



JOB ADVERTISEMENT

Job Vacancy: Deputy Programme Officer
Programme: Policy, Legal and Institutional Frameworks
Reports to: Programme Coordinator
Duty Station: Nairobi Office
Contract Duration: 1 year
Application deadline: 24th January 2019

JOB SUMMARY

Transparency International Kenya (TI-Kenya) is an autonomous chapter in the Transparency International movement, a non-partisan global coalition of like-minded individuals and organizations against corruption with which we share knowledge and exchange ideas for the greater good of Kenya.

The Policy, Legal and Institutional Frameworks programme seeks to contribute to the existence of a conducive operating environment for effective public accountability. The programme's overall objective is 'to support the existence and enforcement of appropriate policy, legal and institutional frameworks through influencing, coalition building, and capacity development. It seeks to address challenges in the operationalisation of the Constitution of Kenya, various anti-corruption laws and policies and capacity gaps within institutions charged with the fight against corruption.

Under the overall supervision and guidance of the Programme Coordinator - Policy, Legal and Institutional Frameworks, the Deputy Program Officer will primarily support implementation of the projects under the program with a particular focus on the pharmaceutical and healthcare sectors.

TI-Kenya seeks to recruit a Deputy Program Officer to be responsible for ensuring that these activities are executed in the stipulated timeframes.

DUTIES AND RESPONSIBILITIES

1. Programme Management

- Assist in designing projects, develop work plans/activities schedules and ensure successful implementation to achieve overall programme objectives aligned to TI-Kenya strategic goals.
- Ensure the smooth day to day delivery, running and project management of organisational interventions in the pharmaceutical and health sectors.

- Support the identification and recruitment of qualified service providers as well as procurement of assets/utilities and consultants for tasks specific to the programme.
- The Deputy Programme Officer shall also assist in preparation of the terms of reference, expression of interest and contracts in accordance with TI-Kenya policies and procedures and will facilitate successful delivery of work by such service providers.
- Provide technical support to ensure that technical documents of the programme are fully reviewed, discussed and appropriately disseminated. This task includes support to research, data collection and reports.
- Develop and implement national advocacy strategies and actions to promote and improve transparency, accountability and integrity in the Pharmaceutical and Healthcare sectors.
- Project organization and co-ordination including meetings, dialogues with partners, development of research and learning tools for stakeholders.
- Build capacity of staff and relevant stakeholders on salient issues transparency, accountability and integrity in the Pharmaceutical and Healthcare sectors and development of IEC materials.

2. *Strategy Development.*

- Development of programme priorities and objectives and communicate to staff, partners and other stakeholders for mutual understanding and ownership.
- Development of TI-Kenya national, regional and global strategies and implementation of governance in Pharmaceutical and Healthcare sectors
- Development of national advocacy actions and strategies to promote and improve transparency, accountability and integrity in Pharmaceutical and Healthcare sectors which includes policy development, designing and producing policy and working papers, convene high visibility events and campaigns to increase awareness on governance in Pharmaceutical and Healthcare sectors.

3. *Management of TI Kenya partners/partnerships.*

- Develop and maintain local and National networks and communities of practice involving stakeholders in the Pharmaceutical and Healthcare sectors.
- Where necessary, prepare Memoranda of Understanding (MOUs) with key stakeholders;
- Develop collaborative programme strategies, resource mobilization, concerted efforts and collective results for desired impact;
- Liaise with other TI chapters and partners, to exchange lessons learned and implement regional advocacy strategies as required as well as liaise with other staff within TI-Kenya implementing programs in the Pharmaceutical and Healthcare sectors.
- Coordinate meetings with government, civil society and private sector stakeholders and other related parties
- Manage diverse and sometimes competing stakeholder interests

- Develop links and share experiences with relevant stakeholders to promote and mainstream Open contracting to achieve the TI-Kenya vision and mission;
- Provide technical support to project partners in the development of sound policies for transparent and accountable institutions of governance;
- Support national and local capacity building actions for local stakeholders to better understand and participate in national policy development and monitoring;
- Develop and maintain a database of relevant stakeholders involved in any projects the officer is involved in.

4. *Institutional learning*

- Support the development of e-learning, networking and knowledge/content management platforms for communication and share-learning.
- Supporting organizational transparency through adherence to the IATI standards
- Support the development of learning materials and advocacy within TI-Kenya and the broader movement that are relevant to the pharmaceutical and health sectors
- Provide technical support for the development of structured opportunities of institutional learning including project monitoring and evaluation, highlighting success stories and lessons learnt and development of good practices.
- Track and monitor project deliverables using M&E frameworks, produce M&E reports defining project progress and, analyse results in contribution to overall strategic development of the Policy, Legal and Institutional Frameworks.

5. *Budget Management, Resource Mobilization and Business Development/Social Enterprise*

- Map out the resource requirements for the Policy, Legal and Institutional Frameworks and mobilize resources targeting development partners whose criteria match the needs of the programme.
- Develop exceptional proposals and/or concepts for financial support and sustainability of the programme. This task includes maintaining a well-managed proposal tracking matrix.
- Develop strategies for sustainable funding for Policy, Legal and Institutional Frameworks programme.
- Develop and track budgets, and monitor programme expenditure against budgets for Open Contracting for health sector projects.
- Manage donor contracts.
- Carry out donor research and advocacy.

6. *Reporting*

- Ensure timely submission of monthly, quarterly and annual reports in the prescribed organisation format;

- Ensure financial and narrative reports are submitted to respective donors according to the agreed deadlines and to donor requirements
- Work with other programme team members to do timely and appropriate narrative and financial reporting with respect to all activities and grants in the Policy, Legal and Institutional Frameworks programme.

7. *Public Communication and Social Media Advocacy*

- Write well thought out publishable articles every two months for management's consideration focusing on the work of Pharmaceutical and Healthcare sectors and Anti-Corruption generally.
- Maintain an active presence on social media that is interfaced with TI-Kenya's presence in line with the organisation's social media policy and guidelines.
- In consultation with the Executive Director and the Programmes Manager, attend a minimum of one radio/TV talk show per quarter to discuss technical issues of Pharmaceutical and Healthcare sectors as well corruption issues unique to the sector as disseminate TI-Kenya's work.
- Attend a minimum of one radio talk show on corruption per year in an FM station broadcasting in a language other than English.

8. *Contribute to team effort by accomplishing related tasks as allocated from time to time*

JOB SPECIFICATIONS & COMPETENCIES

- A Bachelor's degree in any of the following: Law, Economics, Public Policy, Public Health, Development Studies, Public Administration, or any other relevant qualifications from a recognized institution of higher learning.
- At least 1-year relevant work experience with an emphasis on public health, governance and community engagement.
- Be proficient in computer applications
- Shown merit in work performance and results.
- Experience in project design, implementation and management.
- Result oriented, team player and self-motivated
- Excellent Writing, Research, Communication and interpersonal skills
- Extraordinary initiative, creativity and capacity to think strategically
- Ability to work independently and deliver quality work within tight deadlines.

HOW TO APPLY

Interested and qualified candidates are requested to submit one PDF document as an attachment (combining the application letter and CV with at least three professional referees) via email to **hr@tikenya.org** by close of business, **24th January 2019**.

Please include the reference **DPO-Policy, Legal and Institutional Frameworks** as the subject of your email applications. Do not attach your testimonials or certificates. Only shortlisted candidates will be contacted.

Disclaimer: Please note that TI-Kenya does not charge a fee at any stage of its recruitment process and we do not recruit through recruitment agents