

CAREER OPPORTUNITY!!!!

The Stop TB Partnership Kenya (STP – Kenya) is a movement of individuals and organizations from Government of Kenya, business and corporate community, patient community and the people of Kenya working towards elimination of TB and reduction of poverty-related diseases in Kenya.

STP-Kenya is currently sourcing for a high calibre, self-motivated and dynamic individual to fill the following position in Nairobi: -

JOB TITLE: PROJECT OFFICER REF: STP/PO/001/08/2020

Overall job function:

Reporting to the Chief National Coordinator, the incumbent shall be responsible for providing technical oversight of implementation activities, project management and liaison with other implementing partners.

Key responsibilities include but are not limited to:

Management

Support in the management and the day to day running of the stop TB partnership such as organising of project meetings, monitoring and evaluation; identify and communicate any potential issues or risks that could affect the progression of the project and work together to identify potential solutions.

Mobilization

Mobilize STP-K Membership maintaining their data and ensuring their membership is sustained both from the private and public sectors; managing the data base for the membership of the partnership and facilitating communication and handling feedback.

Resource Mobilization

Support in resource mobilising activities and identify potential funding opportunities and assist in proposal development.

Networking and capacity building

Creating and strengthening and maintaining the relationship between the national Government and the partnership with the private sector, communities, CSOs and any other players in TB and in health financing.

Advocacy

Raising the profile of TB among all players at the national level and at the county levels; identify Advocacy opportunities for increased resources for national TB control from the national Government and other potential partners and global donors.

Representation

Represent the partnership at different forums.

Responsibilities

Promoting the stop TB partnership- Kenya brand and any other roles and duties assigned by the supervisor.

REQUIRED QUALIFICATIONS AND SKILLS

[POB 29793-00202 NRB | Tel: 0750 90 90 90 | Website: www.stoptbkenya.org | Email: info@stoptbkenya.org | Ministry of Health, Afya House Annex; 3rd Floor, Kenyatta National Hospital Grounds |

- Bachelor's degree in Social science, Nursing, Public Health or its related equivalent.
- Master's Degree in public health or a related field will be an added advantage
- At least five (5) years relevant work experience in a busy donor funded program with focus on health programming preferably in the TB and HIV/AIDS field. Demonstrated expertise in all aspects of TB, TB/HIV and DR TB
- A clear track record in provision of technical assistance of similar complexity and magnitude.
- Demonstrated ability to build and maintain relationships with senior-level Government of Kenya officials, USAID, NGOs, private sector, agencies and donor organizations.
- Professional proficiency in English is required.
- Experience in managing sub awards is an added advantage.
- Good interpersonal skills
- Excellent communication skills
- ICT proficient
- Ability to work under minimal supervision
- Facilitation & Presentation Skills
- Planning skills
- Commitment, Flexibility and ability to multi-task under pressure
- Self-confident, team player, innovative and honest.

Interested applicants are invited to email their applications and detailed CV with contact details of three referees to vacancies@stoptbkenya.org clearly indicating the subject title as **Project Officer REF: STP/PO/001/08/2020** by **5.00 PM Monday 31st August, 2020**.

Stop TB Partnership-Kenya is an Equal Opportunity Employer. Only shortlisted candidates will be contacted for interviews. Canvassing will lead to automatic disqualification.