



## JOB VACANCY

IDENTIFICATION	
JOB TITLE	Programme Director
REPORTING TO	Deputy Country Director – Amref Health Africa in Kenya
NO. OF VACANCIES	1
DEPARTMENT	Disease Control and Prevention Management (DCPM)
CONTRACT DURATION	3years
PHYSICAL LOCATION	Nairobi with significant travel to the field in 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.

### SCOPE OF WORK

Under the supervision of the Deputy Country Director, Amref Health Africa in Kenya, the job holder will provide overall technical and leadership support for effective program execution and growth, ensuring that Amref's strategic priorities are reflected throughout the programme. The job holder will be a member of the Senior Management Team (SMT).

If you are conscientious and efficient in meeting commitments, observing deadlines and achieving results you are the person to lead this programme.

### Principal Responsibilities

#### Leadership

- Provide overall credible leadership to the Programme, providing clear vision, and inspiring confidence and team spirit among Programme staff.
- Actively participate in the Country Senior Management Team (SMT) and Programme Technical Team (PTT), and adhere to the duties enshrined there in.
- Regularly update SMT and PTT on challenges requiring SMT and PTT action or decisions.
- Contribute to building strategic partnerships and relationships

#### Quality Assurance and Performance

- Provide targeted technical assistance to projects through technical oversight and guidance, field visits and other methods to foster continuous improvement in quality & both programmatic and financial performance (will spend 50% of time in field based technical assistance).
- Ensure projects are aligned with and contribute to Amref Business Plan and national strategies, policies, operational guidelines, and protocols, as applicable.

- Quality assure all operational plans for projects to ensure they are realistic.

### **Programme Development**

- Grow the programme by providing leadership in development of new project proposals, drawing necessary support from the business development and fostering team spirit in Programme development.

### **Policy Advocacy and Networking**

- Provide leadership in identification of relevant policy issues in the Programme and supporting policy advocacy action/process.
- Participate in relevant external technical working groups and committees, provide feedback and develop networks needed to support Amref Health Africa in Kenya deliver on planned results.
- Coordinate participation of staff in the Programme in relevant technical working groups and platform ensuring that participation generates value for communities that Amref supports. .
- Manage internal (with other Programme managers) and external relations with donors, partners, and collaborators that are stakeholders in the Programme.

### **Administrative & Financial Oversight**

- Ensure projects being supervised, submit annual and quarterly procurement plans in accordance with budgets and donor/Amref procurement rules and regulations.
- Review operational budgets in conjunction with project teams, Senior Programme accountant, and the Senior Finance Manager to ensure value for money.
- Provide support to project teams in reviewing operations financial performance against set targets, and implementation of remedial actions.
- Budget monitoring to ensure expenditure is in line with set budgets and in accordance with donor and Amref financial rules and regulations.
- Forecasting Programme growth
- Review of budgets during proposal development

### **Human Resources Management**

- Foster development of vibrant teams in projects, so that project teams grow into 'winning teams' where project managers provide effective leadership.
- Identify staff development needs and provide coaching and mentorship, as well as link to training and development opportunities, to spur performance.
- Identify career growth plans for reportees and support their movement along career paths through mentorship.
- Proactively identify appropriate training/capacity building opportunities for reportees that are in line with their performance plans and organization objectives.
- Identify and manage internal conflict through appropriate resolution mechanisms, where necessary involving the Human Resources Manager
- Identify underperforming individuals and work with HR Manager to ensure they are put on performance improvement plans and supported.
- Carrying out periodic and annual performance appraisals and provide on-going performance monitoring and feedback.

### **Monitoring and Evaluation**

- Provide oversight for all donor reports, evaluation reports, and other reports emanating from the Programme and projects to ensure timeliness and quality.
- Provide leadership in quarterly Programme review meetings aimed at identifying and remedying performance gaps, as well as disseminating relevant information e.g. new government policies etc.
- In liaison with the M & E unit, provide administrative support to projects to develop and implement M & E plans.

### **Knowledge Management and Learning**

- Provide leadership in identification, development and implementation of relevant operations research within the Programme, drawing on support from the Monitoring, Evaluation, and Research Unit.
- Provide leadership in the documentation of best practice models in the Programme, working with relevant departments within Amref.
- Effectively manage dissemination of information on relevant government and international policies, and other relevant information to staff.
- Create environment for learning across projects within the Programme, and across programmes e.g. through inter-project exchange visits.
- Provide thought leadership to advance health agenda in Kenya and Africa

### **Qualifications, Experience and Skills**

- Minimum 8 year's relevant experience with 5 years at a senior level
- Master's Degree in Public Health or related field
- Strong proven leadership and management skills
- Proposal writing and business development skills. Social entrepreneurship skills will be an added advantage.
- Team leader with strong interpersonal skills
- Strong proven partnership building and networking skills
- Experience providing leadership for complex infectious disease programs including one or more of these: HIV; TB; Malaria and non-communicable diseases
- Experience in handling Global Fund grant is an added advantage.

### **How to apply**

Interested? Please send your CV with the title '**Programme Director – Disease Control and Prevention Management**' to the email address [recruitment@amref.org](mailto:recruitment@amref.org). The closing date will be **Thursday 30 November, 2023** and 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.*

