



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Programme Manager
REPORTING TO	Group Programmes Director
DEPARTMENT/UNIT	Programmes
DURATION OF CONTRACT	2 years (Renewable)
DUTY STATION	Multiple locations considered, where Amref has presence

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization, currently implementing more than 120 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa and an additional eleven advocacy and fundraising offices in Europe and North America. In the spirit of Ubuntu, partnership and networking are key elements of our approach. Amref has a staff complement of over 1,500.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health'*.

1. GAVI CSO HOSTING ARRANGEMENT

Amref Health Africa is the new host of the Gavi Civil Society Organization (CSO) Hosting Arrangement. In this role, Amref Health Africa will work with a wide array of local, national to international civil society organizations (the Gavi CSO constituency) by providing coordination, strategic advisory services, constituency governance systems and process management, communications and administrative services, including advocacy, networking and knowledge management. This is aimed at support Gavi to attain the global immunization Agenda 2030, Gavi's Strategy for the 2021-2025 and COVAX.

2. JOB PURPOSE

The Programme Manager will report directly to the Group Programmes Director and provide technical leadership to the GAVI CSO Hosting Arrangement. S/he will oversee various hosting services, develop and maintain strategic partnerships, oversee annual work plans and budgets as well as ensure the program is and remains in compliance with the relevant laws and regulations.

3. PRIMARY RESPONSIBILITIES

- **Technical leadership** – Provides management, vision, strategic direction and leadership in the delivery of the program objectives; Ensures the quality and timeliness of project implementation.
- **Oversees CSO hosting services**, namely a) Strategic Advisory Services; b) Gavi CSO Constituency's Systems and Process Management; c) Coordination and Communications Services – such as coordination with the Constituency; d) Advocacy; e) Networking,

Communication and Knowledge Management; f) Enhancing capacity services; g) Administrative tasks: supporting the Steering Committee (SC) by convening meetings (including biannual face-to face meetings), implementing the workplan and recruiting new members.

- **Partnership and relationship management** – Fosters and nurtures strategic partnerships among actors at national and regional level that include CSOs, the private sector, the government, and the donor community; Serves as the principal contact person for Gavi, and represents while cultivating and maintaining strong relationships and alliances with key government ministries, and CSOs at regional and local level.
- **Monitoring Evaluation and Learning** – Oversees the development and review of annual work plans and budgets and oversee the preparation of quarterly and annual reports to Gavi; Ensures the timely submission of work plans, budgets and progress reports, and other deliverables to Gavi; Ensures high quality results through a regular review process of overall performance, identifying steps for improvement and assuring appropriate follow-up as needed; Engages in Gavi’s learning agenda on civil society and community engagement, ensuring that lessons are fed back in and widely shared across the CSO Constituency.
- **Compliance** – Ensure project operations comply with Amref Health Africa policies and procedures as well as Gavi rules and regulations; Leads in protecting the organization from risks ensuring appropriate use of financial and other resources and ensuring compliance with local laws including registration, banking, local taxation, labor laws, and in compliance.
- **Civil Society and Community Engagement (CSCE) role** - Participate and support weekly CSCE meetings in coordination with the CSO Constituency.

REQUIRED QUALIFICATIONS

4. Education and Professional Qualifications

- Master’s degree or higher in Public Health, Social Sciences, International Development, Non-Profit Management, or a closely related field.

5. Required Qualifications and Experience

- Minimum of ten (10) years relevant experience in leading large and complex partnerships programs focused on working with CSOs, gender equality approaches and strategies particularly for marginalized groups.
- Significant experience in leading large and complex donor-funded projects.
- Experience in delivery of immunization and/or primary health care services.
- Experience working in different continents such as Africa, Asia and Eastern Europe is preferred.

6. Knowledge, Skills and Abilities

- Familiarity with Gavi policies, procedures, strategies and work.
- Demonstrated ability to cultivate relationships and collaborate with a variety of stakeholders such as civil society, private sector, government ministries and officials, donors, community-based institutions.
- Ability to provide leadership, communicate effectively, conflict resolution, and promote a team approach to enhance staff commitment to the program’s success.
- Language skills: Excellent spoken and written English; Fluency in French is desired.
- Excellent interpersonal skills.

How to apply

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **February 08, 2022**. 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 has 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.