

MIDWIVES ASSOCIATION OF KENYA

TERMS OF REFERENCE FOR TECHNICAL OFFICER, MNCAH/FP

RE-ADVERTISEMENT

A. Background

Midwives Association of Kenya (MAK) is a duly registered association whose aim is to support midwives in enhancing maternal and neonatal health. It is the national professional association representing midwives in public, faith-based and private health institutions hence, Midwifery profession in Kenya. The Association was registered on 15th July, 2016 by the registrar of Societies in Kenya (Cap.108) Laws of Kenya. In November, 2016 MAK was admitted as a full member of International Confederation of Midwives (ICM).

The purpose of this TOR is the recruitment of MAK's TECHNICAL OFFICER, MNCAH/FP.

This position will be based in Nairobi with frequent travels and will support the day-to-day implementation of Momentum Global and Country Leadership (MCGL) project activities to be done in Homabay and Vihiga counties. Position will report to the MCGL-MAK project lead.

The Maternal Neonatal Child and Adolescent Health/Family Planning (MNCAH/FP) Technical Officer will contribute to project planning, implementation, monitoring and evaluation to ensure that it delivers on its key objectives.

Working in collaboration with the M&E Officer and other project team members, s/he will provide technical support to the County Health Management Team (CHMT) and Sub- County Health Management Team (SCHMT) to scale up access and utilisation of quality maternal, new-born, child and adolescent health and family planning services.

B. Position Summary

This job will be critical in ensuring MAK has a full time functional MAK Secretariat . The position will be in charge of day-to-day project management for the ongoing USAID MOMENTUM County and Global Leadership fixed amount sub-award to MAK by Jhpiego.As a full time staff position that is Nairobi based and providing day-to-day coordination and technical support to MAK branches and members implementing aspects of project in Homabay and Vihiga counties. The position will be offered for 6 months.

C. Qualifications

- A Bachelor's degree in Nursing (BSN), A Bachelor's degree in Midwifery (BScM) or KRCHN with 5 years working experience
- Proficiency in Coaching and Mentorship in context of health service provision.
- Qualification as a ToT in any MNCAH programs.

- Demonstrated experience in working with GOK and private health care providers.
- Excellent understanding of the health system in Kenya and what happens at FP service delivery points.
- Knowledge of the policy formulation process and regulatory procedures at national and county level
- Excellent analytical, oral presentation, report writing, and interpersonal skills.
- Computer literacy, particularly proficiency in the use of MS Word, PowerPoint, Excel and Access

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D. TECHNICAL OFFICER Roles and Responsibilities

The Technical Project Officer will be responsible for the following:

a. Managerial Role

Is in charge of day-to-day coordination, management and implantation of MCGL project.

Key tasks are:

1. Ensure that project Objective, Outputs and Activities are executed in a timely and appropriate manner to influence expected outcomes.
2. Plan, Implement, Monitor, Control, and Close the Project using an agreed project management methodology.
3. Manage integration and coordination of the project works for all project components according to the rules and procedures established in the Project Management Methodology and Plan and the Project Agreement.
4. Develop annual work plans and budgets, and submit these to the Steering Committee (SC) for approval.
5. Develop and manage the execution of all contracts, Memoranda of Understanding and Agreements related to all Consultants, Specialists and project staff subcontractors engaged to the project.
6. Facilitate, guide and monitor the work of support personnel, volunteers or consultants, and approve their deliverables in association with the SC.

b. Technical Role

To **lead** and manage the technical activities of the MCGL project.

Key tasks are:

1. Serve as team leader for other team members involved.

2. Manage the quality of outputs/deliverables
3. Play a pivotal role in developing following through with the work plan and coordinating the inputs and outputs of all team members, as well as overseeing the technical quality of deliverables;
4. Prepare milestone and quarterly narrative and financial reports.
5. Maintain project expenditure and reconcile with Finance.

E. Duration:

The contract duration is 6 Months from the signing of the contract possibility of extension will be based on fund availability.

Interested applicants should send their application and CVs with three referees to the following email: midwiveskenya@gmail.com by 4th November 2022.

Only those shortlisted for interviews will be contacted.

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