



JOB OPENING
Project Officers (2 positions)
REF: Amref/GF-TB/2018/06-02

1	IDENTIFICATION	
1.1	JOB TITLE JOB GRADE REPORTING TO	Project Officer C2 Project Manager
1.2	DEPARTMENT/PROGRAM/PROJECT	Global Fund Tuberculosis Project
1.3	PHYSICAL LOCATION	Nairobi – with frequent travel to the field

Amref Health Africa is the largest international health development organisation based in Africa. Working with and through African communities, health systems and governments, Amref Health Africa's vision is to bring lasting health change in Africa and is committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. With headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and West Africa providing services to over 30 countries. Employing over 900 staff and with an annual operating budget of approximately \$100 million, Amref Health Africa is a knowledge resource for donors and partners. For more information on Amref Health Africa, please visit www.amref.org.

Amref Health Africa is a non-state Principal Recipient for both Global Fund Tuberculosis (TB) and Global Fund Malaria grants in Kenya since 2011 and 2012 respectively. The current Global Fund Tuberculosis grant runs from 2018 to 2021. It is nationwide in scope covering all 47 counties and implemented in collaboration with the Ministry of Health through civil society organization engaged as sub-recipients. The project goal is to accelerate reduction of TB Leprosy and Lung disease burden through provision of people-centered universally accessible, acceptable and affordable quality services in Kenya.

MAIN PURPOSE OF JOB:-

Under the supervision and guidance of the Project Manager, the Project Officer will be responsible for ensuring that project activities are fully implemented through provision of technical support and mentorship in accordance with Amref rules and regulations and donor requirements

PRINCIPAL RESPONSIBILITIES

Key Area	Activities
Project coordination	Co-ordinate and participate in design, planning and implementation of project activities in the entire country.
	Participate in preparation of annual work plans and progress monthly, quarterly and annual reports relating to the project reports as per donor requirements.
	Provide technical input in the review of reports and participate in field assessments
	To comprehensively represent the project at consultative meetings with government, private health care providers and other key stakeholders including Technical Working Groups, progress review meetings nationally and internationally.

Key Area	Activities
Technical support	Provide technical support to ensure quality programmatic implementation of the project activities
	Develop capacity of CSOs to implement, monitor and report on grants awarded through provision of technical advice and mentorship.
	Provide technical support in the development and writing of new concepts and proposals for fundraising
Capacity building	Participate in capacity building activities, field visits and meetings with relevant partners and stakeholders to strengthen networks and partnerships.
Documentation and Research	Participate in documentation and dissemination of new lessons and experiences and Operations Research.
Monitoring and evaluation	Participate in strengthening existing M&E systems at all levels of the project (Principal Recipient and Sub Recipients), program and the organization

REQUIRED QUALIFICATIONS AND SKILLS

Education

- The ideal candidate should have a first degree in Clinical Medicine, Nursing or Public Health or its equivalent.
- Masters' in Public Health is an added advantage.

Experience

- At least five (5) years relevant work experience in a busy donor funded program with focus on health programming preferably in the TB and HIV/AIDS field.
- Experience working with private health care providers and undertaking Operations Research will be an added advantage.
- Hands on experience in project coordination monitoring, reporting and documentation

Skills

- Good interpersonal skills
- Excellent communication skills
- ICT proficient
- Ability to work under minimal supervision
- Facilitation & Presentation Skills
- Planning skills
- Commitment, Flexibility and ability to multi-task under pressure

Competences

- Self-confidence
- A team player
- Integrity
- initiative

Interested applicants are encouraged to submit their application letter and CV to recruitment@amref.org by **Friday 15th June 2018**. Duly note that Amref Health Africa do not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment.