioritizing booking of rooms/conference facilities, recording minutes for use during meetings;
- 5) Ensuring security and integrity of office equipment, records and documents, including classified materials;
- 6) Typing from drafts, manuscripts or recording from dictation machines and processing data and forward to the supervisor for amendments;
- 7) Maintaining up to date filing system and monitoring file movement;
- 8) Handling telephone calls and appointments;
- 9) Using e-office to research and process data;
- 10) Providing for good office layout and cleanliness;
- 11) Implementing and monitoring procedures for record keeping of correspondence and file movements;
- 12) Managing office protocol and etiquette; and
- 13) Managing petty cash.

KEY COMPETENCIES AND SKILLS

- 1) Planning skills;
- 2) Communication skills;
- 3) Interpersonal and negotiation skills; and
- 4) Team player.



JOB TITLE;

Driver, NCI 11

JOB DESCRIPTION;

Position; Driver, NCI 11

LOCATION; Nairobi

REPORTING;

Principal Driver

ABOUT THE INSTITUTE

The National Cancer Institute of Kenya (NCI-Kenya) is a statutory body established under the Cancer Prevention and Control Act (No.15 of 2012). This was in recognition of the need for a much more coordinated multisectoral response to the growing cancer burden in the Country. The Institute is mandated to oversee, coordinate and centralize all cancer prevention and control operations nationwide.

JOB PURPOSE

Responsible for driving services and safe and timely movement of staff, authorized goods and oversee maintenance of assigned vehicles to support realization of the Institute's mandate in compliance with the Traffic Act.

ACADEMIC QUALIFICATIONS

Kenya Certificate of Secondary Education Mean Grade D-(Minus) or any other equivalent qualification from a recognized institution

PROFESSIONAL QUALIFICATIONS / MEMBERSHIP TO PROFESSIONAL BODIES

1. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive.
2. Passed the Suitability Test for Drivers Grade II;
3. First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or
4. Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized
5. institution;



6. Defensive driving certificate from Automobile Association (AA) of Kenya or equivalent
7. qualification from a recognized Institution;
8. Valid Certificate of Good Conduct from the Kenya police;
9. Proficiency in computer application;
10. Shown merit and ability as reflected in work performance.

Previous relevant work experience required.

Minimum experience of four (4) years

KEY RESPONSIBILITIES/ DUTIES

II. Operational Responsibilities / Tasks

- 1) Maintaining general cleanliness of offices, machines, equipment and apparatus;
- 2) Recording and dispatching letters, files and documents;
- 3) Performing messenger duties including dispatching letters, files and other documents;
- 4) Collecting and delivering office items, documents, mail, parcels and postage;
- 5) Carrying out photocopying and document binding;
- 6) Ensuring tidiness of the work environment;
- 7) Collecting, assembling and disposal of waste within the office premises;
- 8) Preparing and serving office tea and other refreshments;
- 9) Moving or carrying office equipment, furniture and ensuring orderly arrangement;
- 10) Arranging for meeting venues; and
- 11) Providing safe custody for cleaning materials, equipment and their safe custody.

KEY COMPETENCIES AND SKILLS

- 1) Good communication and inter personal skills;
- 2) Adequate knowledge of the highway code; and
- 3) Knowledge/conversant with current issues



JOB TITLE;

Office assistant, NCI 12

JOB DESCRIPTION;

POSITION; Office Assistant, NCI 12

LOCATION; Nairobi

REPORTING;

Senior Office Assistant

ABOUT THE INSTITUTE

The National Cancer Institute of Kenya (NCI-Kenya) is a statutory body established under the Cancer Prevention and Control Act (No.15 of 2012). This was in recognition of the need for a much more coordinated multisectoral response to the growing cancer burden in the Country. The Institute is mandated to oversee, coordinate and centralize all cancer prevention and control operations nationwide.

JOB PURPOSE

Responsible for supporting the implementation of a wider range of simple tasks, activities and general routine office services, which include providing cleaning services, undertaking managerial duties and preparation of tea and refreshment among others.

ACADEMIC QUALIFICATIONS

Kenya Certificate of Secondary Education Mean Grade D-(Minus) or any other equivalent qualification from a recognized institution

PROFESSIONAL QUALIFICATIONS / MEMBERSHIP TO PROFESSIONAL BODIES

Proficiency in computer applications.

PREVIOUS RELEVANT WORK EXPERIENCE REQUIRED.

N/A

KEY RESPONSIBILITIES/ DUTIES

II. Operational Responsibilities / Tasks

- 1) Maintaining general cleanliness of offices, machines, equipment and apparatus;
- 2) Recording and dispatching letters, files and documents;



- 3) Performing messenger duties including dispatching letters, files and other documents;
- 4) Collecting and delivering office items, documents, mail, parcels and postage;
- 5) Carrying out photocopying and document binding;
- 6) Ensuring tidiness of the work environment;
- 7) Collecting, assembling and disposal of waste within the office premises;
- 8) Preparing and serving office tea and other refreshments;
- 9) Moving or carrying office equipment, furniture and ensuring orderly arrangement;
- 10) Arranging for meeting venues; and
- 11) Providing safe custody for cleaning materials, equipment and their safe custody.

KEY COMPETENCIES AND SKILLS

- 1) Interpersonal skills;
- 2) Attention to detail;
- 3) Positive working attributes;
- 4) Ability to take instructions;
- 5) Communication skills; and
- 6) Manual dexterity.