



JOB PROFILE

Title: Programme Officer, Technical Support – Grade 4

Reports to: Beyond Zero Coordinator

Job Purpose:

The officers shall be responsible for monitoring and evaluation, delivery of the work-plan with close liaison with the Technical Advisory Team and guide partners in areas of technical support required for the Beyond Zero

Beyond Zero is premised on the philosophy of harnessing the convening power of Her Excellency, the First Lady Margaret Kenyatta, to ensure that all Kenyan mothers deliver safely, and their children are healthy and HIV free through:

Institutionalizing and strengthening existing health and community systems mobilizing the contributions of private and public sectors and develop partners Catalyzing innovation and accelerating action by stakeholders and political leaders

Duties and responsibilities

1. Learning, sustainability and impact (40% of the time)

Liaise with partners and stakeholders to ensure that all technical aspects of the National Steering Committee work-plan are delivered in a timely manner

- Design and implement a Monitoring and Evaluation plan for the NSC work-plan
- Closely work with the Technical Advisory Team and Ministry of Health and facilitate their activities for delivery of the work-plan
- Develop strategies, operational guidance and tools to facilitate implementation of the NSC work-plan
- Support proposal development for resource mobilization
- Prepare timely and quality reports of activities and resources
- Facilitate quarterly work-plan reviews and continuous follow up with all stakeholders

2. Securing project funding from institutional funders (30% of time)

- Contribute to design and development of project proposals
- Identify and track emerging opportunities through the institutional funding strategy and action plan

3. Building relationships with strategic partners for policy and programme (20% of time)
 - Identify and build relationships with development agencies, policy, and research organizations that are critical to Beyond Zero delivering its objectives and programme
 - Establish and maintain relationships with key contacts in strategic partner organizations
 - Represent Beyond Zero at relevant networks, workshops, seminars and policy events
4. Supporting information and communications needs (10% of time)
 - Work closely with communication's officer team to share information about programme portfolio, pipeline, specific projects and programme impact
 - Support sharing of technical information between Beyond Zero and Trustees including NACC

Professional qualifications and relevant experience

- Master's Degree in health or other development-related field
- In-depth understanding of maternal health, gender, HIV/AIDS issues in Kenya
- A minimum of 5 years of programme management and technical supervision of teams
- Knowledge of development frameworks, donor liaison and management.

Key skills

- Demonstrated experience in managing Monitoring and Evaluation programme
- Fluency in written and spoken English and Kiswahili
- Excellent inter-personal and negotiation skills
- Ability to facilitate and guide teams to work together
- Balanced and intuitive decision-making
- Proven results-based programme development, organization and management
- Demonstrated ability to anticipate emerging needs and turn them into actionable priorities for the different team members
- Good understanding of electronic communications and standard office computer software