

KENYA CONFERENCE OF CATHOLIC BISHOPS – GENERAL SECRETARIAT



1. Introduction

The Kenya Conference of Catholic Bishops (KCCB) - Catholic Secretariat is the National Administrative, facilitative, and Coordinative arm through which the KCCB implements and co-ordinates various Pastoral programs at the National level and undertakes all those responsibilities which express the mission of the Catholic Church in Kenya. KCCB - Commission for the Promotion of Integral Human Development - Catholic Health Department of Kenya is seeking to recruit an outstanding, dynamic and results oriented individual to fill the position of Project Officer- NHIF Liaison;

PROJECT OFFICER, NHIF LIAISON

1. Roles & Responsibilities

- Maintain link between Catholic Health Facilities and NHIF
- Create a real time database of NHIF payment claims to Catholic Health Facilities
- Address challenges of Health Facilities on contracting and making payment claims with NHIF
- Communicate to Health Facilities policy changes in NHIF
- Guide Health Facilities in the process of raising payment claims to NHIF
- Support in analysis of contracts between NHIF and Health Facilities
- Visit NHIF branches to resolve outstanding issues between NHIF and Health Facilities
- Hold key meetings with Health Facilities and key stakeholders for updates on NHIF
- Set Standard Operating Procedures for Health Facilities on NHIF
- Collaborate and coordinate the health facility reports to ensure that consolidated narrative and status reports on NHIF are submitted to the Head of Department in a timely manner.
- Perform any other responsibilities as determined and assigned by the Head of Department from time to time.

2. Professional Qualifications

- University level education in any of the following fields: Health Systems Management, Project Management, Public Health, Health Economics or equivalent.
- A Masters Degree is an added advantage

- At least 5 years of experience in health financing.
- Knowledge of the NHIF Act and structures of healthcare financing.
- Proven skills on health financing, health insurance and corporate contracting and claims processing.
- Knowledgeable on Health matters and able to pick up legal, financial and legal aspects of health financing
- Good interpersonal skills and a proven team player. Self-driven and results orientated in challenging working environment.
- Experience in training at field/community level and excellent reporting skills. Excellence in English, oral and written.

3. Performance Indicators

Extent of carrying out duties and responsibility in #1 above.

4. Personal Qualities

- Excellent computer skills – General Computer Proficiency (Microsoft Word, Microsoft Excel, PowerPoint)
- A team player
- Excellent interpersonal
- Able to work under minimum supervision
- A good knowledge of social teachings of the Church and Ethical principles

APPLICATIONS SHOULD BE ADDRESSED TO:-

**GENERAL SECRETARY
KENYA CONFERENCE OF CATHOLIC BISHOPS - CATHOLIC SECRETARIAT
P.O BOX 13475-00800
NAIROBI.**

hr@catholicchurch.or.ke

**APPLICATIONS MUST REACH US ON or before 21st February 2022
ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**