



JOB DESCRIPTION

IDENTIFICATION	
Job Title	Project Assistant
Reporting to	Chief of Party
Contract Type	Regular
Contract Duration	Two (2) Years
Vacancies	One (1)
Directorate/Unit/Project	USAID Uongozi wa Afya Thabiti Project
Working Station	Nairobi, 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.

Project Background

USAID Health Sector Governance and Strategic Partnerships (USAID UAT Project) is a five-year project funded by the USAID with Amref Health Africa in Kenya as the prime partner. The project is aimed at providing system level support that will contribute to the achievement of programmatic outcomes. This is aimed at improved responsiveness (continuity of care) and performance of health indicators at the Council of Governors (COG) and across 10 Counties in Kenya (Nairobi, Taita Taveta, Kilifi, Laikipia, Samburu, Tharaka Nithi, Trans-Nzioa, Baringo, Elgeyo Marakwet and Turkana). The project objectives are:

- Strengthened Health Systems' Governance, Institutions, and Stewardship for Improved Delivery of Quality Health Services.
- Improved Health Systems Accountability and Structures for Transparent, Efficient and Effective Delivery of Quality Health Services
- Strengthened Structures for National and County Level Legislation and Policy Development and Review
- Strengthened Capacity of National, County and Intergovernmental Coordination Structures to Manage Health Systems.



MAIN DUTIES AND RESPONSIBILITIES:

Key Area	Functions
Programme implementation	Work with the Chief or Party and Deputy Chief of Party to support project design, implementation and monitoring for effective Health Governance systems
	Work with the communication project officer to support in rapid scale up of strategic visibility and communication of project activities.
	Support the Chief of Party's office to engage county government leadership in reaching them with targeted strategies in line with project objectives
Capacity building	Work with the project team to support in the development and adaptation of innovative and sustainable approaches for effective project implementation
Knowledge Management and communication	Participate in designing and documentation of knowledge products including learning briefs, research studies and case studies.
	Support in liaison with knowledge sharing forums locally and internationally for regular learning and provide longer-term legacy in wider programming, policy and practice.
Monitoring, evaluation and learning	Work closely with the Chief of Party in provision of weekly updates highlighting potential bottlenecks and lessons learnt
	Develop and share project activity and trip reports for internal reporting and consolidation for donor reporting
	Support the Chief of Party's office in coordinating meetings, minute taking, report writing and dissemination as guided

REQUIRED QUALIFICATIONS

Education and knowledge

- Bachelor's Degree in Social Sciences, Project Planning and Management, Public Health, or Health related field
- Masters degree in Project Planning and Management is an added advantage
- Minimum of 3 years relevant working experience (Report writing, Policy, Governance and Strategic Partnerships in Health)

Skills and Competences

- Excellent computer skills (power-point, word, excel e.t.c)
- Experience in data analysis and reporting
- Experience implementing multi-faceted projects involving health advocacy, media, public policy, and/or interactions with policymakers
- Excellent communication, interpersonal, and presentation skills, and capacity to work effectively with a variety of stakeholders, including decision makers, volunteers, media and NSAs partners
- A self-starter and works independently with minimal guidance and supervision.
- Willingness to travel within (select counties in Kenya)
- Excellent planning and coordination skills

Work Environment

- Normal office environment with occasional travel to the field

**Hours of Work**

- As per HR policy - official working hours from 8.00am to 5.0pm, Monday to Thursday with one hour lunch break and 8.00am to 2pm on Friday.

How to Apply.

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 **June 20, 2024**. Only shortlisted candidates will be contacted.

Duly note that Amref Health Africa does not require applicants to pay any fee at whatever stage of the recruitment and selection process.

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