



## JOB DESCRIPTION

1	IDENTIFICATION	
1.1	JOB TITLE	Project Manager
1.2	JOB GROUP/GRADE	C4
1.3	REPORTING TO	Head of Programmes
1.4	DIRECTORATE/UNIT	Institute of Capacity Development (ICD)
1.5	DURATION	Fixed Term – maximum 20 months
1.6	PHYSICAL LOCATION	Western Kenya (County to be determined) with travel to Nairobi

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 for 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. For more on Amref Health Africa please visit [www.amref.org](http://www.amref.org)

### About the Institute of Capacity Development (ICD)

The Institute of Capacity Development (ICD) thrives as a cutting-edge, trendsetting, and industry-leading centre within Amref Health Africa's pan-African programmatic footprint. ICD exists to catalyse lasting health change to communities in Africa and works alongside Amref Health Africa (Amref) country offices and programmes as well as other health development partners to improve performance and sustainability of interventions.

ICD's vision is to have a responsive health workforce in Sub-Saharan Africa, and its mission is to develop capacities of individuals, institutions, and health systems through innovative approaches for improved health service delivery. ICD, therefore, endeavours to play an integral role in operationalizing Amref's first strategic pillar through the implementation of its Strategic Plan. The pillar entails catalysing HRH to attain universal health coverage in Amref target countries in Sub-Saharan Africa. The Institute plans interventions to solve HRH sector pain points including quality and skills shortages of health workers, inadequate budgets and mentorship for HRH, poor management and governance in the sector, and meagre working environments and low comparable wages leading to brain drain.

### About the Project

The *Combating Tuberculosis and Malaria in Kenya* Project is a capacity development initiative that seeks to address the prevention, diagnosis and management of TB and malaria in Kenya. Co-created by the funding partner, the Ministries of Health and key stakeholders, this **20-month project** will contribute to improving TB and Malaria indicators in six (6) counties in Western Kenya – Bungoma, Kakamega, Busia, Homabay, Siaya and Migori.

### Main Purpose of Job

The job holder will provide overall managerial and technical leadership in the implementation of the Project to ensure it meets the overall objectives. S/he will provide technical leadership for the project implementation, human resources, capacity development and health systems strengthening related activities. Responsible for designing, developing and implementing capacity development programmes within the Institute of Capacity Development in close collaboration with the Head of Programmes and ICD Director.

### Scope of Job - Personnel

Personnel Reporting to the Job Holder
1. Project Officers (3)
2. Project Assistant - Administration

<b>Personnel Reporting to the Job Holder</b>
3. M&E Officer
4. Project Driver

### PRINCIPAL RESPONSIBILITIES

Key Area	Activity
<b>Technical leadership and guidance</b>	Provide overall leadership and project management through co-ordination and supervision of the implementation of project activities.
	Facilitate the design, development and delivery of capacity development programmes.
	Provide advice and support to the project team as needed to ensure high-quality project implementation while nurturing their talent and career growth
	Play a leading role in management of project resources including staff, finances and assets
	Participate in duties necessary to aid business and organizational development for ICD
	Manage the project / reportees staff development, coaching, work planning, direction and supervision, monitoring quality work and evaluation of staff performance
	Manage the performance of the project and make adjustments to work plans and quality of performance as necessary
	Ensure clear internal coordination within the project teams and other support teams (Logistics, Human Resources, Finance,).
<b>Financial management</b>	Develop, implement and control the different projects budgets and work plans
	Ensure timely narrative and financial reporting
	Ensure project integration and growth by ensuring timely reviews and tracking of financial performance to ensure acceptable financial performance and burn rate
	Monitor the spending of designated project funds throughout the operational phase of the project.
<b>Partnerships and Business Development</b>	Establish and maintain partnerships and networking with relevant stakeholders including but not limited to donors, relevant Government Ministries and NGOs.
	Participate in the development of new concepts and proposals for fundraising.
	Participate in the development and implementation of fundraising strategies to grow the Institute's programmatic and financial portfolio.
	Liaise with the M&E and communications team to increase visibility of the project and ICD as a whole.
	Maintain ongoing communication with potential partners and other key stakeholders to identify and pursue growth opportunities
	Support ICD business development in liaison with the Senior Leadership Team as required
<b>Monitoring, Evaluation and Knowledge Management</b>	Lead in the preparation of work plans, budgets, M&E plans and performance frameworks for the project
	Preparation of technical monthly, quarterly, annual and ad hoc reports relating to the project as per donor requirements as well as for internal purposes.
	Lead in operations research, document and share results for advocacy in order to influence relevant policies and practices.
	Lead the project staff to document and disseminate best practices and lessons learnt
	Provide leadership in the documentation of best practice models in the Project, working with relevant departments within Amref.

### Required Qualifications

#### Education and knowledge

- Master degree or equivalent in Public Health, Business Administration, Health Leadership and Management, Medical Education or any other relevant Social sciences.
- A relevant first-level university degree in combination with two 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- Demonstrated expertise in the design and development of capacity enhancing programmes.
- In depth knowledge of capacity development approaches and methodologies
- Knowledge in human resources for health (HRH) development, adult learning methodologies and

leveraging technology for learning.

- Demonstrated capacity in strategic planning, proposal writing, and project management and implementation.
- Demonstrated ability to design and manage multiple geographies capacity development programmes.

### Experience

- At least 5 years' progressive working experience in project management or technical position in public health or health development programmes.
- Experience in intervention experience on projects with strong community involvement in western region of Kenya
- Exposure at international level in managing capacity development programmes and especially human resources for health is an added advantage.
- Demonstrated experience and knowledge in establishing systems and overseeing programme from start-up under limited time constraints
- Have a perfect command of project management and monitoring (Monitoring of activities, budget, logistics issues)
- Hands on experience in project development, proposal writing and grant management

### Skills

- Excellent networking and representation skills and ability to build effective relationships in a range of environments
- Demonstrable highly developed written and oral communication skills.
- Advanced level skills in Microsoft Word, Excel and PowerPoint
- Strong analytical skills, and apt at turning abstract discussions into concrete ideas.
- Technical writing skills including developing proposals and reports.
- Ability to perform optimally within tight deadlines, flexible attitude.
- Demonstrable critical thinking and problem solving skills
- Must a team player with great collaborative skills
- High degree of integrity, discretion and personal conduct

### Competencies

- Creative: Thinks "outside the box" for unique solutions to problems
- Resourceful: Able to rapidly problem solve in settings with limited resources
- Organized: Can juggle multiple tasks and prioritize appropriately
- Collaborative: Works well in team settings, able to manage teams and incorporate feedback
- Savvy and well-networked: Has a range relevant contacts within the region and feels comfortable working within working groups and similar settings
- Curious: genuine inquisitiveness with a bias toward asking and learning, and an authentic interest in others and what they might have to share.

### How to apply

Interested? Please visit our website [www.amref.org](http://www.amref.org) to view the full Job description and how to apply. You will be directed to our online portal where you will need to create an account successfully in order for you to be able to submit your application. **Deadline for submission: 3<sup>rd</sup> January 2021.** Please note that only shortlisted candidates will be contacted.

*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, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy*