



St John

CAREER OPPORTUNITY

REGIONAL EXECUTIVE OFFICER-COAST REGION

St John Ambulance is a first aid and health charity organization incorporated in Kenya under the St John Ambulance of Kenya Act, Cap. 259 of the laws of Kenya with mandates to provide emergency medical care and promote charitable works aimed at reducing human suffering, and to provide technical support to the medical services in the country among other functions. The Organization is looking for a Regional Officer to help in the running of its Coast Region Office.

JOB RESPONSIBILITIES

- Day to day running and management of the region while ensuring compliance with all County and National Government regulations and by laws
- Achievement of financial performance of the region.
- Develop and build on existing services identifying opportunities for growth, partnerships, innovations and diversification to enhance revenue generation streams and improved service delivery.
- Execute strategies that drive greater integration and efficiencies between the Regions, Volunteers and Staff.
- Establish value adding working relationships and networks with County, National Governments and other Organizations.
- Develop appropriate frameworks and monitoring processes for all aspects and activities of the region.
- Implementing marketing and fundraising strategies to strengthen Regional revenue base.
- Regional management of training and ambulance services
- Develop and monitor annual procurement plan and annual budgets in consultation with the Chief Accountant and the Regional council
- Develop and present related reports and proposals to the Regional committee
- Coordinating all volunteer work and other activities in the region in consultation with the Regional Commissioner.
- Serving as Secretary to Regional Council and Committees.
- Performing any other duties as directed or assigned by the CEO or Regional Chairman which are reasonably within the scope of the duties in this job classification.

QUALIFICATIONS

- Degree in Business Administration or related fields.
- At least 5 years of professional working experience in a similar position
- Strong analytical and planning skills.
- Strategic decision making skills
- People management, leadership and decision making skills.
- Exhibit high level of negotiation and networking skills.
- Be a significant part in the growth of the organization aligning personal goals with those of the organization to drive success.

- Innovative and Creative mind-set
- Problem solving skills

APPLICATION PROCESS

Qualified and interested applicants are invited to send an application letter and a curriculum vitae **quoting the job title on the subject line** to recruit@stjohnkenya.org by 9th May 2024. Candidates are required to state salary expectations in the application Letter. Only shortlisted candidates will be contacted. **Canvassing will lead to automatic disqualification.**