



Internal Advertisement

PROJECT ASSISTANT - SM/VVF Project – Ref. No. KCO/HR/IA/008/2010

AMREF is the largest indigenous health development non governmental organization based in Africa. Working with and through African communities, health systems and governments, AMREF aims to close the gap that prevents people from accessing their basic right to health. With headquarters in Kenya, AMREF has programmes in Ethiopia, Uganda, Somalia, South Sudan, Kenya, Tanzania and South Africa. Employing over 800 staff and with an annual operating budget of approximately \$70 million, AMREF is a knowledge resource for donors and partners. For more information visit our website www.amref.org

Reporting to the Outreach Manager, the incumbent will be based in Nairobi.

Specific areas of responsibility will include:

1. Coordinating participatory, monitoring of SM/VVF intervention within the project area.
2. Promoting networking with relevant partners, stakeholders and collaborators for implementation of project activities.
3. Facilitating and supporting community based monitoring and evaluation of project activities.
4. Carrying out operational research, document and disseminate results
5. Preparing and submitting project progress reports on regular basis
6. Prudently managing project resources including finances, personnel and, vehicles among others.
7. Participating in development of concept papers, proposals and technical papers.

The ideal candidate should have a basic degree in Social Sciences with good ICT skills including statistical packages i.e. SPSS and EPI Info. Three years of work experience. In addition the ideal candidate must have strong analytical, problem solving, team dynamics skills, strong communication and networking skills. Ability to work with minimal supervision.

If you feel that you meet the criteria please send your application and CV including details of your remuneration requirements and contact details of three work-related referees to:-

The Human Resources Manager, AMREF in Kenya

recruitment@amref.org.

We regret that only short-listed candidates will be contacted. **Please quote the position and reference number provided in the email subject matter.** The closing date for submitting applications is **Jan, 27th 2010**.

AMREF is an equal opportunity employer and has a non-smoking environment policy