



JOB ADVERT

Background

OGRA Foundation is a non-governmental organization registered in Kenya. Its core pillars are disease prevention and treatment; maternal and child health; health systems strengthening; and community empowerment. Our mission is to promote, improve health and emergency response in pursuing economic and cultural development in the fight against poverty and social exclusion in the communities. OGRA Foundation in partnership with Kenya Red Cross Society is implementing the Global Fund for HIV project targeting communities in Kisumu and Vihiga Counties.

OGRA Foundation is currently looking for able professionals to fill the following positions in the organization:

Program Coordinator

Overall Job Function:

To provide leadership in the coordination and implementation of Global Fund project ; to deliver high impact project outcomes in line with OGRA Foundation Program strategy and strategic plan.

Key Responsibilities

Global Fund Program Development, Implementation & Reporting

- Participates in the development of GF project and ensures successful implementation of program activities in line with approved Global fund work plans and budgets;
- Provides programmatic support and technical advice to project teams and field staff in GF project planning, monitoring and evaluation including grant management;
- Leads in the assessments and reporting of progress against activities targets relating to Global Fund project implementation and action plans;
- Prepares and presents periodic technical reports on the progress of implementation of Global Fund project activities.

Partnerships, Collaboration & linkages

- Identifies and pursues strategic collaborations and partnerships with governments, donor and development partners, civil society as well as professional bodies in advancing GF project, interests and goals;
- Promotes cross projects linkages and synergy within project staff in order to achieve project outcomes;
- Engages with relevant international and national stakeholders on policy and project issues of interest and priorities to OGRA Foundation;
- Prepares, reviews and ensure timely submission of technical reports on the progress of implementation of GF project and activities.

Management of Resources and Budgets

- In consultation with the finance team, develops a cost-effective budget, schedule and tracks GF project to ensure compliance;

Leadership and People Management

- Supervises all GF project staff in the designated project areas;
- Coordinates setting of GF project work plans and staff performance targets and undertakes periodic performance appraisal for Global Fund project staff;
- Identifies staff training needs and recommends training programs to address staff performance gaps;



- Maintains staff discipline and ensures effective handling of staff grievances in consultation with HR function;
- Perform any other duties as may be assigned.

Minimum Qualifications

- Candidate must possess a minimum qualification of Bachelor degree in health, water & sanitation, project management or development field.
- Advance certificate in Management or extensive training in leadership development programs.
- 5 years of experience in program/project management
- Strong understanding of HIV/AIDS programs
- Program development and management skills
- Leadership and people management skills
- Problem solving and conflict management skills
- Technical report writing skills
- Organizational and communication skills
- Good interpersonal skills with the ability to network and to develop and maintain strong relationships at all levels.
- Financial management skills
- Demonstrated ability to conceptualize, plan and implement program initiatives.

Field Officer

Overall Job Function:

Responsible for support and ensure implementation of Service Delivery Areas under the Global Fund program in the supported sub counties.

Key Responsibilities

- Support the implementation of the Global Fund program activities in the supported sub counties.
- Plan and Coordinate the community mobilization for participation in Prevention of Mother to Child Transmission (PMTCT), HIV Testing and Counseling (HTC), and Home and community Based Care (HCBC) activities.
- In collaboration with Community Health Extension Workers (CHEWs), actively monitor and supervise Community Health Workers (CHWs) performance and compliance to required standards.
- Ensure planning and coordination of review meetings with CHWs in the respective sites and ensure timely submission of their reports.
- Represent OGRA Foundation in stakeholder's meetings/forums within the supported sub counties.
- Support the M & E Officer to collate relevant data from the health facilities and from the community health workers (CHWs) and be able to utilize it and conduct routine data quality check.
- Prepare timely monthly, quarterly and ad hoc project reports from the area of coverage and submit them on a timely basis to the Program Officer and M & E Officer to aid in preparation of the main program report.
- Conduct monitoring visits in project implementation sites conjunction with the CHEWs and the Sub County Health Management Teams.
- Any other duties as may be assigned by the supervisor.

Minimum Qualifications

- Candidate must possess a minimum qualification of Diploma in Community Development and Social Work or related qualification from a recognized institution with a minimum 2 years work experience in community work.
- Strong understanding of HIV/AIDS programs
- Experience in implementing HCBC, PMTCT and HTC programs will be an added advantage.
- Understanding and knowledge of working with Government Ministries and agencies like MOH and NACC.

- Computer literate
- Good written and verbal communication skills
- Demonstrated commitment to community health and development
- Be a good team player with leadership skills
- Understanding of the local language

Finance Assistant

Overall Job Function:

To ensure that support activities of the Global Fund project are conducted with efficiency, within budget parameters and in accordance with OGRA Foundation Program policies and procedures.

Key Responsibilities

- Assist in reviewing monthly field documents/requisitions, ensuring they are properly supported, approved and filed
- Ensure that payment requests are in line with the finance procedures and that the procedures are used to guide the financial operations of the project.
- Follow up and ensure that funds for all approved monthly requisitions and other payments are transferred to the field on time.
- Follow up for confirmation of funds transferred to the field offices ensuring such confirmations are filed together with the payment vouchers.
- Assist in monthly petty cash and bank reconciliations
- Assist the Finance team in the preparation of monthly financial reports as may be assigned
- Assist in facilitating funds transfer to field offices based on approved requisitions prepared from field and approved by the Executive Director.
- Assist with retrieving information and documents to support the internal and external audit processes as per auditors' requests.
- Ensure proper filing of financial documents, data and other correspondence for future audits and reviews, ensuring security and confidentiality of the documents in line with organization policy and donor requirements
- Any other duty as required from time to time.

Minimum Qualifications

- Candidate must possess a minimum qualification of Degree in finance related field and/ or CPA Section 2
- Minimum 1 year experience in a similar role.
- Experience in use of MPESA systems for bulk payment and in use of Quick Books (QB) will be an added advantage.
- Computer literate with experience in Excel accounting packages Ability to work under pressure and to meet deadlines
- Strong analytical abilities and ability to prepare concise, informative financial reports
- Strong organizational skills, with an emphasis on time management and the ability to plan, organize and implement various activities within a time-pressured environment
- Ability to work both independently and as part of a team
- Good professional verbal and written communication skills

Application Procedure

Interested applicants are invited to send their applications including a current CV, telephone number and referees (either current or former supervisor) to the Human Resource Manager, OGRA Foundation at recruitment@ografoundation.org with the position applied for as the subject line on or before 27th July 2018.

Canvassing by applicant is strongly discouraged.

Only shortlisted candidates will be contacted.

OGRA Foundation is an equal opportunity employer.