

ROLE PURPOSE



Role Title: Regional Coordinator -(Coast)

Division: Programs

Location: Coast (Mombasa)

Date: January 2026

Employment type: Full Time, Fixed-term contract

Reports to: Kenya Country Director

Number of direct reports: 2 - 4 (depending on region)

Leadership Band: Leads Others

Purpose of the role:

The **Regional Coordinator** serves as the area programme manager for Kenya's Coast Region and as a senior member of the Kenya Country Office, contributing to relevant leadership forums and structures. The role is accountable for coordinating, overseeing and implementing approved project activities, and for the strategic planning, design and operational delivery of The Fred Hollows Foundation's integrated eye health programme across Mombasa, Taita Taveta, Kilifi and Kwale counties, including partner private eye hospitals. Aligned with The Foundation's strategic framework and the Kenya Country Strategy (2025–2030), the programme supports national and county governments and other eye care stakeholders to deliver high-quality, integrated eye care services; strengthen the eye care workforce; use data for planning and decision-making; improve leadership and coordination of eyecare services; and elevate eye care as a social, political and economic priority that unlocks greater potential for people and economies.

The Regional Coordinator is responsible for overseeing the day-to-day operations of a multidisciplinary team comprising program, finance, and operations staff. This includes managing resource allocation, fostering team cohesion and management, partnerships management, ensuring effective communication, and upholding compliance with donor and organizational policies and procedures.

The position is accountable for regional team performance, operational outcomes and the delivery of The Foundation's multiyear partnership agreements and commitments across Mombasa, Taita Taveta, Kilifi and Kwale counties. Candidates should have strong health experience and established relationships with County Departments of Health with a preference for the Coast Region of Kenya.

The **Regional Coordinator** will own the outcomes of:

- 1. Project Delivery, design and alignment:** The coordinator will:
 - a. Lead the implementation of FHF Kenya program at the regional and county level.
 - b. Ensure integration of FHF Projects to attain seamless reporting, M&E and engagement for partners.
 - c. Coordinate technical support from Nairobi Managers, Advisors and team to ensure seamless support
 - d. Execute one plan that encompasses all FHF supported initiatives and with delegated budget and administrative responsibility for his/her area.
 - e. Coordinate work plans, fund transfers, and budget alignment to meet project targets and ensure accountability by the partners and various project teams.
 - f. Mobilize the regional team to co-design with partners relevant eye health projects in line with country strategy in collaboration with Nairobi teams
- 2. Coast Region Eye Health Leadership and Advocacy; stakeholder engagement and representation:** The Regional Coordinator serves as The Foundation's lead representative in the region, fostering strong coordination and partnerships with county governments, particularly Departments of Health at executive, technical and community levels. The role represents The Foundation at key eye health events and forums, strengthens its regional visibility, monitors sector developments, and engages diverse stakeholders, including the S/CHMT and selected Facility Health Management Teams, to support effective eye care delivery. The coordinator also leads county-level integrated eye health and advocacy activities to expand equitable access to services and reduce avoidable blindness and vision impairment in Kenya.
- 3. Team leadership:** At the regional level lead a multidisciplinary team that comprise of Project Officer(s), Program Driver/Field and Administration Support Officer, Finance Officer and any other assigned in the region. Ensure good planning for regional level activities, coordinates with Head of Technical Quality and Assurance for technical assistance from pool of experts and advisor in Nairobi Office, fosters teamwork and liaise with Nairobi Based supervisors for any backstop support. The coordinator will have a delegated responsibility for Budget and procurement within agreed thresholds, Lead the regional teams in sharing projects progress and learnings during the regular reviews. Manage, motivate, coach and mentor Coast Region staff under her/his supervision including developing and implementing a capacity development plan for the staff aligned to FHF policies and strategy.
- 4. Service Efficiency:** Develop tools for better tracking of project outputs and outcomes and ensure timely achievement of project milestones. Work with the partners in ensuring there is reporting and discussion on continuous quality improvement using the surgical outcomes monitoring tools. Actively promote gender equality and social inclusion in access to services and participation for women, people with disabilities and other marginalized groups in program activities.
- 5. Technical Support and Learning:** Facilitate the implementation of technical support activities to the partners supporting the implementation of the integrated projects in collaboration with national MOH and other county-level health service departments and units. Promote documentation and knowledge management for

continuous learning through regular program reviews, sharing of change stories and innovative initiatives for overall skill upgrade and scale up.

6. **Partnerships:** Develop and enhance partnerships at regional level among key stakeholders and supports capacity building among local partners and health professionals for common approaches and synergy towards impact. Develop and execute capability transfer plans to strengthen partner-led delivery over time.
7. Other tasks as requested by your manager.

Skills: • Technical areas: strengthening public health service delivery programs, Innovation in health service delivery, partner technical Support and capacity building, advocacy, health systems performance and eye health programming. • Experience with a mix of practical technical skills necessary for strengthening health systems at the county, national, and community levels. • Excellent knowledge of; national/county/community-level issues impacting health services • Demonstrate capacity for knowledge sharing and peer capacity building in areas of expertise. • Demonstrated capacity to build and maintain productive working relationships with a wide network of partners and stakeholders. • Donor management through tracking of donor requirements, compliance and submission of quality reports • Superior presentation skills (both written and oral) and ability to communicate technical materials to a mix of audiences and for differing purposes using print, electronic, and presentation media. • Interpersonal and intercultural sensitivity • Must have strong oral and written communication and presentation skills in English. • Demonstrated ability to work independently and in a team environment.	Essential Experience: • Experience with Devolved health sector and working with County Government. Experience working with Coastal counties desired, but not a must. • Experience in project management and collaboration with ministries of health in one or more areas of health systems. • Experience managing staff and working and collaborating in a matrix organisation • Considerable experience in leading the delivery of donor-funded programmes and working with donor organizations and development partners. • Good networking skills, with experience in a busy health development organization • Experience in supporting partner strengthening activities.
Qualifications: • Bachelor's degree in public health, Social Sciences, International Development, or health systems • At least 5–6 years' experience managing health programmes in an INGO context. Travel: International/Domestic	Desirable Experience: • Identify and develop opportunities for Health Financing grant acquisition. • Advice on project design and evaluation, demand and resource planning. • Provide technical support to county level decision makers on integrated eye health planning and resourcing. • People leadership – experience managing and leading staff

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

The position involves:

This position does involve “Working with Children” either direct or indirect.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work in Kenya.
- Undergo background check including criminal records and qualifications check.
- Undergo working with children check for positions that are identified as working with children