



## KENYA COUNSELLING AND PSYCHOLOGICAL ASSOCIATION

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Website: [kenyacounsellingandpsychologicalassociation.org](http://kenyacounsellingandpsychologicalassociation.org)

06/12/2022

**KCPA/Chairperson/Admin/2022/02**

### **Job Vacancy of KCPA CEO**

KCPA is searching for a CEO who shall help revamp and synergize the Association together with KCPA Chairperson and the Board. The CEO shall be reporting to the Board and shall work closely with the Chairperson of the Association. Interested persons should have the following qualifications:

- 1) Minimum of Diploma in either sales and marketing or Business management
- 2) Bachelors in Counselling or a Health related area
- 3) Masters in Counselling or a Health related area
- 4) Social work training and community development (Diploma) shall be an added advantage

The CEO duties shall include:

- 1) Making major corporate decisions for the benefit of KCPA
- 2) Managing the overall operations and resources of a KCPA,
- 3) Acting as the main point of communication between the KCPA Chairperson, Board and corporate operations.
- 4) Plan, develop, implement and direct the organization's operational and fiscal function and performance.
- 5) Act as a strategic partner by developing and implementing the company's plans and programs.
- 6) Analyse the effects of long-term growth initiatives, planning, new strategies, and regulatory actions and liaise with the Chairperson and the Board.
- 7) Perform accurate analysis of financial trends and budgets to help the Board  
Implement, improve, and enforce policies and procedures that will increase the financial and operational effectiveness of KCPA
- 8) Communicate effectively and establish credibility throughout the organization and with the Board as an effective developer of solutions
- 9) Provide consistent support to the Counties and County Chapters
- 10) Lead in mobilization and recruitment efforts in the whole Country
- 11) Provide strategic input and leadership on decision-making issues affecting the organization
- 12) Implement money generating activities for the Association
- 13) Look for strategetic partners who shall add-value to the vision and mission of KCPA
- 14) Work closely with the sub committees in developing products for the Association and realise projected outcomes
- 15) Evaluate the company's financial, operational, and sales and marketing structures to plan for continual improvements and a continual increase in operating efficiencies.
- 16) Mentor and interact with staff and Association members at all levels to foster growth and encourage development

The application shall reach KCPA by 15/12/2022 by 5.00pm through [chairman@kenyacounsellingandpsychologicalassociation.org](mailto:chairman@kenyacounsellingandpsychologicalassociation.org)

