



Senior Project Officer HES (SPO HES)

Reports to: Technical Lead HES

Location: Kilifi with frequent travels to the program sites

Ananda Marga Universal Relief Team (AMURT) is a local non-governmental organization registered in Kenya in 1993. AMURT core programming is community-based health care provision with a focus in primary health care, DREAMS & OVC care & support, youth programming, and emergency humanitarian relief.

AMURT is implementing a grant, USAID *Tujitegemee* program which is a five-year project (March 2021-Feb 2026) funded by USAID Kenya and East Africa. The project implements OVC^[1] and ^[2]DREAMS activities in Mombasa and Kilifi counties under the Kenya Health Partnership for Quality services (KHPQS) framework with an aim of increasing access and demand for quality HIV Prevention Services, increasing access to Quality Health and Social Services for OVC and their Families.

The project is implemented by AMURT as the prime partner, and four consortium partners. AMURT wishes to recruit a **senior Project officer HES**, under USAID *Tujitegemee* program which is currently in year 4 of implementation.

Job purpose

The SPO- HES will be responsible for efficient and effective roll-out of Household Economic Strengthening (HES) activities in **Kilifi County**. S/he will support Local Implementing Partners (LIP) to implement, monitor and report a mix of household resilience building project activities. This will also entail capacity strengthening through training, mentorship, and technical support to field and LIPs staff in support of USAID *Tujitegemee* project. His/her thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact to Orphans and Vulnerable Children (OVC) and their caregivers. H/she will coordinate closely with other project staff to contribute to a holistic, integrated, and comprehensive project implementation.

Responsibilities

- Support LIPs to coordinate implement, and monitor all HES project activities as outlined in the workplans in line with USAID *Tujitegemee* program quality principles and standards, donor requirements, GOK requirements, and good practices.
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules.
- Assist local implementing partners (LIPs) in their efforts to reflect on project experiences
- Support accountability through coordinating project evaluation activities and assisting LIPs in their efforts to collect and analyze project data per specified mechanisms and tools. Collaborate with LIPs to prepare reports per established reporting schedule.
- Provide capacity strengthening to LIP staff through trainings, workshops, facilitated group interactions, as well as accompaniment through regular communication, and site visits to support the successful implementation and monitoring of HES project activities.
- Collect information on technical assistance needs of LIPs, provide technical support and monitor capacity building and technical support activities to ensure effective impact.
- Complete project documentation for assigned activities and assist with identifying information for case studies and reports on promising practices. Actively engage in dissemination and use of relevant knowledge in the field.
- Represent the project in meetings at County and cluster levels, working groups, and other events as requested, to support forging relations with the GOK, LIPs, other stakeholders, and the community.
- Ensure accurate and timely reporting of all assigned project activities per donor and USAID *Tujitegemee* project standards and established schedules.

Qualifications

- Bachelor's degree in agricultural economics, community development, social sciences or a livelihood related field. Relevant Master's degree will be an added advantage

- At least 5 years of relevant and recent work experience managing project support in the field of household economic strengthening/livelihood programming in Kenya and in an NGO setting.
- Understanding of donor expectations for program results delivery and reporting.
- Extensive experience on community-based savings and loaning models
- In depth understanding of HES approaches in economic strengthening of communities through social assistance, asset growth & promotion and income growth.
- Knowledge and experience in OVC vulnerability assessment and case management approach
- Demonstrated experience in stakeholder management
- Experience monitoring projects, collecting, analyzing and use relevant data including use of project management information systems
- Computer skill proficiency with ability to utilize MS Windows and MS Office packages .

Other Key competencies

- Strong communication, relationship management skills with ability to influence and get buy-in from people not under direct supervision
- Good strategic, analytical, problem-solving and systems thinking skills with capacity to see the big picture and ability to make sound judgment
- Good technical writing and data management/use skills
- Presentation, facilitation, training, mentoring, and coaching skills
- Proactive, resourceful and results-oriented with excellent organizational skills
- Detail- oriented and excellent time management skills
- Able to clearly communicate in written and spoken Swahili and English
- Solutions focused with ability to identify weaknesses and drive continuous improvement
- Ability to prioritize, plan ahead, and manage a complex and diverse workload with tight deadlines

- Ability to coach, mentor, delegate appropriately and provide developmental guidance to supervised staff.

All applicants should use this link <https://recruitment.amurtafrica.org> and fill in their details and submit the application by 24th January 2025 before close of business hours. Only short-listed candidates will be contacted. Canvassing will result to automatic disqualification.

“AMURT is committed to zero tolerance on all forms of violence and discrimination against children, beneficiaries and staff”.

“AMURT is an equal opportunity employer and is committed to child safe guarding.