

Job title: **C/Can Nairobi Programme Manager**

Reports to: Director, Africa & Europe Region

Location: Nairobi, Kenya

Contract type: Full-time

About City Cancer Challenge

City Cancer Challenge Foundation (C/Can) supports cities around the world as they work to improve access to equitable, quality cancer care.

The approach is built on the core principle that cities can drive impact at national level by crafting data-driven solutions with the support of a network of global, regional, and local partners that reflect an understanding of the unique local context.

C/Can was launched by the Union for International Cancer Control (UICC) at the 2017 World Economic Forum Annual Meeting in Davos. It was established as a standalone Swiss Foundation in January 2019, and is now active in 15 cities around the world.

Summary of Position

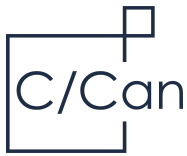
The role is responsible for ensuring the effective planning, coordination, and delivery of all programme projects, maintaining adherence to agreed scope, objectives, timelines, and budgets. The role provides continuous operational and project management, enabling the successful execution and monitoring of project activities across multiple local project teams.

The position will report directly to the Regional Director of Africa & Europe.

Key Responsibilities

City Programme Execution

- Ensure adherence to the agreed scope, objectives and goals of each project included in the City Programme
- Guide the delivery of project plans by the local Project teams, ensuring alignment with timelines and priorities
- Manage the execution of each of the project activities, so that they meet the defined objectives and expected deliverables
- Monitor and report on the progress of the different project teams
- Ensure alignment between project implementation and resource mobilisation priorities at city level



Operational Support

- Provide ongoing project management to the complete delivery of the City Programme
- Collaborate closely with the City Manager to engage project teams and ensure consistent progress
- Support alignment between local implementation and global C/Can guidelines

Coordination

- Oversee that project teams meet regularly to advance implementation
- Schedule meetings, define agendas, document discussions, and track participation and agreements
- Follow up on decisions and action points to ensure timely execution
- Coordinate across multiple stakeholders, including local teams, global C/Can team and experts
- Act as a key coordination point between the City Manager, project teams, and other relevant stakeholders
- Maintain strong communication channels with project teams, stakeholders and other relevant local support for execution (local partners, local consultants, technical writers)
- Act as a bridge along with the City Manager, between the city and the global team, proactively bringing forward the city's perspectives, project teams, questions, and suggestions to inform Global decision-making and programme improvement
- Coordinate with partners and stakeholders to support both implementation and resource mobilisation efforts

Monitoring & Reporting

- Use C/Can project management and monitoring tools to track and report on programme performance
- Prepare regular progress reviews and reports for C/Can, project teams
- Prepare and deliver the reporting to the City Executive Committee and City Technical Committee in coordination with the Global team
- Support the reporting to other relevant stakeholder and partners as required
- Provide data, insights, and updates to inform decision-making and programme oversight
- Contribute to reporting on resource mobilisation efforts and partnership development as required



Risk Management & Problem Solving

- Identify and communicate potential risks timely with the City Manager, Global Programme Manager, and Regional Director
- Seek solutions and direction from the C/Can Global team to mitigate risks
- Adapt plans, as per guidance of the City Manager and the Global team to address emerging challenges
- Ensure projects and outputs remain aligned in scope and timelines with commitments to funding partners

Resource & Team Oversight

- Oversee that local resources supporting project teams (e.g. local partners, local consultants and technical writers) advance and deliver according to agreed timelines
- Support and accompany the full lifecycle of resource engagement, including recruitment, onboarding, coordination of meetings with project teams and with Global teams, and performance monitoring
- Ensure performance across all engaged project resources
- Support local resource mobilisation efforts by identifying potential partners and contributing to the development of funding opportunities in alignment with city priorities and project needs
- Coordinate inputs for proposals, concept notes, and partner engagement processes in collaboration with the City Manager and relevant C/Can teams

Qualifications

Education

- Bachelor's degree in Public Health, Business Administration, Economics, International Development, or a health related field (Master's degree preferred)

Experience

- 4+ years of experience managing complex programmes or projects in Public Health
- Proven track record of delivering programmes on time, within scope, and budget
- Understanding of health systems, with a particular focus on cancer care in Nairobi
- Proven experience managing diverse stakeholder interests and building



effective relationships with government counterparts

- Experience working remotely with a Global team

Skills

- Strong project and programme management skills
- Excellent organizational, problem-solving, and decision-making abilities
- Excellent interpersonal and communication skills, both written and verbal
- Proficiency in project management tools and software (e.g. Click-up)
- Knowledge of monitoring frameworks and methodologies
- Knowledge of healthcare systems and cancer care initiatives

Personal Attributes

- Mission-driven with a passion for global health and social impact
- Critical thinker with attention to detail
- Works effectively with teams, fostering a culture of collaboration
- Demonstrates initiative, accountability, and a commitment to excellence

How to apply

Qualified candidates may submit their application, including a Curriculum Vitae and Cover Letter to: recruitment@citycancerchallenge.org. Please ensure that all documents are sent as PDF documents with the titles “your name cover letter” and “your name CV”. Please put “Nairobi Programme/Project Manager” in the email subject line. Applications will be received until a suitable candidate is identified. Only short-listed candidates will be contacted.