



**JOB OPPORTUNITY**  
**TECHNICAL OFFICER – E-LEARNING**  
**REF: Amref-Malawi/Technical Officer-E-Learning/2020/03-01**

<b>1. IDENTIFICATION</b>					
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<b>Qualified Malawi nationals are encouraged to apply</b>					

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 collaborating 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](http://www.amref.org)

Amref Health Africa is submitting a project proposal to USAID in response to Annual Program Statement number 72061219APS00001. USAID announces opportunities for local organizations or institutions in Malawi to work with the U.S. Agency for International Development (USAID) in Malawi to advance USAID’s strategic priorities and objectives, and achieve sustainable development outcomes, results, and impact. Specifically, this APS is designed to describe and provide a process through which local organizations can work with USAID/Malawi to strengthen the delivery of health services through creative, innovative, and effective interventions to address key priority challenges in health, including Human Resources for Health (HRH); HIV, malaria; and Innovative methods to enhance health service delivery and improve health behaviors.

In this regard, Amref Health Africa in Malawi invites suitable applicants for the following position to be filled **contingent** to the organization winning the award.

## 2. MAIN PURPOSE OF JOB

The Technical Officer, will work under the supervision of the Senior Technical Advisor to support in strengthening the delivery of health services through creative, innovative, and effective interventions to address key priority challenges in health. This will include Human Resources for Health (HRH); HIV, malaria; and Innovative methods to enhance health service delivery and improve health behaviors in the Republic of Malawi under the Presidency of USADI/Malawi.

The Technical Officer is also be responsible for providing sound and expert advice on all aspects of curriculum development, mentorship and training. The role provides technical leadership on the refinement, implementation and evaluation of HRH training tools (on-line and in-person) in addition to providing advocacy capacity strengthening technical assistance to the partners. The role leads on the implementation and continuous improvement revisions of the curriculum. The role will also focus on providing mentoring and support the trainers in the field.

## 3. PRINCIPAL RESPONSIBILITIES.

KEY AREA	Activity
Curriculum Testing and Refinement	<ul style="list-style-type: none"> <li>▪ Oversee the testing and refinement of educational and training curricula.</li> <li>▪ Incorporate feedback from trainings into final curriculum</li> <li>▪ Assists in collecting and analysing data.</li> <li>▪ Monitor findings from evaluation data and continue to refine the curriculum (as needed).</li> <li>▪ Conduct research and consult with key collaborators for curriculum development and refinement processes.</li> </ul>
Facilitation	<ul style="list-style-type: none"> <li>▪ Provide technical support to a cadre of high-quality trainers in the project curricula.</li> <li>▪ Assists in the development and delivery of professional development to support the implementation of the curriculum.</li> <li>▪ Establish a mentoring system and provide mentoring support and coaching services to course participants.</li> <li>▪ Play roles that include Master Trainer at in-person trainings</li> <li>▪ Monitor, mentor, and support trainers.</li> <li>▪ Facilitate interaction and engagement in the remote training:</li> <li>▪ Implement roll-out strategy for the remote trainings</li> <li>▪ Provide feedback on documents submitted on the peer engagement platform.</li> <li>▪ Motivate participants to engage with the content and one another on the learning platform.</li> </ul>
Technical Assistance	<ul style="list-style-type: none"> <li>▪ Provide strategy development support to select partners.</li> </ul>

Job Description

KEY AREA	Activity
	<ul style="list-style-type: none"><li>▪ Provide support, mentor and support partners doing the remote trainings.</li></ul>
Monitoring and Learning	<ul style="list-style-type: none"><li>▪ Compile qualitative and quantitative learnings from learners, for monitoring and evaluation.</li><li>▪ Facilitate learning opportunities and enable adaptive decision making based on lessons learned from the curriculum adoption processes</li></ul>
Strategy Engagement	<ul style="list-style-type: none"><li>▪ Collaborate with other members of the Senior Management team on project strategy and operations related to training tools.</li><li>▪ Attend and participate in strategy meetings and reviews</li><li>▪ Provide insights and recommendations for strategic direction in terms of curriculum development and training needs.</li></ul>

#### 4. REQUIRED QUALIFICATIONS

##### 4.1 Education Requirements

- Master’s degree in Public Health, Education, Development or other related field.
- Technical capacity and understanding in management of digital learning platforms.

##### 4.2 Experience Required

- Minimum five year with an elaborate experience or competences in managing or coordinating distance learning driven by digital technology (e/m learning).
- Demonstrable knowledge, skills and experience to manage digital learning.
- Demonstrated experience in curriculum development.
- Demonstrated experience developing and deploying partnerships with diverse stakeholders.
- Experience developing curriculum and conducting training of trainers.
- Proven experience managing complex projects, including budgets and managing consultants.

##### 4.3 Other Competencies/Attributes

- Excellent written and verbal communication
- Proven negotiation and networking skills
- High degree of diplomacy
- Strong people management
- Problem solving and flexibility
- Facilitation.

#### **How to apply:**

To apply, please send your resume and cover letter before **Wednesday March 18, 2020** to [recruitment.malawi@amref.org](mailto:recruitment.malawi@amref.org) with the subject line: **REF: Amref-Malawi/Technical Officer-E-Learning/2020/03-01.**

Amref Health Africa Malawi  
USAID – Technical Officer – e-learning  
Job Description

*Duly note that Amref Health Africa does 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.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Amref is an equal opportunity employer and has a non-smoking and environment policy.*