



## JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Project Manager
REPORTING	UHC Lead AHI
DIRECTORATE/UNIT	Amref Health Innovations (AHI)
DURATION	2 years
PHYSICAL LOCATION	Nairobi- Kenya

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 150 programs which directly reach more than 20 million people across 35 countries in Africa. Headquartered in Nairobi, Kenya, Amref has fully-fledged offices in Ethiopia, Guinea, Ivory Coast, Kenya, Malawi, Tanzania, Uganda, Senegal, South Sudan, and Zambia; eleven advocacy and fundraising offices in Europe and North America; and a staff complement of over 1,500.

Our vision is to bring about *'Lasting health change in Africa'*, and our mission is *'To increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

### Background

**Amref Health Innovations (AHI)** is the social enterprise arm of Amref Health Africa that is responsible for delivering sustainable social value through incubation and commercialization of innovative solutions conceptualized and developed throughout the organization. Among the various programs for AHI is the Innovative Incubation partnership " **Shaping Equitable Market Access for Reproductive Health** dubbed **SEMA**. SEMA's overall objective Increasing Access to SRH products in low- and middle-income countries through market shaping. Despite significant improvements in the last decade, persistent weaknesses in current SRH markets still prevent millions of people from being able to access comprehensive, quality, and affordable SRH products that fit their preferences and lifestyles. SRH markets are particularly complex because of underlying market conditions. This collaboration seeks to address the gaps and co-create solutions for the same across countries of interest.

The vision aligns with

- **Healthy markets** reliably provide communities with an affordable and appropriate range of high-quality SRH products and related services across sectors that respond to communities' diverse needs
- **Equitable markets** ensure access, product design, and price are appropriate for people of different ages, locations, and socio-economic groups
- **Resilient markets** manage and adapt effectively to external shocks and other environmental changes affecting financing, supply, and demand.

### Main purpose of the job

The Project Manager will provide oversight managing multiple donors and implementation in multiple prioritized Sub Sahara African countries. The project deliverables aim to deliver



integrated sustainable and collaborative approaches to achieve the overall vision of SEMA.

**KEY RESPONSIBILITIES**

<b>Key responsibilities</b>	<b>Main Tasks</b>
<p><b>Project management and leadership</b></p>	<p>Responsible for the development of all project deliverables for multiple donors and countries in collaboration with SEMA staff and UHC lead, geared towards achieving the targets.</p>
	<p>Responsible for ensuring project scheduling, and activities including board meetings, technical oversight meetings, management committee meetings amongst others. This will be in collaboration with SEMA program administrator and assistant.</p>
	<p>Provide managerial support to the project team, Responsible overall project matters such as day to day management, resource management, managing relevant staff efficiently for project delivery.</p>
	<p>Support the quality and timely completion of project activities and deliverables, through functional implementation plans, while also making necessary adjustments in the event of unforeseen issues that often arise during implementation.</p>
	<p>Key member in Amref Health Innovations UHC team agenda including thought leadership, impact measurement, social return on investment, and management of similar work streams.</p>
<p><b>Technical assistance</b></p>	<p>Lead in Amref SEMA activities across various geographies as per the proposal deliverables. Ensure alignment of work plans and Amref deliverable within SEMA, ensuring 100% financial and deliverables performance.</p>
	<p>Ensure compliance in reporting structures with SEMA donors, availing financial and technical narrative reports aptly.</p>
	<p>Support SEMA align with existing Amref structures and in co-creation of SEMAs own SOPs across various departments and shared services.</p>
	<p>Ensure alignment and sharing of SRH knowledge generation in collaboration with Amref Health Africa’s thought leadership on SRH (Communities of practice, FP2030 etc.)</p>
	<p>Creation of a learning agenda in line with Amref Health Innovations strategy for successfully hosting entities to maturation. This will include assisting in conducting operations research and sharing of the results.</p>
<p><b>Business development</b></p>	<p>In collaboration with Business development resource persons support proposal writing as and when needed.</p>
	<p>Lead development of business plans and strategies including lean</p>

Key responsibilities	Main Tasks
	canvases for business pitches.
<b>Financial and risk management</b>	Lead the program in collaboration with the finance team and project staff to map Financial and risk management.
	Financial management and status reporting for both technical and financial reports.
	Prepare annual budgets aligned with implementation and workplans in collaboration with finance team leads.
	Track budget expenditures monthly, quarterly, semi-annually and annually; not only to aid technical and financial reporting, but also to flag risks early and mitigate on time.
	Monitor and authorize disbursement of activity budgets for SEMA projects activities.

## REQUIRED QUALIFICATIONS

### Education and knowledge

- Bachelor’s degree in Public Health, Business Development or related field. Master degree in similar field will be an added advantage.
- A working knowledge of French would be advantageous.
- Proven financial management and analytical skills including experience in managing budgets.
- Excellent writing skills with ability to write reports.
- Excellent verbal communications skills with the ability to present complex data insights to multiple stakeholders including lay audiences.
- Proficiency in the use of computer software, especially Microsoft Office.

### Experience

- At least Five (5) years of work experience.
- Relevant work experience in managing health related projects at national level in Africa.

### Skills and competencies

- Ability to use data to inform decisions and an ability to synthesize and analyze data.
- Ability to work to deadlines and prioritize workload.
- Relationship building and networking skills.
- Excellent problem-solving skills.
- Ability to work on own initiative and as part of a team.
- Strong IT skills.
- Excellent attention to detail and oratory skills
- Analytical, strategic orientation and thinking.
- Integrity, commitment and respect for diversity.
- Team work, leadership and collaboration.
- Innovative approach to challenges.
- Commitment to Amref Health Africa’s mission, vision and values.



### **How to apply**

If 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 successfully 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. The cover letter and CV should be in a single file that is not longer than a total of five (5) pages. Please note that you will receive an email confirmation for creation of account and an acknowledgment email upon submitting your application. **Deadline for submission: September 30th 2022.** Applications will be reviewed on rolling basis. 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. 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](mailto:@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.*