ROLE PURPOSE

Role Title: Project Coordinator  Division: Global Programs

Employment type: Full Time, Fixed-term contract with flexible work arrangements  Reports to: Program Manager

Location: Nairobi, Kenya  Number of direct reports: None

Date: September 2023  Leadership Band: Leads Self

Purpose of the role:

The Project Coordinator is accountable for coordination, oversight and implementation of various approved Project activities and the strategic planning, design and operational delivery of Integrated eye health programs that are aligned to The Foundation’s strategic framework.

The Integrated Cataract project aims to strengthen capacity of county health systems to ensure eye healthcare is accessible to everyone, including marginalised communities, women, and girls. This project is anchored within a health system strengthening approach and it is designed to integrate eye health within the Universal Health Coverage Framework.

The Project Coordinator will own the outcomes of:

1. Eye Health and Advocacy: Lead efforts to improve access to eye health services and reduce blindness in Kenya through coordinating the implementation of integrated eye health and advocacy activities related to increasing equitable access to eye health services, so as to reduce avoidable blindness and vision impairment in Kenya.
2. Project Development and alignment: Contribute to the design of the Project Development Document (PDD) for effective project implementation. Support the alignment of the project design with national and global program priorities towards realization of international frameworks with a focus on SDGs. Support other partners to develop and implement project plans in line with the project’s monitoring and evaluation framework.
3. Service Efficiency: Develop tools for better tracking of project outputs and outcomes and ensure timely achievement of project milestones. Work with the partners in ensuring there is reporting and discussion on continuous quality improvement using the cataract surgical outcome monitoring tool.
4. Stakeholder Engagement: Stay informed about eye disease developments and engage with stakeholders at various levels. Strengthen the partnership and collaboration across diverse stakeholder groups in building strong project management excellence.
5. Planning and Budget Oversight: Coordinate work plans, fund transfers, and budget alignment to meet project targets and ensure accountability by the partners and various project teams.
6. Technical Support: Facilitate the implementation of technical support activities to the partners supporting the implementation of the integrated cataract project in collaboration with national MOH and other county-level health service departments and units.
7. Advocacy, Compliance, and Knowledge Management: Propose and implement advocacy plans geared towards accelerating systems delivery of strong eye health services, ensure compliance with donor expectations including safeguarding, and contribute to knowledge sharing and documentation.
8. Partnerships: Develop and enhance partnerships at national level among key stakeholders for common approaches and synergy towards and impact.
9. Promote documentation and knowledge management for continuous learning through regular program reviews, sharing of change stories and innovative initiatives for overall skill and scale up.
10. Other tasks as requested by your manager.

Our Capabilities:

As a member of The Foundation family, you will:

1. Live by the values of The Foundation and support The Foundation’s culture, performance and brand.
2. Adhere to all The Foundation’s policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Skills:

- Technical areas: strengthening public health service delivery programs, Innovation in health service delivery, partner technical Support and capacity building, advocacy, health systems performance and eye health programming.

Essential Experience:

- Experience in project management and collaboration with ministries of health in one or more areas of health systems.
- Considerable experience in leading the delivery of donor-funded programmes and working with donor organizations and development partners.
- Good networking skills, with experience in a busy health development organization.

Desirable Experience:

- Identify and develop opportunities for Health Financing grant acquisition.
- Advise on project design and evaluation, demand and resource planning.
- Experience with a mix of practical technical skills necessary for strengthening health systems at the county, national, and community levels.
- Excellent knowledge of; national/county/community-level issues impacting health services
- Demonstrate capacity for knowledge sharing and peer capacity building in areas of expertise.
- Demonstrated capacity to build and maintain productive working relationships with a wide network of partners and stakeholders.
- Donor management through tracking of donor requirements, compliance and submission of quality reports
- Superior presentation skills (both written and oral) and ability to communicate technical materials to a mix of audiences and for differing purposes using print, electronic, and presentation media.
- Interpersonal and intercultural sensitivity
- Must have strong oral and written communication and presentation skills in English.
- Demonstrated ability to work independently and in a team environment

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<th>Qualifications:</th>
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<td>Bachelor's degree in Public Health, Social Sciences, International Development, or health systems</td>
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<th>Travel:</th>
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<td>International/Domestic</td>
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<th>Additional Responsibility:</th>
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<td>Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.</td>
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<th>To work in The Foundation, you will:</th>
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<td>- Be eligible to work in Kenya.</td>
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<td>- Undergo background check including criminal records and qualifications check.</td>
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<td>- Undergo working with children check for positions that are identified as working with children</td>
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<td>This position does involve “Working with Children” either direct or indirect.</td>
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