



## JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	County Implementation Coordinator
REPORTING TO	Project Manager
DEPARTMENT/UNIT	Family and Reproductive Health
DURATION OF CONTRACT	One (01) Year, renewable
DUTY STATION	Suswa, Narok County

### 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.

### PROGRAMME BACKGROUND

**'The Girl Generation – Support to the Africa-led Movement to End Female Genital Mutilation (TGG/ALM)'** is an FCDO-funded end FGM/C Programme. The programme seeks to accelerate positive changes in social attitudes towards ending FGM/C, within a broader vision of a world where girls and women can exercise their power and rights, have expanded choice and agency, and be free from all forms of Violence. The intended impact of this programme is an accelerated reduction in the practice of FGM/C in focus countries (Kenya, Somaliland, Ethiopia and Senegal) by 2025. The Programme supports and builds capacity of already existing Africa-led Movements to end FGM/C at multiple levels and at scale. We work in partnership with Anti-FGM Board, County Governments, and communities at all levels.

Amref Health Africa runs the programme in Narok County, Narok East Sub-County; sustains its end-FGM/C interventions in Suswa and Keekonyokie Wards, and working to scale and test social diffusion in Mosiro Ward. The programme is in its fourth year, and implements a scalable model of community engagement that informs policy and advocacy. We are operating at multiple levels of socio-ecological model that generates a self-sustaining tide of change at the community level and that informs and directs local policy and advocacy at national, regional and global platforms. We strive towards achieving a shift in gender relations and increasing girls' agency. We understand that prioritising the agency of girls, promoting their rights and development and recognising the importance of positive family and community roles in girls' lives can lead to collective abandonment of FGM/C. We ensure that girls are placed at the centre of our programming.

### JOB PURPOSE

Under the leadership and guidance of the Project Manager, the primary duty of the County Implementation Coordinator will be to provide on-the-ground administrative, logistical tasks, and technical support for the planning, implementation and monitoring of the project activities, as well as reporting on a quarterly, biannual

and annual basis. The role will support documentation and amplification of change, development of knowledge and communication products. She/he will work collaboratively with stakeholders and programme beneficiaries including community champions, school patrons, administrators, school patrons, Girls Council, Youth Anti-FGM/C Networks (YANK), Children Advisory Committee, Gender Technical Working Group, media teams, TGG sub-grantees and other relevant stakeholders – to ensure effective and timely implementation. This is a field-based assignment.

The CIC will work closely with colleagues within the TGG/ALM consortium and support implementation of their specific mandate. It is expected that the CIC will support in monitoring, evaluation and learning, hence, will work closely with the M&E team.

The job holder will facilitate partnership and relationship building with other Amref projects as well as create and maintain relationships with local authorities, relevant county and national government departments and other key stakeholders. The purpose of this position is to mobilize and engage with community structures and stakeholders to strengthen the end-FGM/C movement to scale and sustain change. Special focus will be on monitoring, learning and adaptation, documenting change and amplification within the county and at national & regional level.

## **Key Responsibilities**

### **Overall Programme Implementation and Coordination**

- Co-ordinate and participate in developing of comprehensive work plan and activities, budgets, tasks and implementation of programme activities in the county.
- Coordinate planning and logistics for events and activities
- Coordinate the implementation of TGG/ALM activities by working in coordination with the relevant county and national government ministries/department, and stakeholders to ensure high-quality implementation. This will include:
  - Network of Champions, Girl Council, Youth Anti-FGM Network, relevant community structures, religious leaders, community leaders, survivors.
  - Targeted school anti-FGM/C club members and patrons the County and National Department of Gender and Social Services, Gender Technical Working Group, Ministry of Education, Anti-FGM Board, National Administration Officials (NGAOs),
  - Relevant networks/alliances/movements, policy makers and activists.
  - Media teams
- 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.
- Provide operational assistance to the programme team to ensure smooth continuity of activities, and keep inventory of materials
- Work with Programme Teams to develop detailed meeting/events concept notes, agendas, materials for events and identifying speakers and opportunities for media coverage.
- Work with the Africa-Led Movement's Communications Manager to develop detailed meeting/events concept notes, agendas, materials for all events and identifying speakers and opportunities for pre-event media.

### **Support the Development of Champions Program for Africa-Led Movement in Kenya**

- Capacity strengthen (training, technical advice, mentorship and learning-by-doing) of Network of Champions; Community Champions, School Anti-FGM/C Patrons, Children Advisory Councils, YANK, Girl Council and other change agents to own and lead the process of change for meaningful and sustainable transformation.
- Organize trainings on Community Dialogue, Do No Harm Approach, Social Change Communication, girl-centred approaches, advocacy among others
- Coordinate work plans and activities for the network of champions

### **Administrative & Financial management**

- Facilitate timely procurement of goods and services for the project
- 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

### **Communications and Visibility**

- Attend events on behalf of TGG/ALM and Amref Health Africa
- to promote the brand's vision, values and approach as appropriate.
- Seek opportunities to represent and promote the programme in meetings with the press, public events and government meetings in line with pre-agreed work plans.
- Document and disseminate best practices and lessons learnt locally and internationally to influence policy and action.
- Identify evidence and stories of social change, and work with Communications for documentation and amplification

### **Monitoring, reporting and Evaluation**

Work closely with the M&E Lead to:

- Support the collection, interpretation and report writing and uploading programme data on AIMs on a monthly basis as required
- Assist in preparation and tracking of quarterly and annual budgets, and work plans
- Write project reports (monthly, quarterly, biannually and annually) as required by the donor and the organization
- 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 programme
- Participate in meetings to discuss data, share learnings and for adaptive management

### **Networking, Collaboration and Resource Leveraging**

- Participate in relevant county –level technical working groups and platforms ensuring that participation generates value for Amref Health Africa
- Identify possible partners to support the establishment and development of partnerships across different stakeholders including media, local funders, INGOs to leverage resources for interventions
- Identify opportunities to integrate FGM/C into other development sectors at the sub-national and national level.

### **Programme Growth**

- Participate in development of GBV and Child Protection Resource Mobilization and Fundraising Efforts

### **Adherence to Principles of Safeguarding and Do no harm**

- Ensure adherence at all times to safeguarding policies and guidelines.
- Conduct trainings, sensitization and dissemination of information to volunteers, champions and beneficiaries on safeguarding.
- Report any safeguarding concerns as appropriate.
- Practice confidentiality in handling delicate matters.

## EDUCATION, EXPERIENCE & ABILITIES

### Education and Experience

- A first degree in Social sciences, Public Health or related field.
- At least 5 to 7 years of county-coordination experience in a busy donor funded programme with a focus on community-level interventions on FGM/C, Child Marriage, GBV, Child Protection, SRHR and Advocacy.
- Demonstrated expertise in the design and development of capacity enhancing programmes.
- Understanding of behaviour change or social change communications.
- Demonstrated experience coordinating complex programmes involving multiple partners.
- Proven ability to forge partnerships between diverse organizations and individuals with varied backgrounds, working contexts and cultural divides
- Demonstrated experience coordinating programmes and teams remotely through effective remote/online platforms
- Hands on experience in project coordination monitoring, reporting and documentation.
- Demonstrated experience and knowledge in enhancing community-led and community-driven interventions for meaningful and sustainable community transformation
- Hands on experience in project development, proposal writing and grant management.

### Knowledge, Skills and Competencies

- In depth knowledge of capacity development approaches and methodologies
- Knowledge in Sexual Reproductive Health and Rights (SRHR), Ending Gender Based Violence (GBV), Gender Equality & Women Empowerment, adult learning methodologies and leveraging technology for learning.
- High attention to detail and strong organisational skills
- Experience of meeting and events planning and management
- Good interpersonal skills
- Excellent verbal and written communication skills
- ICT proficient
- Strong networks among campaigners, activists, organisations and government bodies working to end FGM/C
- Ability to work and report to multiple partners
- Networks with media contacts/partners in Kenya
- Understanding of monitoring and evaluation, data collection and reporting
- Ability to effectively manage workloads
- Capacity building skills
- Ability to work under minimal supervision
- Facilitation & Presentation Skills
- Commitment, Flexibility and ability to multi-task under pressure
- Being an 'outside the box' thinker, creative and not afraid to fail.
- Tactical and strategic abilities

### 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 **Wednesday, 24<sup>th</sup> July 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.*