



## JOB VACANCY

IDENTIFICATION	
<b>JOB TITLE</b>	Programme Manager – Global Fund Malaria Programme
<b>REPORTING TO</b>	Programme Director
<b>DEPARTMENT</b>	Disease Control and Prevention Management (DCPM)
<b>CONTRACT DURATION</b>	Three (03) years
<b>PHYSICAL LOCATION</b>	Nairobi, with significant travel to the field in Kenya

### ABOUT AMREF

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.

### JOB PURPOSE

As the Programme Manager, you will drive and implement high quality Malaria programming through the provision of technical guidance and capacity building of staff and implementing providers. You will serve as Programme Manager Malaria Global Fund project. You will build strategic partnerships with stakeholders in the Malaria sector, including donors. This leadership should be evident through: the growth and/or development of respective technical program, projects performance, quality, and continued responsiveness to Amref, national and international priorities.

### PRINCIPAL RESPONSIBILITIES

#### Malaria Programme Strategic Leadership

- Provide the political, geographic and technical guidance that together with strategic alignment will shape the development and implementation of all Malaria program investments at Amref Kenya
- Provide up to date professional advice to the Programme Director on Malaria program strategic issues in order to support development of relevant strategies, policies and initiatives.
- In close collaboration with the Programme Director, support development and review of Amref Health Africa's plans and priorities in the Malaria technical focus to ensure maximum impact is derived with available resources.
- Lead on development and implementation of cutting edge and evidence-based strategies and investments in Malaria technical area working closely with the Programme Director.

- Coordinate Global Fund and other donors, key stakeholders, implementing partners and interact with numerous GOK institutions and representatives, particularly at county/ facility level.

### **Quality and Performance**

- Set and monitor achievement of performance and personal development objectives for all direct reports in the Malaria program creating a culture of continuous improvement and learning.
- Ensure Malaria program are aligned with and contribute to Amref Corporate focus and National strategies, policies, operational guidelines, and protocols,
- Contribute to problem identification and gap analysis leading to prioritization of the interventions and strategic focus of the program.
- Quality assure all operational plans for projects to ensure they are realistic.
- Carry out periodic and annual performance appraisals and provide on-going performance monitoring and feedback to the program staff.

### **Administrative & Financial Management**

- Provide for financial and administrative management of the Global Fund Malaria grant.
- Maintain close relationships with the Global Fund's Local Fund Agent (LFA) and provide the required assistance and services
- Prepare the consolidated programme and financial reports and submit to the relevant officers including KCM, Senior Management team, GF/LFA
- Develop operational budgets in conjunction with project and finance teams ensuring efficiency and value for money.
- Regularly review financial performance against set targets for the projects, develop remedial and ensure follow through 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.
- Ensure programme compliance with internal control procedures.

### **Programme Monitoring & Evaluation**

- In liaison with the MEAL unit, provide administrative support to projects to develop and implement M & E plans.
- Monitor all programs through periodic field visits (at least 50% of time) and review sessions and ensure that programme implementation strategies are compatible with overall program goals and objectives.
- Liaise with various stakeholders- National and County Governments and other operational partners in the Country through attendance in coordination meetings at County/national and other relevant forums.
- Ensure program assessments are conducted timely in accordance with donor specific requirements, information is analyzed and shared with all stakeholders; and appropriate actions are taken by programme technical staff in collaboration with clients, and partners.
- Support in the Development of tools for the measurement of projects and development of stringent monitoring and evaluation systems.
- Ensure timely development and internal review of all programme donor reports in collaboration with M&E and Finance department in line with donor reporting guidelines.

### **Human Resources Management**

- Lead in the managerial and technical capacities of staff to ensure they are effectively contributing to the achievement of the Malaria programme objectives.
- Foster development of vibrant teams in projects, so that project teams grow into 'winning teams' where Program 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 Malaria program staff and support their movement along career paths through linkage to effective mentorship.
- Proactively identify appropriate training/capacity building opportunities for reportees that are in line with their performance plans and organization objectives.
- Ensure the performance management system for all programme staff is followed and carried out as required
- Identify and manage internal conflict through appropriate resolution mechanisms, where necessary involving the Program Director and Human Resources Manager.

#### **Knowledge Management**

- Provide leadership in the documentation of best practice models in the Malaria programme with the support of Program Director, Communications Unit. And other relevant departments within Amref.
- Create environment for learning across projects within the programme, and across programmes through joint Meetings and synergy forums.

#### **Programme Growth**

- In coordination with Program Director and Business Development Unit, actively identify potential Malaria funding opportunities.
- Provide technical leadership in the development of high-quality needs-based Malaria project proposals.

#### **Research and Advocacy**

- Provide technical leadership in the identification, development and implementation of relevant Malaria operations research drawing on support from the MEAL Unit
- Provide technical leadership in identification of relevant Malaria policy issues and supporting policy advocacy action/process in liaison with Program Director and Advocacy focal person within Amref.
- Develop and maintain working and advocacy partnerships with health and development stakeholders in Malaria program areas, including Counties of coverage and MOH policy fora (HSWGs, COEs).

#### **Networking & Relations Management**

- Participate in relevant technical working groups and committees primarily at national level, provide feedback and develop networks needed to support Amref Kenya deliver on Malaria program agenda.
- Manage day to day relations with counties assigned by the Program Technical Team (PTT) through the Program Director.
- Develop and promote partnerships and networking with relevant stakeholders including but not limited to local authorities, relevant Government of Kenya Ministries, NGOs and Donor Agencies

### **EDUCATION, EXPERIENCE AND ABILITIES**

#### **Education and Experience**

- Minimum of Medical/Health degree and a Master's Degree in public health or a related field.
- Knowledge of strategic planning, administrative, and financial management systems.
- Knowledgeable about current implementation science and state-of-the-art delivery approaches.
- Eight (8) years relevant work experience in Public Health management; 5+ years should be dedicated to provision of program and management backstopping to donor-funded public health projects.
- Practical experience in working with Global Fund is required.
- Prior experience with malaria (or infectious disease) programs is highly preferred.
- Proven management experience in supervision of staff in cross functional teams.

#### **Knowledge, Skills and Competencies**

- Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally.
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- Fluency in English language required.

#### **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 **31<sup>st</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 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.*

