



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Project Assistant – WHEEL Project
DIRECTORATE/UNIT	PHE (Population Health and Environment)
REPORTING TO	Project Officer
CONTRACT DURATION	12 months
DUTY STATION	Malindi, 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 catalyze and drive community-led and people-centered 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.

MAIN PURPOSE OF JOB

To support the implementation of comprehensive school health and child sponsorship activities in targeted project schools.

The Project Assistant will report to the Project Officer and work closely with other team members.

SCOPE OF JOB

Internal Reports

Project Interns

External Liasons

Teachers, school administrator, County and National Government education officials.

KEY RESPONSIBILITIES

KEY TASK	MAIN TASK	EXTENT OF DISCRETION
Fundraising through the child sponsorship model	Plan and implement recruitment of pupils into the Little Ambassador model	In consultation with the Project Officer
	Conduct photo updates for 2,000 pupils in the child sponsorship model	
	Process all child sponsorship requests from the donor office	
School Health promotion in targeted schools	Support behaviour change interventions in targeted schools	In consultation with the Project Officer

	Create and implement a Life Skills program on Problem Solving for young adolescents	
	Seek innovative behaviour change strategies as per the WHEEL project model	
	Support in the mapping of WASH school needs	
	Work closely with school leadership structures to ensure project sustainability	
Monitoring & Evaluation	Conduct needs assessment and support selection of beneficiary schools targeted with WASH outputs	In conjunction with the Project Officer
	Support in the development of quarterly and annual reports	
	Support development of concept and research papers	
Community Mobilization	Engage communities for project implementation success	In conjunction with the Project Officer
	Support training of community groups	

Support project, departmental and organizational duties as per need, in line with professional growth

REQUIRED QUALIFICATIONS

Education; Knowledge and skills

- Bachelors of Arts in Sociology, Social Work, Medical Sociology or Anthropology and/or Bachelor of Science in Public Health
- 1 to 2 years of experience in community development work in Coast region
- Minimum of 1-3 years' experience in riding an off-road motorbike
- Excellent writing and oral communication skills
- Good child-focused communication and engagement skills
- Proficient knowledge of MS Office (Word, Excel, PowerPoint, and Outlook)

Competencies

- Attention to detail and a high level of accuracy in all work
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines
- Self-driven professional

ENVIRONMENTAL CONDITIONS

Corporate Policies, Systems, Procedures and Methods

The job requires a comprehensive knowledge of Amref Health Africa's finance and procurement policies and procedures

Work Environment

- Normal office environment at the workstation
- A positive work environment that ensures psychological safety.
- Open collaboration with the project team in order to achieve project goals.
- Field work support in remote project sites with basic amenities.
- Regular consultation with the team to ensure smooth project implementation.

- Organize social events to enhance team work

Hours of Work

- 38 hours per week, Monday to Thursday official working hours from 8.00am to 5.00pm with one (1) hour lunch break from 1pm to 2pm. Friday official working hours from 8.00am to 2.00pm.
- Job holder may occasionally be required outside normal working hours due to unique circumstances.

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 **Monday, 6th 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 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.