



HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

To be completed comprehensively by the job holder.

1	IDENTIFICATION (full name and staff number, date of employment) Chief of Party, AFYA TIMIZA	
1.1	JOB TITLE JOB GRADE REPORTING TO	CHIEF OF PARTY GRADE D3 COUNTRY DIRECTOR
1.2	DEPARTMENT/PROGRAM/PROJECT	AFYA TIMIZA
1.3	PHYSICAL LOCATION	LODWAR

2. MAIN PURPOSE OF JOB:-

The Chief of Party (COP) is responsible for the overall management and operations of the project and report directly to the designated USAID AOR. S/he supervises project implementation and ensures the project meets stated goals and reporting requirements. The COP takes a leadership role in coordination among USAID and key stakeholders and other implementing partners.

3. REPORTING RELATIONSHIPS (supervisor and Reportees)



AFYA TIMIZA
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4. PERSONNEL

PERSONNEL REPORTING TO THE JOB HOLDER (IF ANY) (NOT THEIR NAMES BUT THEIR TITLES)	REPORTING DIRECTLY
Deputy Chief of Party	Yes
Monitoring and Evaluation Advisor	Yes
Finance Manager	Yes
Administrative Assistant	Yes

4.1 OTHER RESOURCES UNDER YOUR RESPONSIBILITY (EQUIPMENT AND ASSETS) (E.G. FILES COMPUTERS, PRINTERS, SAFE, MODEM, VEHICLE ETC)

5. PRINCIPAL RESPONSIBILITIES (list all your areas of responsibilities and write down the activities involved in each key area)

KEY AREA	Activities	Extent of Discretion (full, partial or none)
(1) Leadership	<ul style="list-style-type: none"> Provide overall credible leadership to the AFYA TIMIZA programme, providing clear vision, and inspiring confidence and team spirit among programme staff. 	Full
(2) Quality & Performance	<ul style="list-style-type: none"> Provide targeted technical assistance to projects through field visits and other methods to foster continuous improvement in <i>quality</i> & both programmatic and financial performance (will spend 50% of time in field based technical assistance). Ensure projects are aligned with and contribute to Amref Business Plan and National strategies, policies, operational guidelines, and protocols, as applicable. Quality assure all operational plans for projects to ensure they are realistic. Identify underperforming individuals and work with HR manager to ensure they are put on performance improvement plans and supported. Carrying out periodic and annual performance appraisals and provide on-going performance monitoring and feedback. 	Full
(3) Administrative & Financial Oversight	<ul style="list-style-type: none"> Facilitate timely procurement of goods and services for projects. Ensure projects being supervised submit annual and quarterly procurement plans in accordance with budgets and donor/Amref procurement rules and regulations Review operational budgets in conjunction with project teams, programme accountant, and the Finance Manager to ensure value for money. Providing support to project teams in reviewing operations financial performance against set targets, and implementation of remedial actions. Budget monitoring to ensure expenditure in line with set budgets and in accordance with donor and Amref financial rules and regulations 	Full
(4) Human Resources management	<ul style="list-style-type: none"> Foster development of vibrant teams in projects, so that project teams grow into 'winning teams' where project managers provide effective leadership. Identify staff development needs and provide coaching and mentoring, as well as link to training and development opportunities, to spur performance. Identify career growth plans for reportees and support their movement along career paths through mentoring. Proactively identify appropriate training/capacity building opportunities for reportees that are in line with their performance plans and organization objectives. Identify and manage internal conflict through appropriate resolution mechanisms, where necessary involving the Human Resources Manager 	Full
(5) Monitoring & Evaluation	<ul style="list-style-type: none"> Provide oversight for all donor reports, evaluation reports, and other reports emanating from the programme and projects to ensure timeliness and quality. Provide leadership in quarterly programme review meetings aimed at identifying and remedying performance gaps, as well as disseminating relevant information e.g. new government policies etc. In liaison with the M & E unit, provide administrative support to projects to develop and implement M & E plans. 	Full
(6) Knowledge Management	<ul style="list-style-type: none"> Provide leadership in the documentation of best practice models in the programme, working with relevant departments within Amref. Effectively manage dissemination of information on relevant government and international policies, and other relevant information to staff. Create environment for learning across projects within the programme, and across programmes e.g. through inter-project exchange visits. 	Full
(7) Programme Development	<ul style="list-style-type: none"> Provide leadership in development of new project proposals, drawing necessary support from the RABD unit and other units, and fostering team spirit in programme development. 	Full
(8) Operations Research	<ul style="list-style-type: none"> Provide leadership in the identification, development and implementation of relevant operations research within the programme, drawing on support from the RABD unit. 	Full
(9) Policy Advocacy	<ul style="list-style-type: none"> Provide leadership in identification of relevant policy issues in the programme and supporting policy advocacy action/process, in liaison with the RABD unit. 	Full
(10) Networking & Relations Management	<ul style="list-style-type: none"> Participate in relevant technical working groups and committees, provide feedback and develop networks needed to support Amref Kenya deliver on planned results. Coordinate participation of staff in programme in relevant technical working groups and platform ensuring that participation generates value for AMREF. 	Full

KEY AREA	Activities	Extent of Discretion (full, partial or none)
	<ul style="list-style-type: none"> Manage internal (with other programme managers) and external relations with donors, partners, and collaborators that are stakeholders in the programme. 	
(11) Participate in SMT & PTC	<ul style="list-style-type: none"> Actively participate in the Amref Kenya SMT and PTT, and adhere to the duties enshrined there in. Regularly update SMT and PTT on challenges requiring SMT and PTT action or decisions. 	Full
(12) AMREF Values	<ul style="list-style-type: none"> Through communication and leading by example (modelling), foster creation of internal environment where staffs adhere to the values of Amref. 	Full
(13) Other	<ul style="list-style-type: none"> Undertake other relevant duties assigned by the Country Director. 	Full

6. ANY OTHER TASKS

(E.g. Sitting in various committees)

- Member of the Senior Management Team
- Member of the Project Technical Team

7. REQUIRED QUALIFICATIONS

7.1 Education (academic and professional as per Amref Health Africa not what you hold)

- At least a Master's Degree in Health, Social Services, Management, Business Administration or related field.

7.2 Experience (number of years as per Amref Health Africa)

- At least ten years' experience in managing complex public health programs or programs of similar scope and size.
- At least ten years of demonstrated technical experience as senior staff in at least two of the following areas: maternal, newborn and child health; family planning/reproductive health; nutrition; quality improvement/quality assurance; health systems strengthening; M&E; and operations research.
- At least seven years' experience in development, managing, overseeing, or evaluating public health programs in Africa of similar size and complexity.
- At least seven years' experience in program management and administration, financial management, award contractual compliance, sub award management, and tracking project performance and costs via specific funding streams.

7.3 Skills

- Excellent communication and interpersonal skills
- Strong organizational skills
- Problem solving skills
- Good oral and written communication skills
- Team player
- Demonstrable skills in leadership and teamwork
- Networking skills
- Confident public speaker with credibility to represent the organisation to senior executives in a wide range of organisations and in relevant national and international fora.
- Professional-level proficiency/fluency in both oral and written English language.

7.4 Competences

- Experience in strategic planning, programme development, and proposal writing
- Experience in project formulation and management, including monitoring and evaluation of development programmes and financial management.

- Proven track record of identifying, developing, and managing complex multi-stakeholder partnerships and relationships.
- Demonstrated ability to create synergies and work effectively with government representatives, for-profit private sector entities, local community organizations, donors and other stakeholders, particularly at the sub-national level.
- Strong management skills, strategic vision, leadership qualities, interpersonal skills, as well as written and oral presentation skills to fulfil the diverse technical and managerial requirements of the project.

8 ENVIRONMENTAL CONDITIONS

8.1 Corporate Policies, Systems, Procedures and Methods

HR policy and Procedures manual, transport policy, Procurement policy, Fraud detection policy, communication guidelines

8.2 Work Environment

Based in Lodwar, Turkana with regular travel to Nairobi.

8.3 Hours of Work

Minimum of 71/2 hours per day. Periodically, work over weekends and after hours