



**JOB VACANCY  
ADVERTISEMENT  
REF/ District MNCH/FP Coordinator /04/24**

<b>IDENTIFICATION</b>	
<b>JOB TITLE</b>	<b>District MNCH/FP Coordinator</b>
<b>REPORTING TO</b>	<b>Technical Lead- MNCH/FP/RH</b>
<b>DEPARTMENT/UNIT</b>	<b>MOMENTUM Tikweze Umoyo project</b>
<b>DURATION OF CONTRACT</b>	<b>Two Years (2) (Renewable)</b>
<b>DUTY STATION</b>	<b>District Office, Malawi</b>

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 position holder will be based at one of our District Offices. Reporting to the **Technical Lead-MNCH/FP/RH**, the District MNCH/FP Coordinator shall meet the below specifications:

**MAIN PURPOSE OF THE JOB:**

A key member of Amref Malawi Projects' Technical Team (PTT). An overseer of day-to-day management and implementation of MNCH/FP project activities at district level, preparing quarterly and annual work plans and budgets, preparing district level project reports, coordinating the involvement of actors and projects' stakeholders, and coordination of project meetings and activities at district level.

**Specific Key Responsibilities:**

- Establish and manage key networks and partnerships with relevant partners including NGOs, CBOs and MOH or relevant Government Departments at district level to promote FP, Maternal, Neonatal, Child and Adolescent Health services
- Disseminates project information by preparing and disseminating project reports on a regular basis, including financial and technical reports to MNCAH/FP lead and all required project information to Amref internal users.
- Maintains regular communication with members of the project management teams and other members of the field district office.
- Organize and facilitate stakeholder participatory planning and monitoring and evaluation (review meetings)



- Ensure high quality delivery of service to district and community structures
- Represent Amref in District affairs, and support the country's RMNCAH/FP program advocacy agenda through initiating and maintaining collaborations and partnerships with other actors on the ground.
- Providing supportive supervision and technical support to all project participants and beneficiaries on RMNCAH/FP activities
- Provide guidance and technical assistance to the project team, and partner staff in relevant facilities and institutions.
- Conducting audits for MNC&AH/FP work and records, thus ensuring monitoring and evaluation of all project activities
- Responsible for developing project work-plans and implementation schedules
- Compile monthly, quarterly and annual reports and submit to the RMNCAH/FP lead by deadlines set
- Ensures RMNCAH program growth by participating in field office meetings and developing new project initiatives.
- Responsible for promotion of sustainable, continuous quality improvement models of the overall program.
- Develops project proposals and actively participate in fundraising activities for the organization.
- Systematically document and produce knowledge products in the form of abstracts, conference papers, case studies and best practices from project work.
- Support implementation of operations research in the project and produce reports. Any other role as delegated

### **Requirements and Qualifications**

- Minimum of a Bachelors' Degree in Nursing and Midwifery, Degree in Public Health, Health Management or relevant health field. Those with advanced Post-Graduate training in Public Health will have an added advantage.
- Experience in project management, implementation, budget management, and reporting.
- Experience in implementation of MNC&AH projects
- Superior analytical, presentation, communication and reporting skills.
- Sound IT knowledge; word processing, spreadsheet, databases, presentations
- A good command of English and local languages.

### **Competences & Skills:**

- Ability to work independently, good leadership and communication skills, ability to work with people from all backgrounds
- The job demands demonstrated capacity to make independent decisions with regards to project (both internally and externally) and for solving the same; and within policy guidelines
- The job demands creative and flexible thinking in developing solutions when strategic decision is required to do with capacity building and staff development at district level.
- The job demands that decisions on work responsibilities are made under the guidance of the Supervisor with clear Terms of Reference, roles and responsibility and timelines.

### **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 **3<sup>rd</sup> May 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 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.*