



# Chief Executive Officer

March 2025



Africa Public Health  
Foundation

# About APHF

Launched in September 2019, the Africa Public Health Foundation was founded to work alongside the Africa CDC to accelerate a shared commitment towards a healthy, prosperous Africa. The Africa Public Health Foundation offers a partnerships platform for collaboration in service of Africa CDC's programmes and public health initiatives on the Continent.

The Foundation will advance public-private cooperation to strengthen health systems, develop the healthcare workforce, support innovations for public health, and advocate for robust policies, regulations, and partnerships for resource mobilization. The Foundation's mission and vision are aligned with that of the Africa CDC to support member states to build their capacity to better detect and respond to disease outbreaks and emergencies.

In light of the COVID-19 pandemic, it has become even more urgent for the Foundation to build a sustainable, scalable organization to increase the public health impact on the continent in the coming years. The Foundation has a vibrant governing council comprising seasoned professionals. The Council's mandate is to provide strategic direction and oversight on all activities as ambassadors of APHF to critical stakeholders and custodians of APHF's assets.

APHF's purpose is to bring agility, flexibility and transparency to the goal of strengthening public health systems across Africa beyond pandemic preparedness in the long term. Our approach enables our partners to direct resources quickly and effectively.

Founded and governed by African leaders, we are committed to supporting health initiatives that address local public health priorities.

**Our Vision:** A safer, healthier, productive and prosperous Africa.

**Our Mission:** Forge partnerships and mobilise resources and investments for critical African public health initiatives in support of the Africa CDC and African Union's New Public Health Order.

**Our Strategy:** We are committed to continuously enhance our efforts to improve public health outcomes in Africa in support of Africa CDC. As part of this commitment, we are excited to share our mid-term strategy, APHF Strategy 2024-2027, a roadmap that will guide our Foundation through the next phase of our growth in enabling investments in Africa's health.

## Our Core Values

- **African-Led:** Founded and governed by African leaders, we are committed to supporting health initiatives that address local public health priorities
- **Integrity:** We engender trust by holding ourselves to the highest level of ethics, professionalism, transparency, and accountability.
- **Agility:** As an independent foundation, we act promptly and responsively to save lives, ensuring resources get to where they are needed the most.
- **Collaboration:** We combine our flexibility and speed with Africa's scientific expertise, in the mobilization of resources and forging partnerships.
- **System Focused:** We focus on the strengthening of national health systems to be resilient and sustainable







# The Role

**Role:**  
Chief Executive Officer

**Reports to:**  
Chair of the Council

**Direct Reports:**  
Four (4)

**Location:**  
Nairobi, Kenya

**Salary:**  
Competitive Salary and Benefits package

## Role Summary

**What You Will Do and How You Will Grow**  
The Chief Executive Officer (CEO) shall provide leadership and direction to the APHF Secretariat to fulfill and advance the Foundation's mission. The CEO will be expected to promote the interest of APHF, giving the full benefit of his/her knowledge, expertise, and skills to all business undertakings.

# Responsibilities

The Chief Executive shall have the following key responsibilities:

## Strategy Development & Overseeing Overall Execution

- From time to time, develop the Foundation's strategic plans, road map, and operations with guidance and input from the Council.

## Fundraising and Donor Engagement

- Ensure a sustainable asset base by building long-term relationships with key donors and fundholders based on mission, cultivation, stewardship, and sound fiscal management
- Oversee and drive the development and execution of a solid fundraising strategy and activities, including grant writing, cultivation, stewardship of donors, event planning, and identifying new donors' sources

## Advocacy and Public Relations

- Promote the Foundation's visibility through engagement with relevant regional organizations, and activities that align with the Foundation's mission and vision
- Serve as the Foundation's representative to the public and aid in the understanding of the Foundation's interests, mission, and concerns
- Direct the development and implementation of a strategic communication plan that provides a clear and concise message of the Foundation's mission

## Financial Management

- Ensure the Foundation has the financial resources to thrive and deliver on its mission, including the necessary financial discipline and the investment in resources needed to achieve its goals

- Oversee the preparation and management of the annual budget, including expense management, asset allocations, and cash flow management
- Ensure the assets of the Foundation are invested optimally, efficiently, and following the guidelines and policies, in conjunction with the Council
- Manage the preparation of investment reports for the Council

## Administration

- Oversee the administrative components of the Foundation, including grant contracts and outside consultants
- Ensure legal and regulatory compliance in all operations and maintain the Foundation's certification
- Design, review, and implement all operational policies and guidelines for the Foundation
- Support prudent financial management, risk management, and implement strong internal controls for the Foundation
- Ensure the Foundation has the appropriate communication systems, physical space, and technology to operate efficiently and effectively

## Human Capital Management

- Ensure the Foundation has the necessary resources to achieve its goals; ensuring that the performance of the staff of APHF is aligned to support this objective
- Take high responsibility for managing the Foundation's human capital, including hiring, termination, ongoing staff development, and providing verbal and written evaluations of staff

- Ensure the continued development of APHF staff, particularly in skills, and knowledge of best practices in their areas of work
- Ensure that employment policies are enforced and in compliance with the Foundation policies, and all international regulations and local laws
- Ensure the Foundation has an appropriate management structure and succession plans and advise the Council on how the structure should evolve to remain agile but effective

## Secretariat Support to The Council

- Execute and give timely feedback on the Council's decisions.
- Support the identification and onboarding of new Council members
- Manage the preparation and distribution of Council meetings material in close coordination with the APHF Council's Secretary (AXIS Fiduciary)
- Sit in as an ex-officio member in Council meetings and any other strategic meetings of APHF.
- Keep the Council consistently abreast of organizational performance and any key risks.
- Serve as the administrative link between the governing Council and the Protector, Africa CDC.
- Any other tasks as directed by the Council through the Chair

## Reporting Line

As Head of APHF Secretariat, the CEO is responsible for leading the Foundation's activities, is accountable to the Governing Council, and shall report to the Chair of the Council.

# Candidate Profile

The ideal candidate is an African based in the continent, or abroad with an ability to undertake regular regional and international travel. He/ she will have a combination of the following qualifications and skills.

## Health Care Delivery in Africa

- An extensive understanding of and practical experience in health care delivery, especially in Africa
- Experience in forging multi-stakeholder partnerships for health in Africa

## Resource Mobilization/ Fundraising

- Extensive experience, at least 10 years, in building relationships with global donors, private sector players and government stakeholders who play a role in the health sector in Africa
- Proven ability to maintain a high degree of professionalism and credibility in engagements with senior stakeholders, as well as sensitivity to complex political or organizational environments.
- Demonstrated success in fundraising through the cultivation of funders, directly or indirectly through staff and board members.
- Proactive driving and initiating innovative resource mobilization approaches

## Grant Management

- Solid knowledge, at least 10 years, of general fund flow processes, e.g., fund disbursement, allocation, and accounting over the life cycle of a project.

- Experience in financial planning and budget management, particularly in the not-for-profit sector
- Experience in negotiating with vendors and enforcing governance with implementation partners

## Project Management

- Experience in overseeing multiple projects across geographies simultaneously
- Past success in building and maintaining accountability for large scale projects, including the need to balance short and long-term priorities effectively

## Organizational Leadership

- Strong leadership capability with at least 10 years of senior-level management experience, leading teams and building relationships with clients that require multi-faceted leadership
- Experience in building organizational strategies, setting, and running organizations into high performing entities
- Proven capability to effectively lead and motivate teams working in complex and challenging environments
- Experience in building capabilities and capacity of team members
- Success in establishing an organizational culture that upholds the values of the not-for-profit sector

- Strong team player with the ability to collaborate effectively
- Demonstrates high acumen in political dynamics and adept at navigating complex environments

## Academic and Professional Qualifications

- Advanced degree in business management, international relations, health, or any other relevant field
- Master's degree in public health desirable

## Other Skills and Competencies Required

- Good understanding of public health.
- Effective communication with excellent public speaking and articulate writing skills
- High numeracy and analytical abilities, with the aptitude to think strategically
- International experience with a track record of working across multiple countries, ideally with experience in Africa
- Maintain high levels of honesty and integrity



# How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy)-Organisation e.g., Pat-Jones-CV-0325-APHF or Pat-Jones-CoverLetter-0325-APHF.

## Timeline

**Closing Date:** 2nd May 2025. Early applications are encouraged.

**First stage interviews:** TBC

**Final interviews:** TBC

## Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

## Equality Statement

Equality and diversity are at the core of APHF’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email [rseremon@oxfordhr.com](mailto:rseremon@oxfordhr.com) right away.







## About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

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