

Programs Officer Career Opportunity

Job Summary

The Kenya Healthcare Federation (KHF) serves as the Health Sector Board of KEPSA. Founded in 2004 as a private health sector membership-based organization, KHF works with care providers, hospitals, pharmaceutical manufacturers, insurers, and other health stakeholders, to promote strategic partnerships between the public and private sector that are aimed towards promoting the achievement of Universal Healthcare (UHC), and access to quality health services in Kenya. KHF is dedicated to creating the necessary linkages and partnerships with the Government and other stakeholders with a view towards promoting the achievement of access to quality healthcare for all Kenyans.

In furtherance of this, KHF has actively participated in several policy formulation meetings convened by the Ministry of Health (MoH) and has actively taken part in various engagement structures coordinated by KEPSA on any issues raised regarding health. Its membership includes, but is not limited to; institutional associations, trade associations, professional associations, and corporate bodies including NGOs and commercial and social enterprises.

KHF seeks a highly motivated and dynamic Programs Officer to play a key role in the managing and running of our projects. The Programs Officer will support our various project activities and work on selected workstreams within the work-plan, alongside project staff based at KHF and with our partners

A successful candidate should have strong leadership and stakeholder management skills. They should be highly motivated creative problem solvers; have strong analytical, writing, communication, process facilitation, and collaboration skills; and have a commitment to excellence and producing results.

Responsibilities:

The PO will serve as a key member of the team, contributing technical assistance to specific health governance and leadership challenges and supporting the implementation of project activities. Responsibilities will encompass administrative, project management, research, business development, and communication tasks (among others). They may be expected to:

- Serve as a liaison between KHF and our partners
- Facilitate development and monitoring of work-plan for activities in KHF, working with team members and accounting for inputs for the project
- Facilitate development and timely submissions of biweekly, monthly, quarterly, and annual reports. Identify key milestones to highlight in the projects
- Work with the team to develop a theory of change, results frameworks, and key performance indicators for the activity, and apply project-wide MEL plans
- Throughout implementation, identify and manage risks to minimize programmatic disruptions.

- Develop and facilitate organization and maintenance of knowledge management and communications materials, including communications plan for KHF activities.
- Foster collaborative relationships with country and technical partners. Ensure effective and regular communications with internal and external stakeholders (including the prime organization, government partners, USAID, etc.).
- Work with the Finance team to carefully monitor and track budget and expenses.
- Conduct qualitative and quantitative analysis on technical and policy issues related to health governance and leadership and contribute to highly polished presentations, concept notes, briefing materials, and other products such as blog posts, newsletters, meeting summaries, thought pieces, and e-communications on key topics of interest.
- Develop key deliverables, including analytical and communication materials (e.g., technical tools, workshop reports, operational guidelines etc.) in collaboration with other team members. Review and provide constructive feedback to work products developed by other team members and consultants within select activities.
- Represent KHF at health policy forums as designated by the CEO. Seek opportunities to present KHF project work in Kenya.
- Contribute to new business development efforts including proposal writing
- Contribute to various other tasks including identifying/recruiting consultants, developing contracts, and recruiting new team members among others.

Qualifications and Skills Required:

- Bachelor's degree in a relevant field (public health, health economics, public or social policy, public administration, business, management or similar) preferred
- 1-2 years of relevant professional experience on issues related to health governance and leadership strengthening in Kenya. Ability to understand and describe complex health governance and leadership issues.
- Self-starter with demonstrated ability to work as part of a team and independently
- Experience with donor-funded grants, with specific experience reporting to and managing relationships in a strict reporting environment is highly desirable. Knowledge of the main donors in Kenya and regulations is highly desirable.
- Experience providing process facilitation, support on issues related to health governance and leadership strengthening – i.e., supporting a country-led process that has broad stakeholder buy-in, develop the capacity of country partners, and leads to contextually appropriate and technically valid solutions.

- High level of organization, attention to detail, professionalism, and reliability. Ability to prioritize and manage work in a fast-paced environment and be responsive to country partners and funders amidst competing time and resource demands.
- Excellent written and verbal communication skills, including the ability to effectively facilitate high-level meetings, and prepare clear and concise emails, presentations, and reports.
- Detail-oriented with strong analytical and problem-solving skills.
- Experience in effectively working with and meeting the needs of various stakeholders ability to work as part of a team and independently
- High level of Microsoft Office proficiency, including Excel, PowerPoint, Word, Outlook, and preferably Teams.

Join our team and make a meaningful impact on our exciting projects! We offer a competitive salary, a comprehensive benefits package, and opportunities for professional growth and development.

How to Apply:

Interested candidates should submit a cover letter and resume to talent@khf.co.ke by **Wednesday, 31st January 2024**. Please include "**Project Officer Application**" in the subject line.