

JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Programme Manager
REPORTING TO	Head of Operations
DEPARTMENT/UNIT	SEMA Reproductive Health
DURATION OF CONTRACT	2 years (Renewable)
DUTY STATION	Nairobi, Kenya (preferred); potential for other locations in Africa where the individual has legal eligibility to work
How to Apply <ul style="list-style-type: none"> Go to Amref's website https://amref.org/vacancies and you will be directed to an online portal where you need to create an account 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 Only shortlisted candidates will be contacted 	

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation; currently implementing more than 140 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in eight countries in Africa, namely, Kenya, Tanzania, Uganda, Ethiopia, Malawi, South Sudan, Zambia and Senegal. Amref's work in each country responds to local needs and priorities, strengthens existing capacities in communities to have ownership of their health and strengthens the local health systems. An additional eleven advocacy and fundraising offices are located in Europe and North America. 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'*.

ABOUT SEMA REPRODUCTIVE HEALTH

Shaping Equitable Market Access for Reproductive Health – [SEMA Reproductive Health](#) – is a new, innovative partnership that aims to transform sexual and reproductive health (SRH) markets so that people everywhere have sustained access to comprehensive, quality, and affordable SRH products. It emerged from a collective reflection by partners that although we have made tremendous improvements in SRH markets, we need to do business differently moving forward.

SEMA was announced in 2021 alongside the Generation Equality Forum in France, with country governments from Nigeria, Burkina Faso, and Uganda; financial support from the Children's Investment Fund Foundation (CIFF), Bill & Melinda Gates Foundation, and the French Ministry for Europe and Foreign Affairs (MAE); and strategic partnership from the United States Agency for International Development (USAID), United Nations Population Fund (UNFPA), the Foreign Commonwealth Development Office (FCDO), and the Reproductive Health Supplies Coalition.

SEMA will operate as a lean and nimble team (perhaps 20-25 staff) predominantly based in low- and middle-income countries. SEMA currently has financial commitments of \$75 million over five years from

several donors with the aspirations to mobilize additional resources. SEMA is being incubated within Amref Health Africa to rapidly scale and deliver quick wins from the get-go and will spin out to form an independent entity once established. It is overseen by a small governing body (currently 5 voting members) that includes country leaders and donors. And it leverages a Technical Oversight Committee of a diverse group of experts from various countries for strategic and technical advice.

JOB PURPOSE

The Programme Manager will report to the SEMA Head of Operations and lead SEMA's efforts to develop and implement a standardized approach for effective programme management across the organization. This role will also work closely with the Executive Director, Global & Country Heads of Markets and Head of Data and Analytics to ensure that all relevant project initiatives are effectively managed for maximum results and impact. This will include working with SEMA project sponsors to plan and develop scopes of work and key deliverables, secure the required resources, and develop the necessary work plans, budgets, and timeframes for delivery. Therefore, this person will be expected to bring strong program management expertise to different components of SEMA's business including operations, programs, and external engagement.

PRIMARY RESPONSIBILITIES

- Mentor and assist SEMA programme leads in planning and implementing allocated projects, ensuring incorporation of best practice project management processes. This will include developing full-cycle project implementation plans in collaboration with SEMA leads and setting objectives, performance measurements, standards, and results for impact
- Manage the timely and cost-effective implementation of SEMA interventions according to strategic goals/targets, internal expectations, and approved budgets
- Ensure timely and accurate project tracking, analysis of outputs, and reporting.
- Manage effective relations and communications with SEMA donors and implementing partners
- Support SEMA resource mobilization for expansion and extension of current projects
- Support the SEMA management team/country leads/finance manager to ensure the financial sustainability of country programmes and delivery of desired results, ensuring compliance with organizational strategies, rules, regulations, and standards of performance
- Liaise with implementing partners, manage contractual issues, payments, budgets, and invoice reviews, and review deliverables in coordination with the relevant SEMA team to ensure they meet technical and quality standards
- Conduct periodic SEMA country office visits to monitor and support SEMA operations and implementation, including conducting training, conducting or responding to audits, providing input to work planning, training on SEMA systems, conducting research, and performing other relevant tasks
- Submit critical programme management issues to the Head of Operations, to drive future process improvement and business development planning
- Manage the preparation of programme documents (including business cases/strategies, policy briefs, programme plans, and risk assessments)
- Consult and collaborate with internal and external colleagues and partners to ensure linkages, consistency, and harmonization of approaches and compliance with guidelines, framework, accountability, integrity, and performance standards
- Foster an inclusive and positive work environment, respectful of both men and women, and ensure that the highest standards of conduct are observed
- Monitor and manage risks on programme implementation, assess constraints, and take corrective action, ensuring early warning of risks to the relevant lead for action and/or intervention.
- Contribute to developing and introducing programme management innovation to ensure SEMA continually leverages best practice approaches to achieve results and drive impact

- Contribute to the dissemination and sharing of best practices and lessons learned for corporate development planning and knowledge building

REQUIRED QUALIFICATIONS

Education and Professional Qualifications

- Bachelor's degree in Social Science, International Development, Business Administration, or a related field

Required Qualifications and Experience

- A minimum of seven (7) years of relevant experience, including hands-on practical experience in programme management, preferably on sexual and reproductive health, global health, and/or global development programmes/organizations/initiatives.

Knowledge, Skills and Abilities

- Demonstrated evidence of proactivity and ability to think strategically, set priorities and manage concurrent projects, handle pressure, manage time effectively, exercise independent judgement, and assume responsibility for seeing projects through to timely and successful completion
- Ability to work in a complex environment with multiple tasks, short deadlines, and pressure to perform
- Strong analytical and problem-solving skills
- Strong results focus on getting the job done
- Excellent use of Excel and other software for programme and budget management
- Self-motivated and effective including being willing to work independently and as part of a team
- Excellent skills in facilitation, team building, and coordination
- Great communication and interpersonal skills and ability to work effectively in a complex, multi-cultural work environment and committed to promoting an inclusive culture where everyone is valued and belongs
- Eagerness to contribute positively and collaborate effectively in a team working in a start-up environment (i.e., enjoy creating, can be flexible, embrace ambiguity)
- Entrepreneurial and creative
- Deep personal commitment to sexual & reproductive health & rights, including the right to safe abortion for all who need it
- Team management experience desired
- Fluency in English required, French language skills desired

How to apply

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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. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an @amref.org address.

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.