



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Technical FP/RH Officer
REPORTING TO	Knowledge Management & Communications Lead
DEPARTMENT/UNIT	Institute of Capacity Development (ICD)
DURATION OF CONTRACT	One (1) Year
DUTY STATION	Nairobi, 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 increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health'*.

Leading Amref's corporate strategic pillar on Human Resources for Health (HRH), the Institute of Capacity Development (ICD) works towards catalysing lasting health change to communities in Africa, working with and through our country offices and with strategic partners to increase and cement our pan-African programmatic footprint with sustainable interventions. In partnership with public and private actors in the health and health related sector, ICD's vision is to have a responsive health workforce in Sub-Saharan Africa. Its mission is to develop capacities of individuals, institutions, and health systems through innovative approaches for improved health service delivery.

ABOUT THE ROLE

How would you feel about joining a team that strengthens people, processes and technologies in the health sector to increase their reach and impact across Africa? Are you passionate about knowledge management and FP/RH? Do you believe that the solutions to challenges in the health sector exist among stakeholders and partners? Then we are looking for you if you are up to the challenge. Read on to hear more about the role of Technical FP/RH Officer for the [Knowledge SUCCESS Project](#)!

Knowledge SUCCESS is a five-year global project led by a consortium of partners and funded by USAID's Office of Population and Reproductive Health to support learning, and create opportunities for collaboration and knowledge exchange, within the family planning and reproductive health community.

The Technical FP/RH Officer will focus on providing technical, programmatic, and administrative assistance to the Knowledge SUCCESS project team, specifically with family planning and reproductive health inputs. You will work with the project's partners and stakeholders to facilitate project activities and inputs into the overall project as required. You will serve in both technical and operational roles, which includes traveling to the field to meet with users to ensure the smooth continuity of the project activities.

You will also initiate and/or strengthen collaboration between partner organizations, represent the project at technical meetings, and work directly with donors and partners to support project field activities.

ABOUT YOU

You are organised and have great attention to detail. You are not afraid to get your hands dirty and get involved when needed. Stakeholder and partner engagement and management are skill sets that you pride yourself in. You thrive under pressure, are resilient and result oriented. You are a great communicator and a leader that can inspire your team. You have the ability to manage multiple projects with varying types of demands and can prioritize many pressing tasks. You are confident, and can communicate directions and solutions clearly to both technical and non-technical staff. You're a team player, who's pragmatic and driven, and ultimately has a passion to have an impact!

PRIMARY RESPONSIBILITIES

KEY AREA	ACTIVITIES
Project Management	<ul style="list-style-type: none"> • Provide FP/RH technical and programmatic support to the Knowledge SUCCESS project team. Support efforts to ensure that critical, high-quality FP/RH knowledge and information is identified and made available and accessible to the project audience. • Attend/support relevant FP/SRH events and meetings in Anglophone Africa (in person and virtual). • Support the identification and implementation of the project's KM capacity strengthening interventions, including the Knowledge Management Innovations such as ThePitch, Learning Circles, and the FP Insights for knowledge sharing, collaboration, learning, and adaptation. • Track the projects social media engagements via identified platforms.
Partner and Community Engagement	<ul style="list-style-type: none"> • Support the engagement (in-person and virtual) between relevant partners and stakeholders in the region in the different platforms, including: <ul style="list-style-type: none"> ○ TheCollaborative's web-based platform ○ TheCollaborative's WhatsApp Group ○ Twitter ○ Webinars • Actively engage in identified regional convenings to increase the visibility of the projects activities as well as network with project stakeholders. • Manage the TheCollaborative Database of East African regional FP or FP-related (e.g., PHE, gender) TWGs and projects at regional and country levels; calendar of FP-related or FP relevant events; and relevant platforms that can be leveraged.

KEY AREA	ACTIVITIES
Administration and Documentation	<ul style="list-style-type: none"> • Plan and coordinate the project activities, including workshops, meetings, conferences, field trips, and quarterly and annual meetings and events. • Support the engagement of regional and country-level audiences by focusing on existing regional networks to identify/analyze segments within the audience. • Provide operational assistance to the Knowledge SUCCESS project team to ensure smooth continuity of project activities. • Provide day-to-day problem solving, technical input, writing and editing, and procurement processing that the project requires.

REQUIRED QUALIFICATIONS

Education and Professional Qualifications

- Bachelor's degree in Public Health, Social Sciences, or a related field.
- Training in community and social media management, knowledge management, project management, communications, and related field.

Required Qualifications and Experience

- Five (5) years of professional experience in the FP/RH space with at least three (3) years of regional FP/RH work.
- Experience in planning, relationship management and youth programming.
- Experience in interpreting and synthesizing monitoring and evaluation findings into programmatic application across a diverse set of health areas would be an added advantage.
- Experience in project management and online project management tools would be an advantage.
- Experience in Knowledge Management will be an added advantage

Skills

- Good communication skills
- Good facilitation skills
- Negotiation skills
- Organizational skills
- Problem-solving skills
- Good interpersonal skills
- Excellent written and personal communication skills, with the ability to explain complex issues in a straightforward and non-technical manner.

Competencies

- **Critical thinking and problem analysis:** The ability to work independently and in collaboration with others. Identifying problems hindering progress and seeking feasible and efficient solutions.
- **Team Work:** Demonstrated ability to work as part of a team
- **Documentation:** Ability to document progress, draft quality reports and synthesize relevant data and information.
- **Integrity:** Ability to safeguard project's assets and information
- **Information Technology:** Proficiency in Microsoft Office suite

- **Innovation and Creativity:** Ability to think outside the box; and takes the initiative and identifies opportunities to further projects objectives

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. Applications will be reviewed on rolling basis and the advert may be closed on or before **December 02, 2022**. 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 have 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.