



## JOB DESCRIPTION

IDENTIFICATION	
<b>Job Title</b>	Project Officer – Institutional Strengthening
<b>Directorate/Unit</b>	Y-ACT, Youth in Action
<b>Reporting</b>	Regional Manager – Organizational Capacity Strengthening
<b>Duration</b>	2 years regular
<b>Physical Location</b>	Zimbabwe
<b>Qualified African youth (18 – 31 years) are encouraged to apply.</b>	

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 programmes, 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.

### BACKGROUND

[Y-ACT, Youth in Action](#) is a multi-country youth-led initiative established in 2017 at Amref Health Africa. With a current presence in over 21 countries in Africa, Y-ACT mentors support and increase the capacity of youth advocates and youth-led organizations to influence youth health policy and resource priorities. Y-ACT believes that Africa's youth have a huge opportunity to shift policy landscapes to address challenges that the youth face and subsequently achieve their full potential. Y-ACT's network comprises youth-led organizations in 21 countries. Since its inception Y-ACT has been funded at a total of US \$11.5M from various partners, contributing to movement building, youth advocacy and capacity strengthening of youth-led organizations in the region.

### JOB PURPOSE

The Project Officer will play a crucial role in managing and coordinating the operations of the sub-granted regional organization. This position will be responsible for the institutional strengthening of the Regional Youth-led organization on organizational development, advocacy, and MEL. The Officer will work closely with the Y-ACT technical team to develop organizational strategic plans, risk management plans, resource mobilization, and intensive mentorship plans to ensure the organizations are institutionally and strategically prepared to manage and receive grants. The Officer will collaborate with internal teams, external stakeholders, and regional partners to drive impactful initiatives and maintain a strong organizational presence.

### PRINCIPAL RESPONSIBILITIES

KEY AREA	ACTIVITY
<b>Technical Capacity Strengthening</b>	<ul style="list-style-type: none"> <li>• Spearhead the development of intensive capacity building plan to address the gaps identified during capacity assessment on OD, advocacy and MEL.</li> <li>• Monitor and evaluate the regional organization's performance, identify areas</li> </ul>

KEY AREA	ACTIVITY
	<p>for improvement, and implement necessary changes.</p> <ul style="list-style-type: none"> <li>● Lead in the development of risk management, succession/exit strategy plans for the Regional organizations.</li> <li>● Support in building staff skills and knowledge through trainings and mentorships on technical areas.</li> </ul>
<b>Partnership and Collaboration</b>	<ul style="list-style-type: none"> <li>● Support in building strategic partnerships and collaborate with external organizations and networks to leverage additional resources, expertise, and opportunities for capacity strengthening of regional organizations.</li> <li>● Represent the organization at regional meetings, conferences, and events related to Tobacco control.</li> <li>● Lead to plan and coordinate collaborative experiential learning opportunities for regional sub-awardees and other partners.</li> </ul>
<b>Reporting and Documentation</b>	<ul style="list-style-type: none"> <li>● Prepare regular reports on regional activities, progress, and outcomes, and submit them to the Regional ODSS manager</li> <li>● Maintain accurate records, documentation, and databases related to the regional tobacco control advocacy project.</li> </ul>
<b>Project Coordination</b>	<ul style="list-style-type: none"> <li>● Oversee the implementation of the tobacco control advocacy programme within the region specifically development and implementation of the advocacy strategy, ensuring adherence to timelines, budgets, and quality standards as per BMGF's donor guidelines</li> <li>● Facilitate effective communication and advocacy coordination among project teams, ensuring smooth execution and delivery of program outcomes with the BMGF programme team at the Headquarters</li> <li>● Provide guidance and support to the regional organization ensure effective program implementation and achievement of goals.</li> </ul>

## REQUIRED QUALIFICATIONS

### Education and Knowledge

- Bachelor's degree in Social Studies, Organizational Development, Business Administration, Community Development or other relevant fields. Master's degree is an added advantage.
- Results-based programme management for (I)NGOs and donor-funded initiatives of similar scope.
- Strong and passionate commitment to and knowledge of youth policy and programmatic priorities in Africa

### Experience

- At least four (4) years of hands-on project experience in NGO sector, Organizational Capacity Strengthening, Advocacy and MEL and Sub-Award Management.
- Experience in mentorship and coaching, and development and implementation of capacity-building plans
- Experience working with diverse and multicultural teams is necessary
- Experience in coordinating and managing youth-led organizations

### Competences and skills

- Strong process facilitation skills, with the ability to develop and implement skill-building workshops and other learning events for diverse audiences.
- Demonstrated excellent decision-making and problem-solving skills
- Energetic, hands-on with the ability to prioritize demanding tasks and finds challenges exciting
- Ability to exercise confidentiality, integrity, tact and discretion when dealing with diverse groups of people and processes.
- Excellent written and verbal communication, negotiation and networking skills
- Ability to prioritize and multitask.

- Ability to work under minimal supervision

#### **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 **June 30, 2023**. 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.*