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| **JOB TITLE:** Senior Project Officer, Health | |
| **TEAM/PROGRAMME:** Health | **LOCATION**: Nairobi (Maternity cover) |
| **GRADE**: Grade 3 | **POST TYPE:** National |
| **Child Safeguarding** Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people | |
| **ROLE PURPOSE:**  The Senior Project Officer, Health, will plan, guide and support implementation of Save the Children’s supported health project in Nairobi County | |
| **SCOPE OF ROLE:**  This position demands the technical knowledge, management skills and the work experience needed to run a health project. The Senior Project Officer, Health will be responsible for ensuring management of the health project is executed in line with SC, county, national and international humanitarian standards and donor guidelines and in line with the health sector priorities and in collaboration with other partners in the sector and other related sectors. It will also involve active participation in the health sector coordination forum, other agency and key health sensitive sector liaison, capacity building and supervising staff using techniques and tools available and appropriate to Nairobi donor funded sub-counties and health facilities.  The Senior Project Officer, Health will work closely with Ministry of Health Nairobi County and 6 sub-counties health management team and with Save the Children project team in the programme budget management, planning, implementation, and monitoring of IMNCI E-Learning project (MEDSINC Mooney) activities at the supported health service and community levels. This support aims to strengthen the responsiveness of the health system to Children under the age of 5 years.  Based in Nairobi, the Senior Project Officer will participate in National, County, and sub-county technical working groups and committees; ensure planned activities are implemented according to the work plan and ensure that best practices and key lessons learned are captured and shared internally and with external stakeholders. On a day-to-day basis, he/she will work under the supervision and direction of the Health Coordinator.  **Dimensions:** Save the Children has been operational in Kenya since the 1950s, providing support to children through developmental and humanitarian relief programmes delivered both directly and through local partners. Current programming focuses on child protection, child rights governance, education, health, HIV/AIDS, livelihoods, nutrition, and WASH. In 2012, as part of a global reorganization process, Save the Children combined the programmes of SC UK, SC Canada, and SC Finland to create a single operation in Kenya. In Feb 2014, we completed a second transition, which saw us join forces with the British INGO, Merlin, and merge their health and nutrition programmes with our own. Save the Children now has an operational presence in Dadaab Refugee Camp, Garissa, Mandera, Samburu, Baringo, Turkana and Wajir and we work through partners in many other parts of the country.  **Reports to:**  Health Coordinator - Nairobi  **Staff directly reporting to this Post:** None  **Budget responsibility:** Yes – as per program size and delegation scheme. | |
| **KEY AREAS OF ACCOUNTABILITY:**  ***Programme***   * Plan and supervise implementation of project activities together with Save the Children Nairobi area programmes team at field level, and MOH counterparts. * Manage project budget including monitoring of expenditures. * Ensure quality implementation of the projects in country, providing support to Project officers in project management and project cycle management. * Support and participate in donor visits when necessary. * In times of emergency, provide technical support to disaster responses as directed by line manager. * Contribute to advocacy campaigns as directed by line management. * Contributes to the development of work plans and budgets, training plans, quarterly reports and other reports as needed. * Together with the Heath Technical Specialist and Health Coordinator ensures the project goals and milestones are met efficiently and effectively, in accordance with project budgets and work plans. * Provide technical support in implementation of the community and facility components of the project ensuring that these align with national and global best practices. * Support the budget management, planning and roll out of both projects. * Participates and oversee capacity building activities of Ministry of Health - private and public health workers and community health volunteers. * Other duties as assigned.   ***Monitoring, Evaluation, Accountability & Learning (MEAL)***   * With the support of MEAL team ensure project performance is tracked and quality standards adhered to. * Coordinate regular project monitoring and supervision in liaison with the SCHMTs to ensure quality project implementation according to agreed standards. * Take lead in preparation and documentation of best practices, lessons learnt including case studies. * Ensure the compilation of quality and timely reporting for the project both routine project reports and donor reports. * Ensure learning from the project are documented and shared with County officials, programme staff, other SCI partners as well as within the organization. * Collect and manage complaints and feedback in close coordination with MEAL team.   **Coordination and Representation**  • With guidance from the Health Coordinator, representing SC within authorized parameters, foster relationships with relevant host government ministries, UN agencies, and local and international NGOs focused on maternal, newborn, and child health (MNCH).  • Cultivate robust networks with the Ministry of Health and other pertinent national institutions.  • Forge partnerships with Nairobi County and sub-county officials, establishing operational agreements to effectively execute our programs.  • Identify potential collaborators for joint initiatives and expand successful programs.  • Co-facilitate County and sub-county networks and advocacy efforts concerning health and nutrition programs. | |
| **SKILLS AND BEHAVIOURS (our Values in Practice)**  **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling SCI’s values * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved   **Ambition:**   * Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same * Widely shares their personal vision for SCI, engages and motivates others. * Future orientated, thinks strategically.   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters. * Values diversity sees it as a source of competitive strength. * Approachable, good listener, easy to talk to   **Creativity:**   * Develops and encourages new and innovative solutions. * Willing to take disciplined risks.   **Integrity:**   * Honest, encourages openness and transparency. * Commitment to Save the Children Values   **Core competencies:**   * Leading and inspiring others * Delivering results * Developing self and others * Problem solving and decision making. * Innovating and adapting * Applying technical and professional expertise * Working effectively with others * Communicating with impact * Networking | |
| **QUALIFICATIONS AND EXPERIENCE**   * Bachelor’s degree/Diploma in public health, Nursing with community health experience. * Minimum four (4) years’ experience in community maternal and new-born health and Integrated Community case management of Case Management programming. * Experience working with Community Health Units in community health strategy. * Experience of working with local/national governments and capacity building of systems, partners and staff * Ability to extensively travel for project monitoring and provide on-site technical support to field teams * Highly developed interpersonal and communication skills including influencing, negotiation and coaching * Highly developed cultural awareness and ability to work well in an international and matrix management environment with people from diverse backgrounds and cultures * Strong results orientation, with the ability to challenge existing mind-sets * Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in * Excellent spoken and written English and Swahili. * Strong organizational, interpersonal, and communication skills. * Experience and Familiarity with the counties in Nairobi, will be an added advantage. * Sensitive to issues affecting children and committed to Save the Children’s Child Safe Guarding policy. * Strong documentation and report writing skills. * Experience of and commitment to working through systems of community participation and accountability. * Culturally sensitive with qualities of mentorship and patience. * Commitment to Save the Children Values. | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | |
| **Date of issue:** | |
| **Supervisor Name: Signature:** | |
| **Employee Name: Signature:** | |