

**JOB DESCRIPTION**

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| **1** | **IDENTIFICATION** | |
| **1.1** | **job title**  **Job grade**  **reporting to** | **SRHR Specialist**  **AMREF : RMNCAH & Nutrition Director & Senior Technical Advisor Adolescents & Youth SRH**  **MOH: The National SRH program manager** |
| **1.2** | **department/program/project** | **AMREF : RMNCAH and Nutrition** |
| **1.3** | **physical location** | **Nairobi, with travel within Kenya up to 50%** |

**MAIN PURPOSE OF JOB**

Adolescents and young people (10-24 years) account for about 24% of Kenya's population and often experience adverse SRH outcomes. The pandemic has had significant negative effects; reports indicate that 30% of youth reported living in fear due to a rise in sexual crimes and violence. 8% of pregnancies in Kenya occur among girls below 18 years (KDHS 2014); only 2% of these teenage mothers go back to school; 50% of all new HIV infections are among 15-24-year-olds; over 60% of SGBV cases reported through the Kenya Health Information System (KHIS) are among persons below 18 years; 21% of girls 15-24 years have experienced some form of GBV (KDHS 2014). Early marriages and FGM have been linked to school closures, often motivated by economic reasons. Kenya's UHC Policy 2020-2030 and National Adolescent Sexual Reproductive Health 2015, the National School Health Policy and other government policies recognize the SRH needs of adolescents and leverage the political goodwill and commitment from the Presidency. Despite the progressive policies and guidelines, there still persists challenges that affect the implementation of ASRH in Kenya. The ASRH policy 2015 is also due for review.

The Children Investment Fund Foundation (CIFF) funded Health Systems Strengthening project is envisioned to create an enabling environment for localized sexual reproductive health and rights (SRHR) initiatives through policy change and implementation. Under the HSS project, CIFF is funding MOH through AMREF an investment that is to be led by Government to optimize the policy environment for ASRH response in Kenya. The high priority outcome within the first year of this investment will be to ensure a revised policy and guideline for ASRH services. A revised ASRH policy with segmented guideline approach in ASRH will be critical in COVID-19 recovery and beyond. As part of this investment, AMREF is seeking to recruit a capable individual who will be seconded to the MOH to join the SRH team in driving the government led agenda of ASRH.

**PERSONNEL**

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| **personnel reporting to the job holder (if any)**  **(not their names but their titles)** | **reporting directly** |
| None | **AMREF**  -FP/RMNCAH and Nutrition Director  -Senior Technical Advisor Adolescents & Youth SRH  **MOH**  National Program Manager Sexual and Reproductive Health |

* 1. **OTHER RESOURCES under your responsibility (equipment and assets)**

**(e.g. files computers, printers, safe, modem, vehicle e)**

* Laptop
* Files
* Office furniture

**PRINCIPAL RESPONSIBILITIES**

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| **Key Area** | **Key Responsibilities** |
| **Technical** | * Support SRH national level program activities that will spark accelerated progress towards the review of the policy and guidelines * Support the subnational county level implementation of activities to support the provision of quality services and strategic information, including assisting in the stakeholder engagement up to community level for SRH towards a revised SRH policy and guidelines. * Participate as needed on high priority activities for SRH program, including but not limited to data analysis and interpretation, health care worker training, program performance reviews, etc. * Facilitate other aspects of SRH program at national level based on needs. May include facilitating relationships, issue-specific problem solving, escalating questions to the national level, developing project management solutions to SRH program challenges, enabling stakeholder collaboration, coordination/ follow up of agreed action points etc. * Contribute to writing proposals and concept notes and designing new programmatic interventions focusing on Adolescents and Youth Sexual Reproductive Health. |
| **Project Management** | * Identify and manage the project risks and timely escalate these risks to the AMREF and MOH as per the reporting protocol * Coordinate and provide assurance over the development and maintenance of project plans * Coordinate, manage and track project milestones and implementation of activities as indicated in the work plan and alert management of any deviations from project plans. * In consultation with the FP/RMNCAH and Nutrition program director, timely authorize project sub-grantee funds disbursements * Monitor and evaluate performance of project sub-grantee (APHRC) * Support the development of concept notes, work plans, budgets and other related activities within the program |
| **Resource Mobilization** | * Contribute to writing proposals and concept notes and designing new programmatic interventions focusing on Adolescents and Youth Sexual Reproductive Health. |
| **Stakeholder engagement and partnerships** | * Participate in Technical Working Groups, maintaining communication and feedback loops on all substantive work in regards to the project. * Participate in and stakeholder meetings related to ASRH at national level * Support and participate in the regional ASRH stakeholder meetings related to ASRH * Build collaborative relationships between ASRH activities with the broader Adolescent Health and maternal and reproductive health related work * Look for synergies among partners and push for effective interactions (partner meetings, national strategy sessions and workshops, county-level work, etc.) * Provide clear communication and management updates to AMREF and MOH SRH leadership and other partners |
| **Monitoring & Evaluation** | * Assist national team in analyzing their own progress, performance, generating performance reviews, and presenting this information to a variety of audiences * Lead the development of project technical reports as required by the donor including documentation of successes, lesson learnt and challenges in implementation |
| **Administration** | * Conduct inception project meetings with key program stakeholders MOH/ CIFF / APHRC (including Government Agencies) for seamless project implementation * Support preparation, coordination and execution of detailed MOH project work plan for the CIFF/MOH SRH project * Manage and track project budgets lines, ensuring compliance and timely reporting * Support the national MoH to develop technical slide decks, TORs or any other recruitment needs , letters and reports * Work with the MoH team in budgeting for MOH/CIFF project activities * Support in day-to-day management of activity budgets including processing field imprests and other financial transactions. * Support identification and contracting of technical experts to critically appraise interventions to mitigate teenage pregnancies and ASRH outcomes * Support the National MoH in Mapping and evaluation of existing ASRH interventions * Support to identify Research Assistants to conduct the situation analysis * Coordinate periodic planning and review meetings and workshops including year- end review and mid-cycle review of the project * Participate and contribute to Internal secretariat meetings during National Stakeholders Meetings and consultations |

**REQUIRED QUALIFICATIONS**

**Education –**

* Bachelor’s degree in medicine, nursing or clinical medicine. Post graduate degree in medicine, Social Sciences, public health, social communication and related discipline will be an added advantage.
* Demonstrated experience with a mix of practical technical skills in adolescent/youth programming

**Experience-**

* At least (5) years relevant experience in implementing public health programs and /or providing technical assistance in adolescent/youth FP/RMNCH H programming.
* Experience working with government or donor funded programs.
* Demonstrated ability to work effectively with government representatives and other stakeholders, particularly at the county and national level,
* Experience in public health policy development will be an added asset
* Experience in implementing projects involving diverse partners and operations
* Demonstrated experience navigating the sensitivities and complexities of Kenya’s health system.

**Skills**

* Project management skills: ability to plan , organize ,work under pressure, respond to deadlines, prioritize competing deliverables, and be flexible and productive while working independently
* Demonstrated success in establishing and maintaining effective working relationships with government,

donors, and NGO stakeholders

* Exceptional and demonstrated ability to influence and build consensus across diverse groups perspectives.
* Excellent oral and written communication skills
* Good coordination, problem solving and networking skills
* Excellent reporting and computer skills
* Solid skills in Excel, power point and high level experience