



JOB ADVERT

IDENTIFICATION	
JOB TITLE	Research Associate
REPORTING TO	Senior Director of the HSS Directorate
DEPARTMENT / UNIT	Health Systems Strengthening (HSS)
DURATION OF CONTRACT	6 Months
DUTY STATION	Nairobi, Kenya

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 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 African countries – 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 catalyse 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 communities are empowered to hold these systems accountable for delivering of quality and affordable health care.

ABOUT THE HSS DIRECTORATE

Amref Health Africa is a premier health development organization based in Africa, dedicated to transforming healthcare systems for lasting health change. The organization's Health Systems Strengthening (HSS) Directorate was established to advance an integrated approach in Primary Health Care (PHC), Reproductive, Maternal, Neonatal, Child, and Adolescent Health (RMNCAH), Health Financing, and Social Determinants of Health (SDoH). As a central hub, the HSS Directorate consolidates efforts across technical areas and plays a vital role in mobilizing resources to support Amref's growth and technical impact across Africa.

JOB PURPOSE

The Research Associate position is designed to support Amref's business development activities within the HSS Directorate, especially as we pursue upcoming funding opportunities related to Primary Health Care, Integration and health equity. The Associate will play a crucial role in aligning internal resources, conducting research, and supporting proposal development to ensure Amref's success in expanding its mission across the continent.

KEY RESPONSIBILITIES

1. Conduct Research and Analysis

- Perform thorough research into relevant funding opportunities, analyzing donor priorities, project objectives, and alignment with Amref's areas of expertise and strategic vision.
- Develop situational assessments to evaluate Amref's technical capabilities, using case studies to highlight impact stories and reinforce Amref's potential value in proposals.
- Collect and interpret data on health trends, specific country needs, and target populations to identify areas where Amref can address critical health gaps.
- Conduct literature reviews and collect, analyze, and synthesize data to inform ongoing and future projects.
- Assist in identifying and fostering research partnerships with academic institutions, NGOs, and other health organizations to strengthen Amref's technical collaborations.

2. Support Internal Coordination and Strategic Alignment

- Coordinate efforts across departments to maximize resource efficiency, ensuring consistency and alignment throughout the proposal development process.

3. Map Stakeholders and Build Partnerships

- Assist in identifying potential partners, stakeholders, and community groups that align with Amref's strategic objectives, working closely with project leads.
- Research and document successful partnership models and interventions that could be tailored to Amref's initiatives to enhance program impact.
- Coordinate with partners to share data and insights, deepening the quality and relevance of research inputs in proposal development.

4. Contribute to Proposal Development

- By drafting essential proposal sections, including project context objectives, and technical strategies, to align with donor expectations and effectively showcase Amref's capabilities.

5. Knowledge Management and Documentation

- Manage systems that organize and store research findings, project reports, and other knowledge assets, ensuring that information is easily accessible to support decision-making.
- Create summaries, briefs, and knowledge-sharing materials that document key insights, best practices, and lessons learned from Amref's projects.
- Regularly update and maintain Amref's knowledge repositories, making sure data, resources, and information are consistently archived and can be accessed for future initiatives.

6. Provide General Research and Administrative Support

- Undertake additional research and project-based assignments as assigned by the Senior Director of the Health Systems Strengthening Directorate.
- Support the preparation of presentations, briefs, and summary reports to advance Amref's strategic business development and resource mobilization efforts.
- Organize Reporting and Documentation
- Produce timely progress updates and summaries for internal teams, ensuring findings are accessible for ongoing and future proposal efforts.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Bachelor's degree in Public Health, Health Systems, International Development, Social Sciences, or related field (or a Bachelor's with significant relevant experience).
- Experience in research, proposal development, or program coordination in the health sector.
- Proven experience with literature reviews, data collection, and analysis for health program development or grant applications.
- Research skills in systematic literature reviews, health data analysis, and synthesizing findings into actionable insights.
- Familiarity with knowledge management systems and tools for organizing and sharing research outputs.
- Exceptional writing skills for drafting proposals, concept notes, reports, and knowledge-sharing materials.
- Strong presentation and documentation skills, with the ability to communicate complex information effectively.
- Project coordination experience, including collaborating within multidisciplinary teams and engaging stakeholders and partners.
- Ability to prioritize tasks, manage multiple projects, and meet deadlines in a fast-paced environment.
- Technical knowledge of health systems strengthening, primary health care, familiarity with key health challenges and trends affecting health systems in Africa, including service delivery models.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- High professionalism, strong ethics, adaptability, and commitment to Amref's mission to improve health in Africa.

WORK ENVIRONMENT

- Majority of the Job Holder's time will be spent in the office but may be required to travel if need arises.

HOURS OF WORK

- Normal Working Hours.

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 22, 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.