

Project Officer – Health Systems Strengthening at Fred Hollows Foundation

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

It's estimated there are , blind people in Kenya, with another , visually impaired. Cataract is the largest cause of avoidable blindness in the country, making up 43 per cent of all cases of blindness. The Fred Hollows Foundation is working with the Government of Kenya to improve health services. Our focus is on the rural areas where 80 per cent of the population live and where access to health services is extremely limited due to finite resources and financial allocation for eye health.

ABOUT YOU

To be successful in this role, you will need to possess strong project management skills, with the ability to manage and prioritize multiple projects while ensuring deadlines are met. Excellent communication skills, both written and verbal, are essential. Additionally, you should have strong report writing and documentation skills to ensure that all project deliverables are documented and presented effectively.

Finally, the ideal candidate should have a proven ability to influence and work collaboratively with partners and stakeholders to achieve project goals. You will also be self-driven and able to work independently.

THE OPPORTUNITY

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

KEY RESPONSIBILITIES

Support the implementation of approved Projects in accordance with agreed Project Implementation Plans, work plans and annual budgets.

Support the Health Systems Strengthening Manager in ensuring that program activities are timely planned, implemented, monitored, and reported through submission of timely quality quarterly reports. Advise on any developments that might necessitate deviation from planned activities and ensure that the Program Manager and relevant team members are made aware of relevant meetings, forums etc. taking place in the counties.

Identify and build partners' capacity and support partners with timely mobilization of goods and services to initiate and complete activities.

Work with the Health Systems Strengthening(HSS) Manager, Monitoring and Evaluation Advisor, and Policy and Advocacy advisor to strengthen the quality and health systems initiatives at the national level and in the Counties.

Support Partners prepare annual financial budgets, plan and monitor monthly/quarterly expenditure against budgets and ensure submission of timely accurate monthly and quarterly financial returns, and utilization of project assets and resources as per The Fred Hollows Foundation's policy.

Support the HSS Manager in organizing and monitoring The Fred Hollows Foundation Kenya (FHFK) and other joint engagements with the County health teams, relevant County departments and other partners.

Support FHFK communication and fundraising initiatives through identification and sharing of compelling beneficiary stories and case studies. Ensure branding per FHF guidelines.

Other tasks as assigned by your supervisor.

WHAT YOU'LL NEED TO SUCCEED

Minimum of 3 years working experience with reputable NGO's

Knowledge of project design, project management, budget development and monitoring

Experience in community-based health programming.

Experience in working in the space of Health Systems Strengthening.

Previous hands-on experience in project implementation and working through partners.

Application of project design, project management, budget development and monitoring.

Support and coordination of successful health projects and development of effective & efficient implementation systems.

Proven ability to influence and work with government partners/stakeholders.

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