



Public Health Innovations (PHI) | Job Advertisement

Position: Program Officer

Date: January 17th 2022

Job title: Program Officer

Reports to: Executive Director

Location: Nairobi

Position: Program Officer

Terms: 1-year Contract with possible renewal of the same period

Start Date: February 2022

End Dates: February 2023

Background

Public Health Innovations (PHI) is a Nairobi-based organization whose vision is to be the leading consulting firm in LGBTIQ+ and Key Population programming, Research and Organizational Capacity building in Africa. PHI endeavors to combine technical expertise in rights-based, result-based, and evidence-based approaches, with thematic experiences and expertise in social justice to generate efficient and innovative rights-based solutions for LGBTIQ+ and Key Populations.

PHI services include: research, leadership development, critical thinking mechanisms, coaching and mentorship, movement building, strategic and future thinking, organizational capacity strengthening, human rights advocacy, skills development, and training.

Job summary

PHI is seeking a suitable candidate to fill its Program Officer Position, who will work closely with the Executive Director to contribute to a holistic, integrated, and comprehensive implementation of PHI's programs. Thus, as a member of the Program team, the Program Officer will be responsible for the coordination and delivery of the PHI's initiatives as well as supporting the Executive Director in coordinating and managing PHI's programs. You will also provide technical guidance and administrative support to PHI staff, consultants and other team members.

Job description/Key responsibilities

- In consultation with the Executive Director, support in the planning, managing, coordination and implementation of PHI program activities
- Coordinate consultants and PHI client management services that includes internal contractual processes, management and maintaining all consultant contracts
- Cultivate and manage relationships with PHI partners and allies
- Participate in project report writing and verify all consultancy reports before submission
- Oversee PHI Logistics and Operation Administration
- Maintain consultant database
- Support research and other programmatic activities

- Monitoring of program budgets
- Consulting with the Executive Director, monitor and report any challenges and/or gaps identified to inform adjustments to the program plans and implementation schedules.
- Participate and provide operational support in dissemination and use of relevant knowledge in the field and providing effective administrative support
- Ensure accurate and timely reporting of all assigned activities per standards and established schedules
- Represent PHI in meetings at county, national and international levels
- Ensure project documentation for assigned activities is complete with all required documents and reports and is filed per donor requirements.
- Any other duties as may be required from time to time by the Executive Director

Qualification/requirement

- Bachelor's Degree in social science, Public Health, or a related field.
- Minimum of 3 years of work experience in LGBTIQ/ Key Population programming and working with LGBTIQ and Key Population communities and partners
- Demonstrated experience in working and engaging with marginalized communities in the region
- An understanding or engagement in movement building and LGBTIQ and Key Population organizing
- Deep understanding of various administrative functions
- Technical and staff supervision experience a plus.
- Experience managing and monitoring projects, data collection and report writing.
- A strategic thinker with good relationship management skills
- Presentation, facilitation, training, mentoring, and coaching skills are a plus
- Excellent written and oral communication skills
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Analysis and problem-solving skills with ability to make sound judgment

Other Attributes

- Ability to cultivate constructive relationships
- Strong interpersonal and public relation skills and able to work with people from diverse backgrounds.
- Able to work independently and effectively under pressure.
- Excellent verbal and written communication skills
- Experience working with LGBTI and Key Population organizations and individuals.
- Ability to work independently as well as in teams and meet deadlines.
- Fluency in English and Swahili.
- Flexibility and accessibility outside of work hours
- Time management and ability to priorities multiple tasks
- Self-motivated person able to work without close supervision
- Able to work effectively in a diverse team environment

Application procedure and deadline

Written applications (letter of intent or statement of motivation) indicating the title/position applied for and CV (not more than 3-pages) including day-time contact phone numbers, as well as names and contact information of three references, current salary and salary expectations should reach the below-mentioned

by Close of Business Friday February 11th 2022. Email: info@phi-africa.com and copied to nguruk@phi-africa.com

NB: Public Health Innovations is an equal opportunity employer irrespective of age, sex, ethnicity, race, gender identity, sexual orientation, HIV Status or physical capacities. Persons who identify as LGBTIQ+ and or Key Populations are encouraged to apply.

Disclaimer

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position. Note that PHI does not charge any fees from applicants for any recruitment. Further, PHI has not retained any agent in connection with this recruitment.