



# Kenya Medical Association

## NATIONAL EXECUTIVE

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### Call for Applications

### Program Officer, Sexual and Reproductive Health and Rights

The Kenya Medical Association (KMA) is the representative Professional Society for Medical and Dental Practitioners in Kenya, with the twin mandate of advocating for the Welfare of Doctors and ensuring the provision of the highest attainable Standard of Healthcare to Kenyans.

KMA operates under thematic committees which include the Reproductive Health Committee (RHC) that envisions a Kenya with all women enjoying and accessing sexual and reproductive health rights (SRHR) to the fullest extent possible. The committee's mission is to advocate for and ensure that policies, services, information, and research on SRHR are people friendly and equitable to all irrespective of gender, age, social, cultural, religious, and or economic class diversity.

The Program Officer plays a lead role supporting Kenya Medical Association to expand its work with national health leaders and institutions to elevate reproductive health as a visible health priority, build-health literacy, engage their professionals to communicate and lead on health solutions, and collaborate for collective impact.

They participate in the development of and supports program strategies, content, and events, and leads outreach and relationship management with major health institutions, working to enroll and activate them and their constituents in the program and network. The Program Officer will manage a portfolio of partners and oversee the successful activation and implementation of partnership activities and communications.

The Program Manager reports to the Convener, Reproductive Health, and the CEO and works with other staff and management to successfully build the program in a timely and cost-effective manner. The Program Manager will be an effective collaborator, partnership manager, and project manager, and have strong knowledge of the health and medical fields, including national associations spanning public health, medical, nursing, mental health, and health care. They should be knowledgeable and passionate about healthcare changes and sustainability.

### ESSENTIAL FUNCTIONS

#### Project Management

- Works closely with RHA convener to ensure a harmonized approach to project design, implementation, and communication for each project.
- Collaboratively develops strategic goals for project work plans in coordination with the CEO and Convener.

- In close collaboration with the CEO and convener develops technical program agendas for activities, builds knowledge of energy regulatory issues, and incorporates input from Technical Advisors.
- Identifies results, developments, or constraints that impact project implementation and planning, provides updates internally and to clients as appropriate.
- Works towards increasing regulatory knowledge to serve as a moderator/facilitator during activities with a goal of identifying concrete deliverables/actions.
- Ensures high-quality activity implementation through strategic planning and coordination/review of project-related materials.
- Works closely with the secretariat Team to ensure a coordinated event planning approach.
- Utilizes and/or develops program management tools, such as project charters, work breakdown structures to improve planning and workflow.
- Provides backstopping to other programs and/or staff as needed.

#### Reporting and Coordination with Clients and Partners

- In coordination with the convener, liaises with partners on issues related to relevant initiatives to align KMA projects with strategic initiatives.
- Implements KMA's Monitoring Evaluation & Learning Plan for projects and gathers timely information from partners for showcase results and progress Builds and sustains relationships with partners.
- Contributes to program reports, portfolio reviews, and feature stories; updates project descriptions and other marketing materials associated with projects.
- Conducts research on emerging issues and provides project updates/briefings/concept papers internally and to clients.

#### Leadership & Training

- Supports the wider program team, shares best practices and lessons learned in planning and implementation
- Promotes peak performance culture
- Contributes to the department's culture of having a supportive work environment, open communication accountability, collaboration, and decision-making.
- Supports improvements in administrative and programmatic performance.
- May serve as a mentor to new program staff.
- Supports program staff in identifying project visions.

#### Compliance & Financial Management

- Ensures compliance with KMA'S policies Coordinates on budget adherence.
- Ensures budget adherence and timely submission of expenses.

#### Other Duties and Responsibilities

- Performs other duties as assigned

#### Key Competencies and Requirements

- A degree in public health, law, human rights, or social sciences. A Master's Degree in any of the above areas will be an added advantage.
- At least three years of post-graduate experience in designing, managing, and implementation of sexual and reproductive health rights.

- Experience in conceptualization, design, and implementation of sexual and reproductive health and rights programs;
- Project management skills;
- Excellent oral and written communication skills
- Ability to think and operate strategically;
- Ability to provide leadership and work independently as well as part of a team
- Strong analytical, organizational, planning, and problem-solving skills;
- Self-motivated and dynamic;
- Ability to manage competing priorities in a rapidly changing environment;
- Keen sense of professionalism, ethics, integrity, and commitment to KMA's mandate

Interested applicants should address their application and CV and contact details of three referees to [rhc@kma.co.ke](mailto:rhc@kma.co.ke) with [BCC stebosi51@gmail.com](mailto:BCC_stebosi51@gmail.com) by October 16th, 2020 Please note that only shortlisted candidates will be contacted.