



**KENYA COORDINATING MECHANISM FOR
THE GLOBALFUND**

CALL FOR APPLICATION

**KCM ETHICS OFFICER POSITION:
REF KCM/CFA/1/2022**

The Kenya Coordinating Mechanism invites prospective candidates to submit CVs and soft copy of evidence and reference of similar work /assignment/s to be considered for the assignment. Prospective candidates are requested to submit the application to the Chair, Kenya Coordinating Mechanism by **29th July ,2022 via info@globalfundkcm.or.ke**

Background

The Country Coordinating Mechanisms (CCMs) are the embodiment of one of the Global Fund's founding principles, Country Ownership and as the main multi-stakeholder governance body for Global Fund investments at the country level, CCMs play several key roles, including creating funding requests, nominating Principal Recipients, and overseeing grant implementation. In carrying out their work, CCMs have to follow the highest standards of ethics and integrity since ethical and responsible decision-making by CCMs is key for the success of Global Fund programs in countries. Therefore, CCM members need to apply the highest standards of conduct in their work to prevent, detect, and respond to conflicts of interest, unethical conduct and prohibited practices, as ethics and good governance contribute to our ability to deliver on our mission to eradicate the three diseases. Evidence and experience illustrate that improved ethical conduct and conflict of interest management lead to greater trust and improvements in CCM functioning, and contribute towards more robust funding requests, improved grant oversight and ultimately better programmatic performance and health impact.

KCMs is required by the CCM Policy through Eligibility Requirement 6 to: approve and adopt the Code of Ethical Conduct for KCM members; develop or update, as necessary, and publish a conflict-of-interest policy that applies to all KCM members, alternates and KCM Secretariat staff; and enforce the Code of Ethical Conduct and apply the conflict-of-interest policy throughout the life of Global Fund grants. Additionally, KCM established an Ethics Committee to ensure that the highest standards of ethics and integrity are adhered to.

The KCM is inviting suitable candidates to apply for the position of KCM Ethics Officer (part-time position) within the KCM Secretariat. The role of the KCM Ethics Officer is to support the Operations function of the KCM, which includes ensuring Ethical leadership and conduct. The KCM Ethics Officer should also serve as the Protection from Sexual Exploitation Abuse and Harassment (PSEAH) Focal Point for the KCM.

Job Description

The KCM Ethics Officer acts as the ethics function of the KCM Secretariat and reports to both the KCM Coordinator and the KCM leadership. The KCM Ethics Officer will work with the existing KCM Ethics Committee, the KCM Ethics Officer is part of the KCM Secretariat and therefore cannot be a KCM member. For this role, the KCM Ethics Officer will be receiving guidance and support from the Ethics Office of the Global Fund.

The role of the KCM Ethics Officer is to support the Operations function of KCM which includes ensuring ethical leadership and conduct and to support KCM in its goal to coordinate national disease programs at the country level, in support of ending the epidemics and achieving Sustainable Development Goal 3; to contribute to the strategic functioning of the KCM by promoting ethical conduct and decision-making in all KCM activities; to lead the ongoing enforcement of the Code of Ethical Conduct (focusing on conflict of interest management, ethical decision-making and behaviors) to support the Global Fund's ethical values; and to support KCM in its shared responsibility for preventing and responding to sexual exploitation, abuse and harassment and related abuse of power in the context of Global Fund programs.

The specific areas of responsibilities for the KCM Ethics Officer position are:

- Responsibilities related to Values and Principles driven actions & behaviors;
- Responsibilities related to Conflict of Interest (CoI) management;
- Responsibilities related to Policies & Procedures;
- Responsibilities related to Accountability in case of alleged or reported breaches;
- Responsibilities related to Protection from Sexual Exploitation Abuse and Harassment (PSEAH).

Reporting and Communication Line

The KCM Ethics Officer reports to both the KCM Coordinator and the KCM leadership and liaises and coordinates as needed with the Ethics Office of the Global Fund, and other KCM sub-committees, KCM Secretariat Staff, the Country Team, the CCM Hub and the Principal Recipients.

Key areas of Responsibility

Objective 1 related to Values and Principles driven actions & behaviors:

- Monitoring KCM activities and deliberations to ensure the respect of the Values and Principles included in the KCM Code of Conduct.
- Ensuring ethics considerations are embedded in decision-making processes.
- Providing advice, ongoing guidance, and support to all KCM members, KCM Leadership, Executive Committee and KCM Secretariat.
- Ensuring all members are trained and aware of their role and responsibilities with training sessions and regular communications.
- Tracking the completion of the KCM Code of Conduct e-learning modules by all KCM members.
- Acting as custodian and mediator of ethical and governance matters to protect the integrity of the KCM as a whole and resolving issues as they arise.

Objective 2 related to Conflict of Interest (CoI) management:

- Ensuring all members have updated CoI Declarations on record.
- Pre-screening meetings agendas against CoI declarations; identifying perceived, potential or actual CoI and informing the KCM Chair.
- Supporting the KCM Chair with managing and mitigating identified CoI before, during and after meetings.
- Ensuring the appropriate documentation including CoI declarations, meeting minutes and the management of these documents.

Objective 3 related to Policies & Procedures:

- Ensuring the adoption and implementation of the Code of Conduct by the KCM as a body, by all KCM members and for new members going forward and documenting the adoption.
- Ensuring existing governance documents are periodically reviewed and revised as needed and endorsed by the KCM (by-laws, CoI procedures and declaration forms) and that they reflect the KCM Code of Conduct.

Objective 4 related to Accountability in case of alleged or reported breaches:

- Ensuring KCM Code of Conduct breaches are appropriately and timely reported, addressed and documented.
- Promoting and supporting compliance with the Whistle-blowing Policy (Duty to Speak Out);
- Supporting the response to potential ethical misconduct, including advising on investigations.
- Initiating or supporting actions taken to prevent, manage and sanction KCM Code of Conduct breaches.

Objective 5 related to PSEAH:

- Supporting the KCM in its shared responsibility for preventing and responding to SEAH, child protection, and related abuse of power in the context of Global Fund programs.
- Supporting fund recipients in the execution of their PSEAH obligations and overseeing their ongoing adherence to the PSEAH requirements in the Code of Conduct for Recipients.
- Serving as the in-country point of contact for the Global Fund on matters of PSEAH and coordinating the PSEAH Focal Points at the Principal Recipient level.
- Acting as a “safe space” for in-person reporting of SEAH allegations and ensuring that the same exists across implementers.
- Where available, joining and participating actively in any in-country PSEA networks¹.
- Maintaining up-to-date referral pathways for victim/survivor support referrals.
- Liaising on victim/survivor support with the Global Fund’s Victim Advocate and In-Country Support Coordinator.
- Providing expertise on PSEAH to KCM, including support and guidance to the CCM leadership.
- Organizing an annual PSEAH training for KCM members, with the support of the in-country PSEA network and the Global Fund.

Performance Metrics

SMART Metrics

- i. All KCM members have adopted the KCM Code of Conduct within three months of becoming a member.
- ii. All KCM members have completed the online trainings available on iLearn and new members have done so within six months of becoming a member.

- iii. All KCM members are trained regarding PSEAH, and continued PSEAH training is planned at least one time per year.
- iv. All in-country PSEAH meetings are attended by the KCM Ethics Officer, or an appointed deputy as required, and key relevant information is brought back and shared with KCM members at the following KCM meeting.
- v. All documents related to CoI are accessible and regularly updated, so that they can be shared and accessed by the Global Fund's Ethics Office as needed.
- vi. If applicable, the KCM Ethics Officer ensures timely circulation of documents to support the Ethics Committee meetings;
circulation of documents at least five working days before each meeting is considered best practice.
- vii. Document and archive all Ethics Committee/Ethics related activities Minutes and Meeting Reports after every engagement

Candidate Profile

A. Qualifications

Essential:

- Advanced degree in public health, ethics, law, public administration, business administration, or related field.

B. Experience

Essential:

- Solid experience in building and developing partnerships in political environments and in mediating complex issues and deliverables at country, regional and international level.
- Experience working in program planning and management, and/or equivalent experience.
- Experience working in PSEAH or a related field, or in the prevention of/response to issues of misconduct.
- Solid understanding and experience of strategic, organizational, and management issues.
- Understanding of Global Fund processes and its funding model.
- Excellent written and verbal communication skills.
- Desirable:
 - At least 5 years of professional experience (international or national) working in planning or management in the humanitarian sector or public health or disease program management.

C. Competencies

Languages:

- Working level of English (or French) as well as knowledge of the local language (particularly the most common language used by key population representatives) are a requirement for this role.

Technical skills:

- Proficient in Microsoft Office applications, email, internet and websites.
- Robust understanding of Governance and Ethics matters.
- High degree of organization, initiative, political awareness and knowledge of public health issues.
- Strong inter-personal skills and proven ability to communicate and interact diplomatically with high-level officials from the government, NGOs, UN agencies, the private sector and in-country PSEA network members.
- Strong writing, presentation and communication skills.
- Previous experience and/or background with government or private sector desirable.

Terms of Engagement/Salary

Period of Performance

- This is a Parttime assignment i.e., flexible work arrangement /working less than full time hours /days per week.
- The Ethics Officer should be able to accomplish all the tasks allocated/ deliver on urgent/routine assignments / attend meetings/participate in activities.

Expected duration of the contract is at least one-year renewable based on performance. Salary USD 1041 per month.

Evaluation Criteria:

Qualifications 40marks, Experience and Capabilities 30marks, Evidence of similar work or assignment/s 30marks.