



City Manager, Nairobi Job Announcement

Job title: City Manager, Nairobi

Location: Nairobi, Kenya

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.

Summary of Position

The City Manager is the focal point and primary liaison of City Cancer Challenge and all efforts related to activities in the city. S/He will ensure the successful completion of all aspects of the city engagement process, connecting city leaders with global and local partners to deliver quality, equitable, and sustainable cancer care solutions prioritized by the city. Reporting to the Regional Director for Africa & Europe and working for specific deliverables with different members of the C/Can Global Team.

The City Manager manages and coordinates all the tasks necessary for city engagement, maintaining excellent relationships with local partners and coordinating global support for local actions. This person will ensure that local leaders are empowered and work with them to advance the activities that will be initiated through city engagement. City Managers work closely with the C/Can Global Team of technical cooperation, policy and impact, communications to ensure the city process advances successfully, under the overall guidance of their Regional Director for the prioritisation and completion of their work.

The position will be hired initially for a 2 year period with the potential for longer term engagement and should be living in Nairobi, Kenya.

Key Responsibilities

Project Management

- Lead and support the city during the City Engagement Process.
- Support the implementation and execution of the project plans developed by the city.



- Maintain up-to-date timelines and plans for all city level activities, ensuring completion of actions according to agreed timelines and that all stakeholders are well informed of progress.
- Identify and report any specific project risks, including governance, operational, financial or external risks, that may impact the success of City Cancer Challenge or the sustainability partner when identified.
- Prepare budgets and other documents as necessary for C/Can's financial support to the city engagement process, mobilising city support and in-kind contributions.

Communications & partnerships

- Support the development and publication of key communication materials on the work of C/Can in the city ensuring strong communication within the partners – contributing to the projects and the relationship management – and externally to continue to build buy-in with other stakeholders.
- Advise on practical ways to enhance and amplify the work of the city with C/Can at a local and national level in order to enhance the visibility of the process and the results.
- Build partnerships and secure engagement with city leaders, technical advisors and partners, ensuring alignment of C/Can work with local, regional, and national cancer control efforts.
- Ensure C/Can is fully aware of national and local political and social contexts. Participate in and present in city meetings, conferences and workshops as needed.
- Actively identify and promote opportunities for cooperation and learning between C/Can cities globally.

Monitoring, Evaluation and Reporting

- Ensure the preparation and submission of quality and reliable data on the progress, results, and impact, including quarterly progress reports based on Monitoring, Evaluation and Learning framework.
- Support the development of case studies, best practice and other learning materials as required to foster knowledge-sharing and promote C/Can's work.

Systems and process

- Ensure all expenditure for city level activities follows agreed budgets, ensure value for money and comply with C/Can policies.
- Actively support the development and roll out of C/Can systems and tools for city level activities.

Selection Criteria

Required education and work experience

- University degree in business, management, health administration, development or social studies, health economics, public health or finance/economics or related field, advanced degree preferred.



- A minimum of 5 years of experience working in the management of projects with multiple stakeholders, preferably as part of national and international development projects in global health.
- Broad understanding of the healthcare system and the interactions between stakeholders.
- Demonstrated experience managing partnerships and multiple stakeholders.
- Comfortable working with a global team that works in different time zones.

Languages

- In addition to Swahili, a high level of written and spoken English is required.

Required competences

- Project management: a high level of project management, managing complex multi-sectorial planning processes. Ability to manage deadlines and expectations.
- Partnership management: Awareness of stakeholders interests and backgrounds, and ability to adapt to different working styles; inclination to reach out to work with others; facilitation; networking skills.
- Negotiation and communication: Communicates effectively across all levels of understanding and ability to communicate key messages and motivate. Generates consensus through their work.
- Geopolitical awareness: In-depth knowledge and understanding of local social and political realities and dynamics, using appropriate strategies to create buy-in. Understanding of the healthcare system and how it integrates with policy development at national level. Candidates from Nairobi are encouraged.
- Personal effectiveness and mindset: Proactively finds innovative and creative solutions, resilient and acts with integrity. Shows passion about C/Can's mission and contributes to the reputation of C/Can in the city.

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 "City Manager Nairobi" in the email subject line. Applications will be received until a suitable candidate is identified.