

ROLE PURPOSE

Role Title: Project Officer- Vision Impact Project	Division: Programs & Partners	Location: Embu, Kenya	Date: April 2026
Employment type: Full time- Fixed term	Reports to: Regional Coordinator-Eastern Region	Number of direct reports: None	Leadership Band: Leads Self

Purpose of the role:

The Project Officer will be accountable for the coordination and implementation of Vision Impact Project activities, working with partners in Kenya to ensure timely and efficient high-quality deliverables in line with agreed project guidelines and objectives.

Key Roles and Responsibilities

- Facilitate timely and quality implementation of Vision Impact Project activities in accordance with work plans and approved budgets.
- Ensure that standards and guidelines related to Vision Impact Project are effectively applied in project implementation.
- Facilitate schools and community eye screening and ensure all program processes are adhered to
- Take lead in the planning and coordination of all trainings that will be undertaken in the program
- Coordinate and actively engage communities, DPO'S and persons with disabilities to ensure inclusive project cycle management in VIP.
- Uphold the rights of all beneficiaries, ensure child protection and protection of vulnerable adults and address and document – in accordance with available policies/guidelines any forms of violation, discrimination, intimidation, and exploitation in Visual Impact Project.
- Ensure that all beneficiaries are treated equally to get equal value, participation and decision making.
- Plan and conduct regular accessibility audit and pro-actively address the recommendation arising from these audits
- Coordinate community mobilization and participation in eye screening
- Actively participate in quality monthly, quarterly, semi-annual, annual and end of projects reports in accordance with Visual Impact Project and Ministry of Health Kenya requirements
- Participate in documentation and dissemination of best practices and human-interest stories with support from the Foundations communications staff.
- Ensure budgetary utilization is in accordance with set procedures.
- Represent FHF in stakeholder forums/meetings
- Be an active member of county eye health technical working group CEHTWG

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 health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Minimum of 5 years' experience with regard to designing, planning, implementation, supervising and reporting on integrated development projects, both at community, county level as well as facilities such as schools and health facilities
- Must be a results-oriented person who can handle a heavy workload as well as multiple organizational, donor and MOH demands
- Experience in working and collaborating with communities, County Governments (Embu County being among them) and Government Ministries

Skills:

- Strong conceptual and analytical skills to be able to develop new initiatives, identify critical issues, build capacity and standardize processes.

Desirable Experience:

- Ability to support the development of skills and capacity including training initiatives;

- Excellent interpersonal skills with the ability to manage a wide variety of relationships utilizing collaborative consultation, communication and negotiation skills.
- Strong computer skills specifically project management software and Microsoft Office suite applications.
- Excellent problem-solving skills: demonstrate resilience when faced with challenges.
- Ability to work well with others under deadline situations and juggle several priority tasks.
- Outstanding organisational and time management skills including the ability to priorities and multi-task work.
- 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.
- An energetic self-starter with resilience, pace, interpersonal flexibility and comfort with ambiguity to succeed within the evolving and sometimes demanding contexts.
- Must be able to build and maintain strong relationships with a wide range of stakeholders.
- Demonstrated capacity to work effectively in cross cultural / mixed language environments.
- Financial Management skills especially development & management of budgets and budget reports.
- High sense of integrity, ethics and confidentiality;
- An excellent team player and result-oriented personality;
- Ability to work independently, take initiative, set priorities and support programs.

Qualifications:

•Minimum of a Bachelor’s degree in Project Planning and Management, Public Health/Environmental Health, Social Science or any other relevant qualification from a recognized and accredited university

Travel:

Domestic Travel

The position involves:

This position does involve “Working with Children” either direct or indirect.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.