

JOB ADVERTISEMENT: PROGRAM COORDINATOR

Details	The Program Coordinator will oversee program implementation of the CPHD project in Turkana funded by DFID under the County Innovation Challenge Fund (CICF)
Job Title:	Program Coordinator
Location:	Turkana
Reporting to:	Program Director in Nairobi
Key Relationships	Executive Director, Program Directors and Finance and Procurement Staff Members
Application Information	hr@cphdev.org
Job Application Deadline	28 th July 2017

TERMS OF REFERENCE

Organization

Center for Public Health and Development (CPHD) is a non-profit organization from Africa working to improve health systems through training and other innovations in the region.

CPHD combines local capacity with global knowledge to empower public and private health sector workers to improve access to better quality health services for the people they serve. What makes CPHD unique is its insight and capacity. It brings together local experts from clinical, public health and technical fields who best understand the problems on the ground and international partners, who bring in the global perspective and resources. Together, they design and implement solutions that are appropriate and sustainable. Today, CPHD is leading a number of innovative projects in the region that seek to fast-track attainment of the Sustainable Development Goals to ensure healthy lives and promote well-being for all at all ages.

Position Objective

Working closely with the Program Director, Anesthesiologist, Obstetrician, IRC Staff, County Staff and other relevant stakeholders is the project coordinator is expected to successfully deliver and integrate defined outputs within the scope of the project, budget, and timeframes to satisfaction within the project management framework while also ensuring CPHD and donor expectations requirements and timelines are achieved.

The role of the project coordinator is to:-

- Take an active part in the project issue/risk management process, by contributing to the identification and prioritisation of existing and potential issues and risks, and helping to develop strategies and controls to mitigate these. Use sound judgement to identify which issues and risks should be escalated to governance groups, and prepare relevant reports/documentation.
- Check project compliance with Council methodology, and highlight any issues to the Project Manager.
- Provide a skilled facilitation service to support the project teams in achieving these expectations. This means employing effective organisational and administrative processes, together with their knowledge and/or experience of project management smart practices, to facilitate the successful achievement of the project objectives.
- Build and maintain effective relationships with a wide range of people in addition to their own team, including project sponsors, senior managers, stakeholders/customers, other project team members and managers, external agencies and vendors.
- Help build project management capability within the project implementers by collaborating with other staff, coaching and mentoring others and generally encouraging the appropriate use of project management techniques by others.

Key Responsibilities	Measure
1.Program Operations	
<ul style="list-style-type: none"> • Prepare governance reports, project status 	Accurate project documentation in place and



<p>reports,presentations,agendas and minutes, maintain logs and registers</p> <ul style="list-style-type: none"> • Proactively maintain a current awareness of the project activities and status • Prepare governance reports, project status reports, presentations, agendas and minutes, and maintain logs and registers • Proactively maintain a current awareness of the project activities and status and account for all project related issues • Take an active part in the project issue/risk management process, by contributing to the identification and prioritization of existing and potential issues and risks, and helping to develop strategies and controls to mitigate these. Use sound judgement to identify which issues and risks should be escalated to governance groups, and prepare relevant reports/documentation • Monitor, analyze and report on budgets and forecasts to the Portfolio Manager and/or Business Manager, highlighting any variances, and providing suggestions for resolution • Manage project plans (sometimes multiple plans) using (MS Project), reviewing the plans regularly to ensure tasks and milestones are being achieved in a timely manner. Follow up on any actions, quickly address any difficulties, and escalate issues with the project director where necessary • Ensure project compliance and highlight any issues to the project director 	<p>project reporting provided in a timely manner. Measured by feedback from Project Director</p> <p>Ability to field enquiries in the Project Director's absence, and accurate preparation of project governance reports</p> <p>Submission of accurate reports on a timely basis</p> <p>Invoices and accruals processed promptly with appropriate sign offs. Budget vs. actual expenditure cash flow are reported on in a timely manner with any variances identified and escalated to the Project Director and Finance Manager promptly, with recommendations provided for effective solutions</p> <p>Appropriate and timely escalation of issues and risks, presented in an appropriate report format. Take initiative to mitigate risks that do not need to be escalated after carefully analyzing and the issues and problem solving</p> <p>Project reporting deadlines consistently met within the laid down budgetary allocations, and any issues resolved or escalated as appropriate</p> <p>Project plan being well aligned with the donor requirements required Project Management Framework, and the project director being made aware of any variances well in advance</p> <p>Effective communication and successful implementation of the project</p>
<p>2.Relationship Management</p> <ul style="list-style-type: none"> • Establish and maintain effective working relationships with internal and external contacts • Ensure that the relationship between the IRC and key stakeholders are positive and constructive • Represent the program at appropriate 	<p>Effective professional relationships are developed and maintained with internal and external contacts</p> <p>Key stakeholders consider that their relationship with the program is positive and constructive</p>



conferences, seminars and other events

A professional image is conveyed in public forums

Qualifications

- Bachelor's Degree in Health Sciences. Knowledge of/experience with programs that are medically oriented (Nursing , Clinical Officer or Medical Officer)
- A Master's Degree or any medical related professional course is an added advantage

Experience

- Relevant qualification in project management
- 3-5 years relevant experience including significant project/portfolio management in programs. Management in USAID or DFID program will be an added advantage
- Proven abilities in working with multiple sectors and stakeholders to achieve programmatic and financial results
- Prior experience in ASAL regions will be an advantage
- Must possess thorough knowledge of the County (Turkana) and County agencies
- Demonstrated technical management, supervision and leadership experience, especially related to team building and mentoring a diverse and multicultural staff
- Experience working in donor funded programmes in areas such as budgeting, supervisory management, donor financial compliance, delivery reporting etc.

Successful performance for this position will not simply defined in terms of achievement, but equally is about 'how' the staff member goes about his/her job and the impact it will have to others. This will be:-

Initiative

Thinking ahead and taking action to make the most of opportunities by finding the optimum solution

Innovative

Thinking creatively and outside of the box so that ideas generated create a positive outcome

Effective Communication

Communicating through active listening and good questioning techniques, using appropriate body language, ensuring information is clear and concise

Responsive

Being responsive to changing priorities and demands

Working Efficiently

Planning, prioritizing and organizing work to ensure work is accurate and deadlines are met

Sharing Information

Sharing information and knowledge whilst maintaining confidentiality

Focus on Learning

Taking responsibility for keeping knowledge and skills updated and for seeking opportunities to develop further



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Commitment

Awareness and understanding of goals, vision and values and how your role impacts on this and going the extra mile to meet role requirements

Driven

Drive and determination to deliver results

Accountable

Taking responsibility for appropriate decisions that you make, and the actions and behavior you demonstrate

Embracing Change

Openness to embracing change within the organization and being able to adjust plans/activities accordingly

Motivated

Motivation towards achieving quality results to maximize potential

Team Player

Working as part of a team by being supportive, flexible and showing respect for each other