BENJAMIN WILLIAM MKAPA FOUNDATION

Mkapa Foundation

CHIEF EXECUTIVE OFFICER FULL JOB DESCRIPTION

Department:	Management
Section:	Executive Management / Secretariat
Job Title:	Chief Executive Officer (CEO)
Reports to:	Board of Trustees via the Board Chairperson; formal quarterly performance and governance reporting
Duty Station & travel	Dar es Salaam, United Republic of Tanzania, with regular travel across Tanzania Mainland, Zanzibar, and regional/international destinations
Contract Term:	Fixed-term executive contract of 5 years, renewable subject to Board performance evaluation
Supervises:	Director of Programs and Strategic Information; Director of Finance & Operations; Head of Business Development and Partnerships Unit; Internal Audit & Enterprise Risk Manager; Procurement Officer.
Job Purpose:	To provide transformative executive leadership, strategic direction, and structural stewardship of the Benjamin William Mkapa Foundation (BMF). The CEO serves as the chief architect of the Foundation's transformation, building a high-performing, self-sustaining, and digitally enabled Pan-African health systems institution that integrates programme delivery, technical assistance, policy influence, strategic partnerships, and knowledge leadership to advance Human Resources for Health (HRH) and strengthen health systems across Africa. The role is tasked with preserving the institutional equity and reputation of the late Settlor, H.E. Benjamin William Mkapa, Former President of the United Republic of Tanzania, while driving sustainability, multi-funder co-financing architecture, and cross-border expansion aligned with its Vision 2030, and contributing to SDG goals 2030, Tanzania Dira 2050 and Africa Agenda 2063.
KEY DUTIES & OUTPUTS:	
Key Output 1: High-level Engagement	▪ Formulates and executes visionary corporate strategies for the sustainable, independent growth of the Foundation, driving the realization of the Fourth Strategic Business Plan (2024- 2030) and long-term Vision 2030 targets. ▪ Repositions BMF as a premier continental convener and strategic collaborator and systematically guides the Foundation's evolution toward a higher-value mix of implementation, advisory, and technical assistance services. ▪ Accesses and influences the top three tiers of national health governance across both Tanzania Mainland and Zanzibar (Ministers, Permanent Secretaries, and Directors) to cement institutional trust and alignment. ▪ Formulates the comprehensive Institutional Plan and corresponding operational structures to balance preservation of core legacy with agile structural transformation

	▪ Serves as a credible Institution, systematically interfacing with regional blocs (EAC, SADC, AU) to export BMF's specialized Human Resources for Health (HRH) capabilities across borders.
Key Output 2: Legacy Stewardship & Fiduciary Integrity	▪ Acts as the high-profile guardian of the late Settlor's (H.E. Benjamin William Mkapa) reputation, ethos, and deep public trust, ensuring uncompromised integrity of purpose and conduct across all operational layers. ▪ Cultivates credibility framework, ensuring BMF maintains a neutral, friction-free environment that commands equal respect from state structures and global and continental philanthropies. ▪ Fosters a deep, visible commitment to the Foundation's core humanitarian mission, translating historical relationship capital into modern, sustainable organizational systems. ▪ Abides by and continuously refines internally established control systems to lead by personal example, instilling a high-accountability results culture.
Key Output 3: Financial Governance, Audit Oversight & Organizational Sustainability	• Provides overall accountability for the Foundation's financial stewardship, ensuring sound management of budgets (approximately USD 15 Million annual portfolio), financial performance, cash flow, procurement, internal controls, and organizational resources in support of strategic objectives. • Oversees enterprise-wide financial risk management, compliance, fiduciary arrangements, and governance systems, ensuring adherence to statutory, donor, contractual, and regulatory requirements. • Ensures the timely completion of internal, external, donor, programme, and special audits, upholding the highest standards of transparency, accountability, and financial integrity. • Guides long-term financial planning and sustainability, ensuring that resources, systems, and financial architecture are sufficient to support organizational growth, resilience, and mission delivery. • Maintains strong Board confidence through accurate financial reporting, prudent resource stewardship, and robust governance practices
Key Output 4: Business Development, Resource Mobilization & Strategic Asset Stewardship	▪ Leads the development and execution of the Foundation's resource mobilization strategy, securing diversified and sustainable funding through donor partnerships, philanthropy, government engagement, private sector collaboration, and innovative financing mechanisms. ▪ Designs and advances sustainable financing models, including blended finance arrangements, pooled funding mechanisms, donor-advised funds (DAFs), and strategic partnerships that strengthen long-term institutional sustainability and impact. ▪ Provides strategic stewardship of the Foundation's mission-aligned assets and affiliated entities, including the Core Endowment Fund and Imara Horizon Company (IHC), while respecting their respective governance and management mandates. ▪ Commercializes the Foundation's technical expertise, public health know-how, workforce analytics, and advisory capabilities through competitive fee-for-service offerings, technical assistance solutions, and other market-driven products and services. ▪ Establishes and scales sustainable revenue-generating ventures, including the Mkapa Academy and other mission-aligned social enterprises, to diversify income beyond traditional grant funding.

	▪ Cultivates strategic alliances with governments, development partners, philanthropies, investors, and private sector leaders to unlock new opportunities, expand the Foundation's influence, and generate sustainable non-grant revenue streams that advance long-term institutional self-reliance
Key Output 5: Technical Mastery & Health Systems Policy	▪ Serves as an authoritative, globally credible thought leader in Health Systems Strengthening (HSS) and Human Resources for Health (HRH). ▪ Drives the national health policy agenda by positioning BMF as a premier, empirical data-generation institution that informs state policy dialogues. ▪ Deploys advanced health programme design and high-impact advocacy skills to ensure BMF remains the state's go-to implementation partner of choice. ▪ Ensures that the Foundation's programmatic portfolio remains strictly aligned with national health baselines and regional disease control agendas.
Key Output 6: Technological & Digital Health Fluency	▪ Champions a full, 360-degree digitalization of BMF's financial management, human resources, monitoring & evaluation, and knowledge-management layers. ▪ Positions data, analytics, and artificial intelligence as strategic institutional assets, driving the development and regional adoption of advanced workforce intelligence solutions. ▪ Establishes and maintains stringent digital data privacy and compliance ethics frameworks across all technological platforms.
Key Output 7: Corporate Governance & Board Relations	▪ Facilitates the Board of Trustees in effectively fulfilling its fiduciary duties, supporting strategic performance evaluations, and advising on emerging governance risks. ▪ Collaborates closely with the Board Chairperson to steer boardroom attention toward long-range strategic priorities, systemic transitions, and macro-level risk mitigation. ▪ Formulates and periodically updates comprehensive financial regulations, staff operating manuals, and corporate bylaws to mirror international best practices.
Key Output 8: Organizational Effectiveness and People	▪ Directs, mentors, and builds a high-performance executive management team, installing a metrics-driven results culture characterized by psychological safety and strategic accountability. ▪ Builds and leads a high-performing workforce through coaching, mentoring, performance management, and professional development, fostering a culture of excellence, accountability, innovation, and continuous learning. ▪ Establishes robust leadership pipelines and succession plans to ensure continuity of leadership and institutional resilience beyond any individual officeholder. ▪ Leads organizational transformation by strengthening the capabilities, systems, structures, and culture required to deliver BMF's evolving mandate in programme implementation, technical assistance, policy influence, knowledge leadership, and digital innovation.
Key Output 9: Enterprise Risk Management & Mitigation	▪ Provides elite strategic oversight of the Foundation's enterprise risk management framework, ensuring effective identification, mitigation, and monitoring of operational, legal, financial, contractual, governance, and reputational risks.

	▪ Supports the Board in defining and periodically reviewing risk appetite and risk tolerance parameters to inform strategic growth, commercial partnerships, innovative financing mechanisms, and new institutional ventures. ▪ Strengthens institutional resilience by embedding knowledge management systems, formal partnership protocols, and organizational processes that reduce dependency on individual relationships and preserve critical institutional memory.
Key Output 10: Programme Partnership & Impact Leadership	• Steers BMF's programme portfolio to deliver strategic impact, influence policy, and advance institutional growth. • Ensures programme quality, learning, compliance, and effective partner management while championing resource mobilization and the development of high-value funding opportunities.
KEY SPECIFICATIONS & IDEAL PROFILE:	
Required Qualifications:	▪ **Academic Qualifications**: Master's degree in a relevant field (Public Health, Health Economics, Public Policy, Business Administration, or equivalent). ▪ Fellowships: Active membership or fellowship in recognized global leadership networks is highly desirable.
Required Experience:	▪ Minimum of 15 years of progressive executive experience within global health, international development, or corporate sectors, with at least 5-years operating at CEO, Managing Director, or Senior Country Director level. ▪ Proven experience managing donor-funded programmes and mobilising resources, including building sustainable unrestricted funds alongside restricted donor funds. ▪ Proven track record of successfully executing large-scale organizational restructuring, business pivots, or multi-million-dollar funding diversification models. ▪ Extensively documented experience managing multi-country, cross-border, or regional healthcare portfolios across East Africa, SADC, or the wider African continent.
Required Traits:	▪ High Emotional Intelligence (EQ) and relational gravitas paired with an engaging, extroverted communication posture. ▪ Dual-linguistic fluency in governance mechanics, able to engage seamlessly with national leaders, , institutional investors, corporate financiers, and grassroots community health workers alike ▪ High level of political judgment, patience, and absolute integrity of conduct. ▪ Language Proficiency: Full professional fluency in written and spoken English and Kiswahili; working knowledge of French or Portuguese is an added advantage for Pan-African expansion
Key Performance Indicators (KPIs):	1. **Revenue Diversification Index:** Ratio of commercial earned income and philanthropic funds versus traditional single-donor grants. 2. **Government Co-Financing & Contracting Value:** Total monetary value of technical service contracts signed with state structures. 3. **Asset Portfolio Yield:** Measurable financial return and passive income received from the Endowment Fund and IHC

	4. **Digitalization Index:** Percentage execution of the 360-degree digital systems migration. 5. **Regional Footprint Expansion:** Number of active, costed technical assistance programmes running in cross-border markets. 6. **Talent Retention & Bench Strength:** Year-over-year retention rate of critical strategic executives and operationalized succession plans. 7. **Brand Equity and Trust Rating:** Qualitative audit of BMF's trust level among top-tier state officials and global development partners. 8. **Audit & Governance Assurance**: Sustain annual unqualified audit opinions across statutory and donor audits, with no material findings and timely implementation of agreed corrective actions