



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Project Assistant
REPORTING TO	Project Officer
DEPARTMENT/UNIT	HIV, TB, Malaria and NCDs Programme Global Fund Malaria Project
DURATION OF CONTRACT	Two Years (Renewable)
DUTY STATION	Nairobi, Kenya

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'***.

JOB PURPOSE

The Project Assistant will assist in provision of technical expertise and support in implementation of project activities.

PRIMARY RESPONSIBILITIES

KEY AREA	SPECIFIC TASKS
Project Coordination	<ul style="list-style-type: none"> • Participate in coordination, design, planning and implementation of project activities • Provide technical support in the implementation of malaria in pregnancy and school health activities • Represent the project in various technical working groups at various levels to strengthen networks and partnerships • Monthly review of sub-recipients (SRs) programmatic reports and providing timely feedback and follow ups • Participate in managing relevant project financial transactions
Capacity Building	<ul style="list-style-type: none"> • Participate in capacity building activities to sub-recipients on identified gaps during implementation and monthly reports review.
Technical Support	<ul style="list-style-type: none"> • Provide technical support to sub-recipients to ensure quality programmatic implementation of the project activities • Provide technical support in the development and writing of new concepts and proposals for fundraising

KEY AREA	SPECIFIC TASKS
Documentation and Research	<ul style="list-style-type: none"> • Documentation and dissemination of lessons learnt and best practices during project activities implementation.
Monitoring and Evaluation	<ul style="list-style-type: none"> • Participate in monitoring and mentoring of sub-recipients and providing technical support and capacity development to sub-recipients to plan, implement, monitor and report on grants awarded. • Participate in preparation of donor reports, annual work plans, budgets, M&E plans and performance frameworks, monthly, quarterly and annual reports relating to the project as per donor requirements • Participate in monitoring the implementation of project activities to ensure conformance to project objectives, work plans, budget and expected results.

REQUIRED QUALIFICATIONS

Education and Professional Qualifications

- Bachelor's Degree in Nursing, Community Health and Development/Public Health, Clinical Medicine, or any other health related field.

Required Qualifications and Experience

- Minimum of three (3) years relevant work experience in community health programming preferably in malaria prevention and control.

Skills and Competencies

- Mentoring and Coaching.
- Excellent oral and written communication skills.
- Analytical and attention to details.
- Good organization, planning and coordination skills.
- A team player.
- Good interpersonal skills.
- Ability to work under minimal supervision.

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 **May 12, 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.