

HUMAN RESOURCES DIRECTORATE

JOB DESCRIPTION

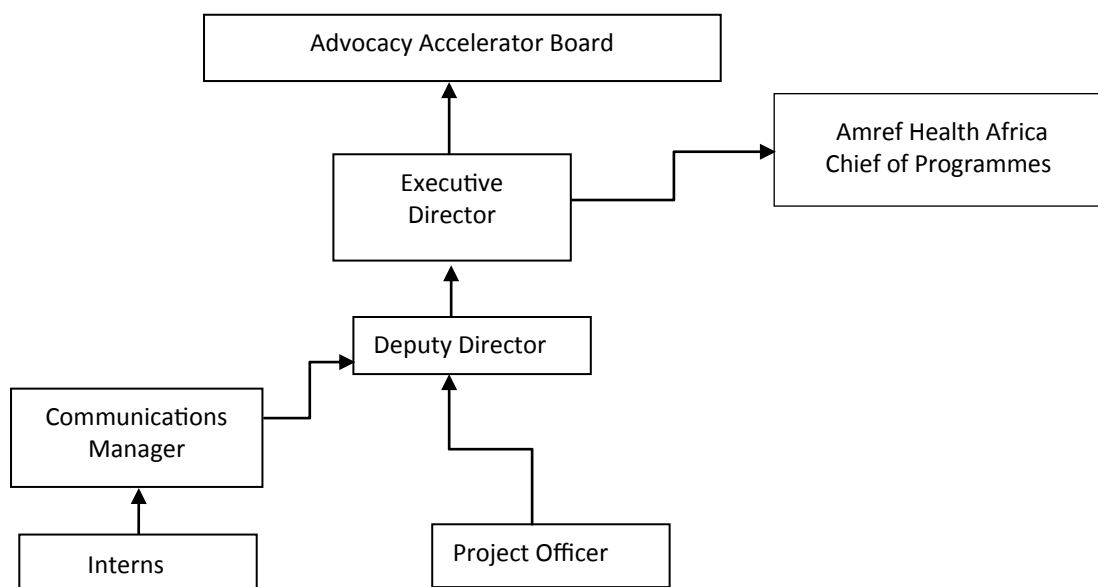
1	IDENTIFICATION	
1.1	JOB TITLE	Project Officer
1.2	DIRECTORATE/UNIT	Advocacy Accelerator
1.3	PHYSICAL LOCATION	Nairobi

Background: The [Advocacy Accelerator](#) is an exciting new platform being created to increase the skills, sharing among, and impact of advocates in East Africa and globally. The initial areas of focus for the Advocacy Accelerator have been informed by extensive consultations with donors, researchers, and advocates across the globe, which are summarized in the report titled [Strengthening country-based advocacy for maximum impact: What will it take?](#) The Advocacy Accelerator is planned to begin start-up in January 2017 and will be housed within Amref Health Africa – the largest health NGO on the African continent.

2. MAIN PURPOSE OF JOB

To provide support in the implementation of the advocacy accelerator.

3. REPORTING RELATIONSHIPS



Job description current as at:

4. PERSONNEL

PERSONNEL REPORTING TO THE JOB HOLDER	REPORTING DIRECTLY OR THROUGH
Intern	Directly

4.1 OTHER RESOURCES

- LAPTOP
- IPAD
- INTERNET BUNDLES AND TELEPHONE
- DESK AND MEETING SPACE

5. PRINCIPAL RESPONSIBILITIES

KEY AREA	Activity	EXTENT OF DISCRETION
Project administration	<ul style="list-style-type: none"> • support the team administrative functions • Support the advocacy Accelerator administrative processes • Manage the advocacy accelerator office , equipment and assets • Management and real-time updating of contact management systems 	Full
Project implementation	<ul style="list-style-type: none"> • Participate in developing activity budgets including • Process relevant financial transactions. • Support implementation of monitoring, evaluation and learning • Support joint team planning, review and implementation activities of the advocacy accelerator team 	Full
Website	<ul style="list-style-type: none"> • Support in developing and uploading content to the website. • Support in reviewing Advocacy Accelerator email address, inquiries from the website, etc. 	Full
Reporting and Documentation	<ul style="list-style-type: none"> • Develop and submit timely reports i.e. monthly, activity reports • Participate in proposal development & concept writing • Assist in data entry and analysis of project activities. • Provide relevant reports as per project and donor requirements. 	Full
Events	<ul style="list-style-type: none"> • Manage logistics Advocacy Accelerator’s engagement in meetings and events, • Develop activity budgets for events and meetings 	Full
Additional program or project responsibilities as may be assigned		

Job description current as at:

6. ANY OTHER TASKS

7. REQUIRED QUALIFICATIONS

7.1 Education and knowledge

- Training, knowledge and experience in events and office management
- Excellent written and verbal communication, negotiation and networking skills
- Ability to prioritize and multi-task
- Ability to exercise confidentiality, tact and discretion when dealing with diverse groups of people.
- Fluency in French preferable

Desirable Qualification:

- University degree in development, public health , business administration, international relations, communications
- Ability to travel at least 20% time.

7.2 Experience

- At least three (3) years of relevant work experience.
- Experience and knowledgeable in events planning

7.3 Skills

- High degree of diplomacy
- Public Relations Skills
- People Management
- Problem solving

7.4 Competences

- Work under minimal supervision
- Decision making skills

8. ENVIRONMENTAL CONDITIONS

8.1 Corporate Policies, Systems, Procedures and Methods

8.2 Work Environment

Job description current as at:



Project officer

An office in Nairobi within Amref Health Africa headquarters

8.3 Hours of Work

9 ACKNOWLEDGEMENT AND APPROVAL

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<p>We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position</p> <p>Immediate supervisor</p> <p>Signature: _____</p> <p>Date: _____</p> <p>I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.</p> <p>However, if the new tasks constitute a substantial change of the duties and responsibilities listed above, the supervisor and the job holder can at any time request renegotiation of the job description (for changes to be considered substantial, they should amount to at least 15% of the total working hours).</p> <p>JOB HOLDER</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>

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