



## **JOB ADVERTISEMENT**

The Kenya Paediatric Research Consortium (**Keprecon**), the research and projects implementing arm of Kenya Paediatric Association (KPA) is seeking application for **Project Officer**.

<b>Employment Type:</b>	Full time
<b>Duration of the employment:</b>	Three Years
<b>Category:</b>	Project Management
<b>Location:</b>	Nairobi-Kenya (plus visiting 15 counties in Kenya)

### **JOB PURPOSE**

This post involves supporting implementation Championing Evidence Based Advocacy for Primary Health Care (PHC) and Reproductive, Maternal, Neonatal, Child, Adolescent Health and Nutrition (RMNCAH+N) in 15 selected counties in Kenya. The project aims at increasing capacity of local advocacy partners to support governments and where necessary hold them accountable for policy implementation and to improve health data usage for more effective advocacy in government decision making.

The successful candidate will oversee day to day implementation of project activities through coordination and documentation of strategies to effectively address project interventions while ensuring effective implementation in line the project thematic outcomes.

She/he will work with outcome project leads in project implementation and well as participate in the overall project short and long term strategy.

### **DESCRIPTION**

**REPORT TO:** Program Manager

### **KEY RESPONSIBILITIES**

- Support and oversee the day-to-day project implementation against project milestones and activities against scheduled work plans and overall project objectives
- Maintain necessary communication internally and externally to facilitate effective coordination for project delivery
- Engage partner organizations on their specific areas of support, identify needs for technical support and help facilitate provision of these needs in line with project goals
- Prepare periodic progress and annual reports showing achievements against planned targets as well as providing justification for performance variance and areas of improvement
- Work with all relevant stakeholders to facilitate scheduled activities and deliver relevant interventions to the beneficiaries in the project areas
- Support in development of team agreements, scope of work for implementing partners, stakeholder database, participate in the design and implementation of project evaluations
- Work with Program Manager and Outcome Technical Leads to proactively manage change, project risks at field level, mitigation strategies and continuously improve project implementation process in accordance with scheduled work plan
- Organize and set agenda for scheduled meetings and ensure proper minutes are recorded and circulated

- Coordination of meetings, trainings, workshops, commemoration of International and National PHC/RMNCAH+N related days and progress review meetings
- Prepare inception, weekly, monthly and final reports showing achievements against planned targets
- Support in development of communication tools, dissemination and upload of content in different online platforms
- Engage target counties in all aspects of programme design and implementation and coordinate with National and County Health Management Committees to roll out activities at county level
- Strictly adhere to organizational approved procedures while planning and coordinating activities
- Support the project staff in capturing/documenting best practices and success stories, keep records, ensure archiving of all project documentation, publications and proposal development
- Participate in networking forums at national/county level and other relevant stakeholder engagement meetings
- Carry out any other duties as assigned by the project management team.

## QUALIFICATIONS

- Bachelor Degree from a recognized university
- Post Graduate Degree in Project Planning and Management or Public Health is an added advantage
- At least 5 years' NGO experience in planning, managing, implementing and strong report writing skills
- Demonstrated proficiency in computer applications in Ms Word, Ms Excel, Ms Power Point, data-base, email and utilization of the internet.

## COMPETENCIES

- Must be enthusiastic with excellent interpersonal and communication skills
- Ability to take and follow instructions, initiative, keen to learn and proactive with the ability to work under minimal supervision
- Demonstrated ability to meet deadlines, adhere to project work plans, write clearly and accurately
- Strong interpersonal and cross-cultural skills including the ability to build collaborative relationships with sensitivity to cultural, ethnic and political issues
- Highly flexible, organized and able to coordinate government/private sector players for effective support and implementation of program interventions
- Flexibility, adaptability, multi-tasking and attention to detail
- Good analytical and follow through ability
- Good organization and co-ordination skills
- Team work and ability to work in a multi-cultural environment
- Prior experience in quality improvement initiatives.

## APPLICATION PROCEDURE

To apply for this post, you must:

1. Email your application to [admin@keprecon.org](mailto:admin@keprecon.org) with subject titled (Job Application: Project Officer)
2. Attach your application letter, curriculum vitae, current/last salary slip, copy of professional certificates and recommendation letter
3. Candidates must supply an email and telephone contact that will be used when offering interviews **Only shortlisted** candidates will be contacted. **Shortlisted** candidates shall be required to produce **ORIGINALS** of their National Identity Card, academic and professional certificates, original transcripts and testimonials, detailed curriculum vitae and valid clearance certificate (certificate of good conduct) during the interviews
4. The application closing date is **10<sup>th</sup> January 2022 at 5.00pm.**

## **THE ORGANIZATION**

Kenya Paediatric Research Consortium (**Keprecon**) is an equal opportunity employer. *Direct or indirect* canvassing will lead to automatic disqualification. **Keprecon** does not charge a fee at any stage of the recruitment process (application, interview, meeting, processing, training or any other fees).

**Keprecon** in collaboration with Ministry of Health (MoH) is working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that
- Violence against children is no longer tolerated

We know that great people make a great organization and employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity and integrity are highly valued.