

JOB VACANCY: PROGRAM OFFICER

Job summary

The Kenya Healthcare Federation (KHF) seeks a highly motivated and dynamic Program Officer to play a key role in the managing and running of our projects. The Program Officer will support our various project activities and work on selected workstreams within the workplan, alongside project staff based at KHF and with our partners. The successful candidate should have strong leadership and stakeholder management skills. They should be highly motivated, a creative problem solver, have strong analytical, writing, communication, process facilitation, and collaboration skills, and have a commitment to excellence and producing results.

Responsibilities:

The Program Officer will serve as a key member of the team, contributing technical assistance to specific health governance and leadership challenges and supporting implementation of project activities. Responsibilities will encompass administration, project management, research, business development, and communication tasks, among others. Reporting directly to the Head of Programs, the incumbent will be expected to:

- Serve as a liaison between KHF and our partners
- Facilitate development and monitoring of workplans for activities in KHF, working with team members and accounting for inputs for the project
- Facilitate development and timely submissions of weekly, monthly, quarterly, and annual reports. Identify key milestones to highlight in the projects
- Work with team to develop 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 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 HOP or 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 health or business-related topic including but not limited to public health, health economics, public or social policy, public administration, business management or similar
- 5+ years of relevant professional experience in Kenya's private sector.

- 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
- Experience providing process facilitation, support on issues related to health governance and leadership strengthening
- 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 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.
- High level of Microsoft Office proficiency, including Excel, PowerPoint, Word, Outlook and preferably Teams.

How to Apply:

Interested candidates should submit a cover letter and resume to talent@khf.co.ke by **Tuesday 22nd October 2024**. Please include "**Program Officer Application KHF**" in the subject line.