



We are hiring!!

ADVERTISEMENT: HIV, TB & Key and Affected Populations, Programme manager

The Kenya Legal & Ethical Issues Network on HIV and AIDS (KELIN) was established in 1994 and registered as a Non-Governmental Organisation (NGO) in 2001. While initially conceived to protect and promote HIV-related human rights, its scope has expanded to also include: sexual and reproductive health and rights, key populations, and women, land and property rights. KELIN advocates for a holistic and rights-based system of service delivery in health and for the full enjoyment of the right to health by all, including the vulnerable, marginalized and excluded populations in these four thematic areas.

KELIN is looking for a HIV, TB and Key Populations Programme Manager

General information:

- Organization: Kenya Legal and Ethical Issues Network on HIV and AIDS (KELIN)
- Position: HIV, TB and Key & Affected Populations Programme Manager
- Location: Nairobi, Kenya with frequent field travel
- Reporting to Deputy Executive Director
- Starting date: ASAP

The successful candidate will take lead in providing the HIV, TB and Key & Affected Population strategic direction, programming and growth of the thematic area both programmatically and financially. S/he will be expected to manage, monitor, provide learning, good practice sharing and policy engagement in the work streams of HIV, TB and Key & Affected Populations. One of the key responsibilities is to take lead on grant management as it is related to HIV, TB and Key & Affected Populations work. The manager will be expected to coordinate, organize planning, and implementation of the project with multiple partner organizations, national and county governments.

The ideal candidate will be a self-motivated and driven programme professional with excellent technical skills ready to work in an inter-disciplinary environment and willing to gain further practical and field-based experience.

Specific responsibilities include:

- Coordinating the HIV, TB and Key & Affected Population thematic area while fulfilling all related grant management responsibilities for on-going projects.
- Coordinating the development of a thematic strategic plan on HIV, TB and KAP, as well as coordinating implementation of thematic area Annual Work Plans.
- Manage coordination with other multiple implementing partners at county, national and regional level.

- Oversee the development of high-quality HIV, TB and key and affected populations project implementation plans.
- Prepare project progress reports and maintain performance monitoring frameworks, tracking financial utilization of the HIV, TB and Key & Affected Populations thematic area projects.
- Identify implementation challenges and manage solutions; and ensure excellent, cooperative relationships with KELIN partners.
- Provide technical oversight and quality control of HIV, TB and Key & Affected Population projects; lead on the program development and resource mobilization for the HIV, TB and KAP thematic area while simultaneously managing KELIN partners to implement action plans.
- Foster productive relationships with key stakeholders including donors and other implementing partner organisations, relevant county directorates and national government ministries and authorities, networks, working groups, policy forums, development partners, donor agencies and civil society organisations working in the HIV, TB and Key & Affected Populations sector.
- Develop resource mobilisation plans and work towards a fully financed and well-resourced HIV, TB and Key & Affected Populations thematic area in line with KELIN's strategic plan.

Program development and strategy building

- Development and implementation of a KELIN HIV, TB and Key & Affected populations programme strategy.
- Growing the HIV, TB and Key & Affected Populations project portfolio through identification of new funding opportunities and carrying out proposal development and successful program implementation.
- Cooperation with program teams in the Kisumu regional office regarding strategic plans for HIV, TB and KAP missions.
- Cooperation with Health Governance, SRHR and WLPR thematic areas for the implementation of joined projects in line with KELIN's goals.
- Organization/ attendance of technical meetings with donors, clusters, partners and other actors concerned with HIV, TB and KAP programmes.
- Carry out stakeholder mapping; manage a transparent selection process of stakeholders.
- Represent KELIN in HIV, TB and KAP programmes in Kenya and manage relationships with donors, partners and governmental bodies.

Project Coordination

- Coordination of project activities with thematic areas and partners.
- Regular supervision of partner's activities.
- Organization and supervision of capacity building activities for partner organisations.
- Coordinate and control the timely and effective implementation of activities, use of budget and other resources.
- Program administration and reporting.

Programme Management

- Manage other members of the thematic area through regular supervision; staff appraisals; check in meetings; and by building consensus with team members on working collaboratively.

- Work collaboratively with other members of KELIN to conduct a capacity assessment with the purpose of ensuring that human resource gaps within the thematic area are identified.
- Work with the human resources team in addressing capacity gaps and sourcing of relevant talent for KELIN.

Qualification, Knowledge, and Experience:

- Bachelor's degree in Law, Public Health or Social Sciences. A master's degree in a relevant field will be an added advantage.
- Proven experience in managing and designing programmes within the health sector that interact with health systems.
- Proven experience in managing high impact social programming in challenging contexts and in partnership with other organizations.
- Minimum of five years of project experience, at least two years in managing and supervising people and projects.
- Familiarity and experience with the global, regional and national landscape on the health sector and health systems.
- Familiarity and experience with the global, regional and national landscape on HIV, TB and Key & Affected Populations and their interaction with the global, regional and national health sector.
- Excellent planning, strategic thinking, and problem-solving skills.
- Proven experience of managing budgets and financial management capacity.
- Proven proposal development/fundraising experience including with institutional donors supporting health and rights related work.
- Strong understanding of the Kenyan health system and/or of resource constrained health systems.
- Strong understanding of the landscape around financing for health, HIV, TB and Key & Affected Populations in Kenya.
- Strong understanding of the existing programmes for HIV, TB and Key & Affected populations in Kenya.
- Knowledge of emerging technologies in the health systems and development sector.
- Excellent knowledge and understanding of gender and social inclusion issues and proven experience of delivering programmes that explicitly address these inequalities.
- Excellent knowledge and understanding of child and community safe-guarding issues and proven experience of operationalizing relevant policies and procedures.
- Evidence of drawing on learning and evidence to inform and improve internal project delivery.
- Evidence of developing strong partnerships with government, development partners, and non-government partners to increase impact and influence in practice and policy.

Salary: This position offers a competitive salary that is commensurate with experience. Applications close at **4pm, 12th March 2020**. Interviews for shortlisted candidates will take place in Nairobi. Details of these interviews will be communicated to the shortlisted candidates. All applications should be submitted to recruitment@kelinkenya.org with a copy to info@kelinkenya.org