



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Program Manager – Joint Learning Network & Joint Learning Fund
REPORTING TO	Executive Director, Joint Learning Network for Universal Health Coverage
DEPARTMENT/UNIT	Joint learning Network for Universal Health Coverage, Health Systems Strengthening
DURATION OF CONTRACT	Two (02) years
DUTY STATION	Nairobi, Kenya; with the option for remote work from Africa or Asia

BACKGROUND

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.

The Joint Learning Network for Universal Health Coverage (JLN) is a global community that brings together practitioners and policymakers from across the globe to share knowledge and experiences in implementing reforms toward Universal Health Coverage (UHC). The JLN operates on the principles of peer learning and joint problem-solving, focusing on practical solutions that can be adapted and implemented in different country contexts.

Amref Health Africa is the Network Manager for JLN from March 2023 – February 2027. The Joint Learning Fund (JLF) is a flexible pool of funds designated to support JLN member countries to engage in joint learning activities and adaptation and implementation of JLN knowledge products to accelerate progress towards Universal Health Coverage (UHC) reforms in their countries. The funds facilitate technical and financial resources, promoting cross-country learning and collaboration.

JOB PURPOSE

The Program Manager will oversee the implementation of the network management function for both the JLN and the Joint Learning Fund (JLF) under the guidance of the Executive Director of the JLN. This includes developing work plans and ensuring alignment with strategic goals, monitoring program performance, and contributing to the documentation and dissemination of best practices and lessons learned. The role also involves fostering working relationships with JLN stakeholders at the country level, as well as with partners and donors, to achieve program objectives.

Particularly for the JLN, the Program Manager will focus on supporting efforts in program management, technical initiatives, and country engagement. For the JLF, he/she will be responsible for ensuring that funds are disbursed efficiently and effectively to support JLN member countries. This includes facilitating application

review and approval process, monitoring, evaluation, and learning activities, and working with relevant team members to meet reporting targets and finance requirements. Strong leadership, project management and effective communication skills are essential for success in this role.

PRIMARY RESPONSIBILITIES

1. Program Management

- Support the Executive Director in organizing strategic stakeholder meetings for the JLN to facilitate decision-making and ensure timely follow-up on actions that align with program objectives.
- Assist in the development of annual work plans for both the JLN and the JLF, including fundraising efforts ensuring alignment with the overall strategic goals.
- Collaborate closely with the finance team to monitor financial resources and allocations for JLN and JLF, ensuring timely disbursements and transparent financial reporting.
- Work with partners to manage a range of activities related to country engagement and JLN membership, including conducting annual surveys to assess country priorities and developing support plans accordingly.
- Facilitate the development and implementation of a dynamic technical agenda, working with partners to create a menu of technical offerings aligned with the evolving needs and priorities of member countries.
- Collaborate with Technical Initiative (TI) facilitators and member countries to support learning exchange platforms, promoting continuous improvement within JLN's technical work streams.
- Lead the planning, implementation, and monitoring of JLF-supported activities, in consultation with member countries, to ensure alignment with program objectives and effective execution.
- Facilitate the review and approval process for JLF applications, working with technical facilitators, the steering group, and member country focal points to ensure that applications clearly articulate the needs, objectives, and implementation plans, and that they align with program goals.
- During the implementation of JLF-supported activities, liaise with in-country officials, task working groups, and participants to facilitate smooth implementation, incorporating their feedback to refine program planning.

2. Monitoring, Evaluation and Learning

- Support the tracking of all JLN activities to ensure alignment with the existing Monitoring, Evaluation, and Learning (MEL) framework, and ensure that partners report progress in a timely manner.
- Focus on monitoring JLF-supported activities to track progress, assess outputs and outcomes, and derive key learnings.
- Design data collection tools and methodologies for documenting JLF-supported activities, including in-depth interviews and participant surveys, and customize them for each activity as needed.
- Facilitate the collection of information and data from stakeholders and participants, and support both qualitative and quantitative analyses.
- Lead the development of knowledge products, such as case studies and best practice guides, to document experiences and promote learning for future programming.

3. Reporting and Accountability

- Use feedback from partner organizations, member countries and donors including results from JLF supported activities to inform program improvements and future decisions.
- Prepare regular progress reports on JLN and JLF supported activities and share with the Executive Director and JLN stakeholders.
- Support monitoring program performance to manage grants in accordance with donor requirements.
- Facilitate all program documentation is managed in a repository and is accessible to all relevant stakeholders.

4. Communications

- Collaborate with the JLN communications officer to communicate program outcomes and learnings to JLN member countries, stakeholders and the target audience through established communication channels and social media platforms.
- Support stakeholders in organizing workshops, seminars, and global and regional convenings for dissemination of best practices and learnings to promote JLN and JLF supported activities.

REQUIREMENTS

Education and Experience

- Master's degree or equivalent in public health, international development, management, or related fields.
- At least 10 years of experience in managing national and/or international health development programs, preferably donor funded programs on health systems and policy research, health systems strengthening, sustainable financing and UHC reforms.

Knowledge, Skills and Competencies

- Strong organizational and project management skills.
- Proven experience in managing budgets, monitoring expenditures and grant reporting.
- Ability to work independently and as part of a team effectively managing staff and consultants for high performance.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Knowledge of monitoring and evaluation methodologies and best practices, including qualitative and quantitative research techniques.
- Excellent analytical skills including data management and analysis using statistical software
- Demonstrated experience in conducting case study documentation and impact assessments
- Excellent interpretation skills, with the ability to present complex information clearly and concisely.
- Demonstrated ability to publish journal articles and blogs.

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 **13th November 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.