



Surgical Society of Kenya

*P. O Box 18981-00100 Nairobi
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VACANCY ANNOUNCEMENT

CHIEF EXECUTIVE OFFICER

ABOUT THE SURGICAL SOCIETY OF KENYA

The Surgical Society of Kenya (SSK) is Kenya's premier professional association for surgical specialists, committed to advancing surgical excellence through the welfare and education of surgeons, research, access, advocacy, and the mobilization of resources. SSK brings together surgeons across all surgical disciplines, drives Kenya's surgical health agenda, and represents the profession in national and international policy spaces.

SSK is guided by its six core values — Excellence, Integrity, Professionalism, Compassion, Innovation, and Collaboration — and its tagline: Discipline. Skill. Service. The Society is at an exciting inflection point, with a growing conference programme, international partnerships, a developing grants portfolio, and an ambitious strategic agenda.

THE OPPORTUNITY

SSK is seeking an exceptional, visionary, and results-driven Chief Executive Officer (CEO) to lead its Secretariat and drive the Society's next phase of growth. Reporting directly to the National Executive Council (NEC), the CEO will be the most senior staff member of the Society - the principal architect of strategy, the face of SSK to donors and partners, and the operational leader of the Secretariat team.

This is a rare opportunity for a dynamic executive to shape the trajectory of Kenya's most important surgical professional association - building strategic alliances, winning grants, developing new revenue streams, and leaving a lasting legacy in the advancement of surgical care in Kenya.



KEY RESPONSIBILITIES

The CEO will be accountable for nine core areas:

▪ Strategic Planning & Execution	Lead the development, implementation, and monitoring of SSK's multi-year strategic plan.
▪ Grant Acquisition & Administration	Identify, write, and win grants; ensure compliant administration and donor reporting.
▪ Business Development	Diversify SSK's revenue through earned income, sponsorships, and commercial ventures.
▪ Partnerships & Stakeholder Engagement	Build strategic alliances with government, international bodies, academia, and the private sector.
▪ Governance & Board Partnership	Serve as the principal link between the NEC and the operational Secretariat.
▪ Financial Stewardship	Oversee budgeting, fiscal controls, payroll, audit readiness, and statutory compliance.
▪ Organisational Leadership	Lead, develop, and retain a high-performing Secretariat team.
▪ Programme Quality	Ensure all SSK programmes and services are delivered to the highest standards.
▪ Legal & Regulatory Compliance	Ensure full compliance with Kenyan law and SSK's governance framework.



QUALIFICATIONS & EXPERIENCE

Essential

- A relevant postgraduate degree — MBA, MPA, MPH, or equivalent. Exceptional candidates with strong equivalent experience will be considered.
- Minimum 7–10 years of progressive leadership experience, including at least 3 years at executive or senior management level in a professional association, NGO, health sector body, or equivalent organization.
- Demonstrable track record in grants acquisition and grant administration — including proposal writing, donor management, and compliant reporting.
- Strong financial management skills: budgeting, reporting, audit readiness, and statutory compliance in the Kenyan context.
- Proven experience in strategy development and implementation.
- Strong stakeholder engagement and partnership development skills at senior levels.
- Excellent written and verbal communication, public representation, and advocacy skills.
- Demonstrated ability to lead, develop, and manage a high-performing team.

Desirable

- Familiarity with Kenya's surgical or broader health sector — including COSECSA networks, MoH engagement, or global surgery advocacy.
- Experience working with medical or health professional associations.
- Track record of business development and revenue diversification in a not-for-profit context.
- Existing networks within the East African health and donor landscape.

WHAT SSK OFFERS

- A competitive remuneration package benchmarked to the Kenyan medical professional association sector (details provided to shortlisted candidates).
- The opportunity to lead and shape one of Kenya's most respected surgical professional societies at a pivotal moment in its development.
- A mandate to build a strategic plan, grow the grants portfolio, and develop new revenue streams from day one.
- A collaborative, mission-driven NEC and a committed secretariat team.
- A platform for significant national and regional influence in the surgical and health policy space.



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HOW TO APPLY

Interested candidates are invited to submit a complete application package comprising:

- A cover letter (maximum 2 pages) addressing your suitability for the role, your vision for SSK's next chapter, and your specific experience in strategy, grants, and organizational leadership.
- A detailed curriculum vitae, including a track record of grants won, strategic initiatives led, and measurable organizational outcomes achieved.
- Names and contact details of three professional referees, at least one of whom should be a recent line manager or Board/governance principal.
- Copies of relevant academic and professional certificates.

Applications should be submitted by email to:

sskenya2000@gmail.com

Subject line: **APPLICATION — CHIEF EXECUTIVE OFFICER**

Application Deadline: 24 August 2026 at 5:00 p.m.

The full CEO Job Description is available for download at

www.ssk.or.ke/careers

Shortlisted candidates will be contacted by **10th September 2026**. Only shortlisted candidates will be contacted. SSK is an equal opportunity employer and particularly encourages applications from qualified women and candidates from underrepresented regions of Kenya.