



Job Announcement

GNI is an international humanitarian and development NGO in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC) established in 1991. GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development project. We provide help and expertise through relief and development projects in the areas of education, health service, income generation, local community mobilization, child rights protection, and sustainable development projects.

- Written applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or ***before 31th December, 2023*** to ***administration@goodneighbors.ke***. If you have a publication or any other portfolio related to your job application kindly include it in your application or share a web link.
- Interviews shall be both oral and written. Please mention your expected salary on your cover letter. This is mandatory requirement.
- Note that only successful applicants will be notified of the interview

Terms of reference

Kenya Good Neighbors does not request, permit or accept any compensation, bribe, gift or otherwise before, during and after the recruitment process from any interested candidates for any Job opportunities advertised. If any person requests, permits or accepts any form of compensation from any candidate kindly report to *administration@goodneighbors.ke*.

All application information provided shall be only genuine and factual. Any forged documentation and erroneous information submitted and stated during the recruitment process are strictly not allowed and will result in disqualification from the recruitment process and blacklisting of the respective candidate[s] from any other job vacancy application for all eternity. If there's any fraud, corruption and forgery detected, the employment will result in immediate termination and shall be required to compensate the organization.

In case of any relation, be it as a family member or relative, with any Kenya Good Neighbors staff(s), Board of Director(s), partners and stakeholders, kindly disclose this fact in advance before recruitment. Rest assured this will not impact or affect the recruitment process in any way.

However, in the event that the fact is discovered after successful employment, the employment will be terminated with immediate effect and necessary compensation to be made to the organization.

Kindly take note that the successfully hired candidate will be required to submit their Certificate of Good Conduct before contracting. Failure to which will lead to failure to contract.

(Please note that agreement above mentioned clause will be requested before the interview.*

GN Kenya is seeking ***transparent, passionate and qualified*** candidates to fill the following vacant positions:

1. Health Coordinator (1)
 2. Procurement/Construction Officer (1)
 3. Capacity Building Officer (1)
 4. Behavior Change Communication(BCC) Officer (1)
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1. Health Coordinator (1 Position)

Location: Kajiado

Employment Period: 1 year

Employee Category: Fixed Term Contract

Key Responsibilities

- Conduct a capacity needs assessment of trainees and communicate findings to the supervisor
- Develop a capacity development plan and ensure its timely implementation.
- Work with Kajiado county officers to prepare and conduct all of trainings
- Effectively manage all budget items related to trainings and capacity buildings to ensure spending is timely and in accordance with donor requirements.

- Work closely with MNH Project team and Kajiado Ministry of Health to develop and review appropriate training materials, guidance, and procedures for health workers
- Maintain clear records and data on all trainings and capacity building activities
- Build and maintain relationships with all stakeholders
- Lead on impact measurement and reporting related with capacity buildings
- Active participation in implementation of project activities as needed
- Prepare activity and training reports for review by a senior officer and submission to the Program director for approval.
- Conduct all of Outreach activities (for hard to reach area) and Data Quality Assessments
- Undertake any other task as may be assigned by immediate supervisor
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Required skills & Qualifications

- Master's degree in public health or bachelor's degree in nursing, or public health registered with the relevant governing body
- At least 3-years working experience in maternal and newborn care project
- Experience in establishment and operation of community health committees
- Experience with maternal and newborn health policy/guideline development and training.
- Establish and maintain effective relationships with team members
- Proven ability to design, and provide facilitation to maternal and newborn health projects, particularly community level projects.
- Proven ability to engage in and manage teams with host community counterparts including Community Health Promoters (CHPs).

- Proven ability to write concept notes, technical proposals and manage responses to tenders is preferred.
- Proven ability to work with projects, organizations, and external stakeholders, including development partners, in-country government organizations.
- Fluency in written and oral English; proficiency in Maasai language preferred

Language

- Excellent written and verbal communication skills in English
- Knowledge of another UN official language is a plus

2. Procurement/Construction Officer (1 Position)

Location: Kajiado

Employment Period: 1 year

Employee Category: Fixed Term Contract

Key Responsibilities

- Responsible for all activities related to the construction and medical equipment of the project.
- Collaborate with engineers and architects to create an accurate budget and timeframe
- Manage and coordinate the building, delivery of supplies, placement of workforce, hiring of subcontractors, etc.
- Ensure each construction and procurement is completed on within the deadline and the set budget, and meets all local codes and regulations.
- Conducting site visits to inspect work, check materials and ensure staff are following health and safety guidelines
- Meeting regularly with clients, third parties and other managers to report on progress
- Regularly reviewing timings, budget, labor, risk and project plans to ensure work stays on track
- Working in an office and on a construction site.

- Preparing plans for the purchase of equipment, services, and supplies.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Support the project team in development of the Master Procurement Plan and contribute to regular updates of the plan in reference to annual project work plans.
- All construction and procurement must be managed in compliance with the regulations of KOICA and Kenya Good Neighbors.

Required skills & Qualifications

- Must possess a Bachelor's degree in procurement / civil engineering and/or related field, as well as any required state licensing
- Construction experience will be an added advantage
- Certificate in Supply Chain Management and professional qualification in Supply Chain Management / Procurement will be an added advantage
- Proficiency in Microsoft Office
- Must be able to effectively and efficiently multitask
- Undertake any other task as may be assigned by immediate supervisor

Language

- Excellent written and verbal communication skills in English
- Knowledge of another UN official language is a plus

3. Capacity Building Officer (1 Position)

Location: Kajiado

Employment Period: 1 year

Employee Category: Fixed Term Contract

Key Responsibilities

- Conduct a capacity needs assessment of trainees and communicate findings to the supervisor
- Develop a capacity development plan and ensure its timely implementation.
- Work with Kajiado county officers to prepare and conduct all of trainings
- Effectively manage all budget items related to trainings and capacity buildings to ensure spending is timely and in accordance with donor requirements.
- Work closely with MNH Project team and Kajiado Ministry of Health to develop and review appropriate training materials, guidance, and procedures for health workers
- Maintain clear records and data on all trainings and capacity building activities
- Build and maintain relationships with all stakeholders
- Lead on impact measurement and reporting related with capacity buildings
- Active participation in implementation of project activities as needed
- Prepare activity and training reports for review by a senior officer and submission to the Program director for approval.
- Conduct all of Outreach activities (for hard to reach area) and Data quality Assessments
- Undertake any other task as may be assigned by immediate supervisor

Required skills & Qualifications

- Possess a bachelor's Degree in Public health, community health or a health-related field
- At least a bachelor's Degree in Public health, community health or a health-related field
- Ability to create plans/tools for gathering learnings and insights
- Excellent communication/presentation skills, with the ability to write learning reports, synthesize information to create actionable insights and write and deliver presentations.
- Ability to confirm and improve the effectiveness of learning through pre-test and post-test of all training

- Ability to effectively manage, analyze, and improve attendance rate, educational achievement, etc.
- Ability to plan, execute, and manage all budgets related to training (Venues, allowances, educational materials, etc.)
- Proficiency in Microsoft Office

4. Behavior Change Communication Officer (1 position)

Location: Kajiado

Employment Period: 1 year

Employee Category: Fixed Term Contract

Key Responsibilities

- Producing and distributing information-education-communication (IEC) and behavior change communication (BCC) materials
- Plan and conduct awareness campaigns on maternal and newborn health services
- Tracking behavioral health appointments defaulters to check in and address any barriers
- Shares communication between project donor and stakeholders to facilitate and improve continuity of the project
- Document all project communications and maintain up-to-date information of the maternal health project
- Creates and develops relationships with community providers to promote availability of affordable behavioral health resources not provided by health care service.
- Oversee establishment and operation of Community Health Committee (CHC) and Community Health Promoter (CHP)
- Support trainings for Community Health Committee (CHC) and Community Health Promoter (CHP) in conjunction with the County government procedures
- Conducts monitoring and evaluation of the project

- Performs other duties as assigned

Required skills & Qualifications

- Bachelor's degree in one of the behavioral sciences or related fields including but not limited to social work and psychology from an accredited college or university
- At least 2 years working experience in related field (as a CHV/CHP or related project activities)
- Experience in research methods and conducting field based assessments
- Experience in international project management is preferred
- Experience in providing maternal and newborn care in multicultural practice setting is preferred
- Proficiency in Microsoft Office

Language

- Excellent written and verbal communication skills in English
- Proficiency in the Maasai language.
- Knowledge of another UN official language is a plus

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