



Internal Advertisement

PROJECT ASSISTANT CBHMIS – Ref. No. KCO/HR/IA/007/2010

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

With a strategy focusing on capacity building, operations research and advocacy, AMREF Kenya seeks to recruit two Project Assistants to work in our CBHMIS Project.

The project is based at the AMREF KCO with field offices in Kibwezi, Loitoktok, Busia, Kibera and Kajjado North and the incumbents will directly report to the Project Manager.

THE POSITION

Reporting to the Project Manager, the incumbent will be responsible for:-

1. Developing implementation of work plans for activities in consultation with community based organizations in implementation of CBHMIS activities in the target districts addressing stigma, treatment literacy, disclosure and partner involvement
2. Initiating CBHMIS support group formation, facilitating meetings and conducting training on CBHMIS, and community patient's referral system
3. Developing, adapting and disseminating of relevant materials to support field activities.
4. Maintaining records of field activities, monitoring and generating reports on implementation and impacts of those activities
5. Networking with community organizations (NGOs, CBOs, FBOs, Youth Groups, etc) to improve quality of supportive care at community level
6. Liaising with relevant partners, stakeholders and collaborators at the health facility and community level.
7. Participating in concepts and proposal writing
8. Participating in project planning meetings

THE CANDIDATE

- Degree in relevant Social Sciences discipline
- Training in CBHMIS will be an added advantage
- Three years of work experience, exposure in community level activities - implementation, facilitation and training experience with health related NGOs will be an added advantage
- Excellent interpersonal, communication and report writing skills
- Excellent ICT skills especially in analytical packages
- Self motivated and culturally sensitive person

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, 26th 2010**.

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