



RE-ADVERTISEMENT

Job Title	Programmes Officer
Position Reports to	Programmes Manager
Position Supervises	Program Assistant/s
Duty Station	Nairobi office with travel to Counties
Position duration	1 Year with possible extension

Job Summary

NCD Alliance Kenya is looking for a qualified, personate, and self-driven individual to provide support with efficient and effective management its Programs towards achieving its goal and vision. The incumbent will coordinate several projects implemented at National and Counties level.

Quality requirement

- Demonstrated expertise in program cycle management with knowledge and skills in Advocacy, Monitoring & Evaluation.
- Awareness and understanding of national and global health issues with emphasis to non-communicable diseases
- An understanding of the health system strengthening models for NCDs in Kenya and globally.
- Ability to building partnerships with National, County governments and County level health facilities including other stakeholders.
- Ability to develop and apply data collection tools, analysis data and generate quality reports.
- Excellent communication skills, both written and oral. This includes ability to make effective presentations to internal and external stakeholders as required.
- Good interpersonal relationship skills and strong team player and work with diverse groups.
- Demonstrated ability to initiate and manage projects.
- Strong critical thinking skills, ability to solve problem and resourcefulness.
- Demonstrated ability to prioritize tasks and work well under pressure.
- Ability to work with minimal supervision and provide a high level of professionalism.

Key responsibilities:

- Coordinates all the stages of the programme cycle. (Programme development, planning, fundraising, implementing, monitoring and evaluation)
- Manages day to day running of the program according to the work plans prepared and agreed to.
- Manages team activities to ensure that the programme is implemented according to NCDAK's standards and according to SMART objectives.
- Coordinate the capacity building of the health care workers on treatment and management of NCDs and community support groups on advocacy.

- Implements budget controls on the programme ensuring accurate costing and efficient programme expenditure against the agreed budget.
- Prepares regular programme progress reports (both narrative and financial)
- In consultation with other team members, helps with the preparation of other NCDAK reports and publications. (Donor Reports, Annual Reports, Publications, etc).
- Ensure consistency between the Program and Financial report
- Maintain financial oversight to the programs
- Liaises with other staff on the development of the programme including fund-raising to increase the impact as well as the coverage of the programme.
- Develops a profile of all the partner individuals and organisations that have a stake in the programme.
- Manages implementation of activities and keeps updated records including minutes of meetings with the partner organisations.
- Provides technical support to ensure that technical documents of the programme are fully reviewed, discussed, and appropriately disseminated.
- Oversees the coordination of sub-programme logistical work including preparation of meetings, forums, workshops, trainings and production of reports/minutes thereto
- In consultation with the Finance office, prepares project budgets for the planned activities.
- Liaises and develop public relation with collaborating partner agencies, government including involved the programme area
- Performs any other responsibility as may be assigned

Qualifications and Experience

- Degree in Nursing, public health, community health, medical sociology, medical biochemistry, or any other related course.
- Four (4) years' experience in NGO
- Experience in coordination of programmes especially health programmes.
- MS Office

Skills and Attributes

- Project management skills
- Advocacy skills
- Monitoring and Evaluation
- Proposal writing and reporting
- Communication skills
- Reporting skills
- Networking
- Organizational and interpersonal skills
- Innovative

Application submission

Interested and qualified persons are invited to submit their CVs and Application letter quoting the current and expected salaries to careers@ncdak.org no later than **October 27, 2022**, at **5.00pm**. The applications should include the position applied for as the Subject.