

P.O. Box 27789 – 00506 Nairobi

Phone: +254 (0) 705 909 090
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Email: info@stoptbkenya.org

JOB TITLE: PROGRAM COORDINATOR

The following will be the Duties and responsibilities:

Project management and coordination

Support in implementation of the grant in the sixteen (16) deep focus counties as listed in the grant. The responsibilities include but not limited to organising of project meetings, coordination of community activities in all the counties, community mobilisation, capacity building, monitoring and evaluation generating monthly and quarterly reports and any other responsibilities assigned by the supervisor.

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 response

Advocacy for resources

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 in line with the grant objectives.

Representation

Represent the partnership at different forums

REQUIRED QUALIFICATIONS AND SKILLS

Education

- The ideal candidate should have a first degree in Social science, program management, Public Health or its equivalent.
- Masters' in Public Health or program management is an added advantage

Previous experience in program management and monitoring and evaluation is key to this position

Experience

- 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.

Skills

- Good interpersonal skills
- Excellent communication skills
- ICT proficient
- Ability to work under minimal supervision
- Facilitation & Presentation Skills

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- Planning skills
- Commitment, Flexibility and ability to multi-task under pressure

Competences

- Self-confidence
- A team player
- Integrity
- innovative

Submission Details

Proposal Submission Deadline

Completed proposals including all the requirements and details specified should be sent by email to vacancies@stoptbkenya.org. Application deadline is 2nd of October 2024 and recruitment will be on a rolling basis.

For any inquiries, please contact our office directly.

STP-Kenya is committed to equal opportunity and encourages applications from all qualified firms.