



NURSING COUNCIL OF KENYA

The Nursing Council of Kenya (NCK or the “Council”) is a body corporate established under the Nurses and Midwives Act CAP 257 of the Laws of Kenya, whose mandate is to regulate nursing and midwifery education and practice.

The Council wishes to recruit highly competent, passionate, dedicated and self- driven individual to fill the following vacant position:

- 1. REGISTRAR/CEO; JOB GRADE NCK- 1 (1 position) – TERMS OF SERVICE – CONTRACT (4 YEARS – RENEWABLE FOR A ONE (1) FURTHER TERM, SUBJECT TO SATISFACTORY PERFORMANCE)**

A) JOB PURPOSE

The Registrar/CEO of the Council is responsible to the Council Members for the implementation of the Council’s strategic goals, prudent management of resources, giving direction and leadership in achievement of the Council mission and strategic objectives. The Registrar/CEO is also responsible for the day-to-day management and administration of the Council.

The Registrar/CEO supports the Council to execute its mandate as provided in the Nurses and Midwives Act, Cap 257, Laws of Kenya and to oversee the legal function in the Council. Job specifications

The Registrar/ CEO will report to the Council. The duties and responsibilities of the officer entail:

- (i) Advising the Council and the Government on policies, legislation, strategies, standards, procedures, and guidelines of nursing and midwifery in Kenya by overseeing their formulation, review, and offering recommendations to enhance the successful implementation;

- (ii) Providing strategic leadership and ensure excellence in provision of services at the Council;
- (iii) Overseeing coordination and regulation of all Nursing and Midwifery related activities in the country with respect to education and practice;
- (iv) Overseeing the development agenda of the Council including formulation of projects and programmes;
- (v) Providing leadership in research, inventions, digitalization and innovations in nursing and midwifery practice;
- (vi) Promoting capacity building in nursing and midwifery practice in line with NCK mission and vision;
- (vii) Promoting the corporate image of the Council;
- (viii) Overseeing prudent financial management of the Council;
- (ix) Ensuring alignment of human resources strategy to the Council's mission and vision and effective succession management;
- (x) Promoting and upholding good Corporate Governance principles and ethical practices;
- (xi) Planning, directing and coordinating the administrative and office support of the organization including establishing effective internal monitoring and control systems in executing the Council's mandate; and
- (xii) Ensuring corporation's compliance with all statutory, legal, social and regulatory requirements in the execution of its mandate.

B) PERSON SPECIFICATIONS

For appointment to this grade, a candidate must have:

- (i) At least fifteen (15) years relevant work experience, ten (10) years of which must have been in a Senior Management position;
- (ii) Bachelor of Science Degree in Nursing or Midwifery or its equivalent;
- (iii) Masters' Degree in Nursing or Midwifery, Public Health or any related field;
- (iv) Registration Certificate issued by the Nursing Council of Kenya;
- (v) Valid practicing license from Nursing Council of Kenya;
- (vi) Leadership Course lasting not less than four (4) weeks from a recognized institution;

- (vii) Membership to a relevant professional body in good standing; and
- (viii) Must meet the requirements of Chapter six (6) of the Constitution.

C) KEY COMPETENCIES & SKILLS

- (i) Strong analytical skills;
- (ii) Communication skills;
- (iii) Strategic and innovative thinking;
- (iv) Strong interpersonal skills;
- (v) Ability to mobilize resources; and
- (vi) Negotiation skills.

Qualified and Interested Candidates to send your Application, Curriculum Vitae, Copies of National Identity Card, relevant copies of testimonials and certificates, your daytime contact, and contacts of three (3) referees (as **ONE** document in **PDF**) by close of business on **Friday, 12th January 2024** to: chairperson@nckeny.go.ke

Only e-mail/soft copies will be permitted. No hard copy submission allowed.

Addressed to:

**THE CHAIRPERSON
NURSING COUNCIL OF KENYA
P O BOX 20056-00200
NAIROBI, KENYA**

SIGN OFF:



Prof. Eunice Ndirangu
COUNCIL CHAIRPERSON
DATE: 20th December, 2023