



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Project Officer
REPORTING TO	Project Manager
DIRECTORATE	Disease Control and Prevention Program
DURATION OF CONTRACT	Two (02) Years, renewable
NUMBER OF POSITIONS	02
DUTY STATION	Siaya/Busia County; with frequent travel to Nairobi

BACKGROUND

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 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyze and drive community-led and people-centred health systems while addressing social determinants of 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.

The Primary health care for Malaria Elimination Project is a capacity development initiative that seeks to address the prevention, diagnosis and management of malaria in Kenya. Co-created by the funding partner, the Ministries of Health and key stakeholders, this project will contribute to improving Malaria indicators in two (02) counties in Kenya – Busia and Siaya.

JOB PURPOSE

Under the leadership and guidance of the Project Manager, the Project Officer will be responsible for ensuring that project activities are fully implemented through provision of technical support and mentorship in accordance with Amref rules and regulations and donor requirements. This is a field-based assignment with travel to Nairobi as required.

DUTIES AND RESPONSIBILITIES

Key Area	Key Responsibilities
Project coordination & implementation	<ul style="list-style-type: none"> ▪ Co-ordinate and participate in design, planning and implementation of project activities in the county. ▪ Participate in preparation of annual work plans and progress monthly, quarterly and annual reports relating to the project reports as per donor and organizational requirements.

	<ul style="list-style-type: none"> ▪ Work with the Ministry of health and stakeholders to ensure high-quality project implementation while nurturing their talent and career growth ▪ Provide operational assistance to the project team to ensure smooth continuity of project activities ▪ Develop capacity of HRH and county leadership to implement, monitor and report on the project progress through provision of technical advice and mentorship.
Financial management	<ul style="list-style-type: none"> ▪ Support project implementation by taking activity advance, travel imprests and ensuring implementation as per the budget ▪ Support project work plan implementation for a healthy financial standing with acceptable financial performance and burn rate ▪ Ensure timely surrender of field activity advances and compliance to financial SOPs and protocols
Monitoring, reporting and Evaluation	<ul style="list-style-type: none"> ▪ Support project M&E activities including report writing and uploading programme data on AIMS ▪ Assist in preparation and tracking of quarterly and annual budgets, and work plans ▪ Write project reports (monthly, quarterly and annually) as required by the donor and the organization ▪ Upload project data in AIMS on a monthly basis as required ▪ Provide day-to-day program updates and status reports as needed ▪ Support in the preparation of work plans, budgets, M&E plans and performance frameworks for the project
Documentation and Knowledge management	<ul style="list-style-type: none"> ▪ Document and disseminate best practices and lessons learnt locally and internationally to influence policy and action. ▪ Prepare technical monthly, quarterly, annual and ad hoc reports relating to the project as per donor requirements as well as for internal purposes.

REQUIRED QUALIFICATIONS

Education and Professional Qualifications

- The ideal candidate should have a first degree in Social sciences, Public Health or related field.
- 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.

Required Experience

- At least three (3) years relevant work experience in a busy donor funded program with focus on health programming preferably community/public health or health development programmes.
- Hands on experience in project coordination monitoring, reporting and documentation.
- Demonstrated experience and knowledge in establishing systems and overseeing programme from start-up under limited time constraints.
- Hands on experience in project development, proposal writing and grant management.

Knowledge, Skills and Competencies

- Good interpersonal skills
- Excellent communication skills
- ICT proficient
- Ability to work under minimal supervision
- Facilitation & Presentation Skills

- Commitment, Flexibility and ability to multi-task under pressure
- Self-confidence
- A team player
- Integrity

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 **Tuesday, 2nd April 2024**. 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. 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.