



## JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Programme Coordinator – ARCH
REPORTING TO	Programme Manager, Climate and Health
DEPARTMENT/UNIT	Population Health and Environment
DURATION OF CONTRACT	Three Years (Renewable)
DUTY STATION	Nairobi, Kenya (with occasional travel to project sites)

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. We work directly with communities to co-create solutions, focusing on community-led and people-centric health systems that address the social determinants of health. Through the 2023-2030 strategy, Amref promises to TRANSFORM the health of communities in Africa by investing in the health and lives of women and young people as agents of change.

The climate crisis is one of the key drivers of change that Amref intend to address in the current strategy. As such, Amref Health Africa is leading a consortium of partners to deliver Advancing Research for Climate and Health (ARCH) initiative, funded by the International Development Research Centre (IDRC) and FCDO, aiming to address the growing health challenges posed by climate change in developing countries by supporting research, building capacity, and fostering partnerships

### MAIN PURPOSE

The Programme Coordinator will lead the project's day-to-day operations within the program, ensuring they are delivered on time, within budget, and meet quality standards. The project – *Eastern and South African Regional Hub for Research and Policy on Climate Change and Health* – seeks to understand the impacts of climate change and human health, develop solutions, strengthen health systems and promote equity to ensure that vulnerable populations have access to necessary health services. The coordinator will be engaging three (3) consortium partners and over ten (10) subgrantees across east and southern Africa towards a gender-responsive and climate resilient health systems. The ideal candidate should be ready to work in a dynamic environment and working within a consortium requires continuous engagements with the project partners on major project decisions.

## PRIMARY RESPONSIBILITIES

KEY AREA	ACTIVITY
<b>Project Management (35%)</b>	<ul style="list-style-type: none"> <li>• Develop and implement comprehensive project plans, timelines, and budgets aligned with the donor requirements.</li> <li>• Monitor project progress, identify risks, and develop mitigation strategies.</li> <li>• Ensure that projects are delivered on time, within budget, and meet quality standards.</li> <li>• Prepare regular project reports and updates for stakeholders</li> <li>• Support consortium members to ensure delivery of timely reports</li> <li>• Monitor expenditures and track implementation in collaboration with grants and finance teams</li> </ul>
<b>Coordination (25%)</b>	<ul style="list-style-type: none"> <li>• Organise project convenings, - Workshops, webinars and conferences</li> <li>• Assist in organization of learning forums / Conference on Climate Change and Health</li> <li>• Coordinate the activities of project teams, including researchers, partners, and stakeholders.</li> <li>• Facilitate communication and collaboration among project team members, consortia partners and subgrantees.</li> </ul>
<b>Stakeholder Management (20%)</b>	<ul style="list-style-type: none"> <li>• Build and maintain relationships with key project stakeholders, including consortium partners, and subgrantees.</li> <li>• Ensure that stakeholder expectations are met and that their feedback is incorporated into project activities.</li> </ul>
<b>Monitoring, Learning and Reporting (20%)</b>	<ul style="list-style-type: none"> <li>• Prepare regular project reports, including progress updates, and impact assessments.</li> <li>• Ensure that reporting requirements are met and that information is disseminated effectively.</li> <li>• Organise learning forums among the sub-grantees and plan other project convenings as per the project workplan</li> <li>• Liaise with the M&amp;E and communications team to increase visibility of the Project</li> </ul>

## REQUIRED QUALIFICATIONS

### Education and Professional Qualifications

- Master's degree in Social Sciences or any of the related fields; (Environmental Health, Environmental Science, Sociology, Community Development, Research, Project Management or related courses)

### Required Experience

- At least five (5) years' experience in project management, preferably in the field of public health or climate change
- MUST have experience managing/engaging consortiums
- MUST have experience with multi-country programmes
- MUST have research experience
- Experience in working with Local/County government and Civil Society Organizations
- Good understanding of local and international climate change policies, trends, and commitments

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

- Strong communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams.
- Attention to detail and a commitment to maintaining data integrity and quality.
- Ability to manage multiple projects simultaneously and meet deadlines in a fast-paced environment

### **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 **November 18, 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.*