



JOB VACANCY

Job Title	Program Officer -Health
Reports to	Head of Programs
Direct Reports	Program Assistant -Health
Location	Mombasa – Kenya

ABOUT PEMA KENYA

Pema Kenya is a membership-based organisation founded in 2008 whose work is premised upon creating an enabling environment for its members and the general population to thrive. We are a lesbian, gay, bisexual, transgender, intersex, queer (LGBTIQ)-led organisation that works with LGBTIQ individuals and communities as well as stakeholders seeking to bridge the gap that exists between the general population and gender and sexual minorities (GSM).

For more information about us, visit our website; <https://pemakenya.org/>

1. Job Summary:

The position is responsible for facilitating efficient and effective implementation of programs and projects under the Health function in accordance with PEMA-K's strategic focus on health. The incumbent is responsible for providing technical support to all the Health Programs to ensure that health services offered to target communities follow the national guidelines within the local context and the aspirations and needs of the LGBTI persons.

The position forms part of the core implementation team responsible for implementation of projects strategies, routine support supervision, and health and SRH quality assessment. The holder of this position will promote an integrated approach to sustainable health service delivery to targeted populations and will network closely with partners in the health sector to develop work plans, prepare periodic reports, hold technical meetings and work closely with other program officers in ensuring that health project targets are met.

The position will collaborate with the CHMT team members to advance PEMA-K's desire to integrate and mainstream key health indicators in the implementation processes of all health programs.

2. Key Responsibilities:

R1. Management of Programs/Projects

- T.1 Work closely with the Senior Programs Officer in developing implementation activities for supervised programs/projects.
- T.2 Spearhead advocacy for improved access to health services in the target communities.
- T.3 Spearhead increased access to safe sex commodities to LGBT persons.
- T.4 Manage preventive and curative health services, and support referral in the target communities.



- T.5 Facilitate awareness creation and promotion of reproductive health services in the target LGBTI communities.
- T.6 Facilitate HIV and AIDS prevention, care and support activities in the target communities.
- T.7 Establish awareness creation programs to promote harm reduction in persons abusing drugs and substances in the target communities.
- T.8 Facilitate establishment of mental health initiatives in PEMA-K.
- T.9 Play lead role in managing relationships with target beneficiaries, communities and other key stakeholders on health and SRH initiatives.
- T.10 Facilitate needs assessments and other surveys within the programs/projects and provide appropriate technical support.
- T.11 Ensure effective monitoring and evaluation of supervised projects and use outcomes to inform the implementation process.
- T.12 Ensure timely and quality reporting in line with guidelines for respective programs and projects.
- T.13 Synthesize lessons and experiences for continuous improvement of health, and SRH interventions within PEMA-K and affiliates, and for sharing both within the organization and externally.

R2. Resource and Financial Management

- T.1 Guide partner organizations in preparation of plans and budgets for implementation of health and SRHR activities.
- T.2 Work closely with the Finance and Administration Department to ensure that funds for health intervention projects are efficiently utilized.

R3. Networking and Collaboration

- T.1 Strengthen linkages with other CSOs, relevant government departments and agencies, and community organizations in the project areas for better referral networks and coordination on health and SRHR activities.
- T.2 Participate in Development and Technical working Committees within the jurisdiction or as designated by the management.
- T.3 Represent the organization in relevant forums and meetings.
- T.4 Maintain good public relations, networking and collaboration with other like-minded organizations.

R4. Other Duties and Responsibilities

- T.1 Participate in Institutional strengthening processes both at PEMA-K and affiliate levels
- T.2 Actively contribute towards M&E processes for continuous learning, reporting and profiling of PEMA-K
- T.3 Carry out any other duties and responsibilities which may be assigned by the management from time to time.

3. Knowledge, Skills and Abilities:

(The knowledge, skills and abilities may be required through a combination of formal schooling, self-education and prior experience or on-the-job-training).



(a) Level of education:

Bachelor’s degree in Public Health or any related fields.

(b) Specialized Training/Professional Qualifications

Training in project management is essential.

(c) Other competencies:

- Strong leadership skills.
- Strong community mobilization skills.
- Strong team orientation.
- Strong communications skills

(d) Job experience:

- At least three (3) years in a similar position.
- At least two (2) years on Human Rights and Sexual and Gender Diversity

Position Relationships:

Within the Organization	Outside the Organization
<ul style="list-style-type: none"> • Members of the Board and Committees of the Board. • Management Team • Staff 	<ul style="list-style-type: none"> • Program Managers of peer organizations operating in the region. • Cluster/member groups. • Government officers. • Key service providers, especially SRH.

4. Authority/Decision Making:

The position involves making recommendation on policies to the Program Team and Senior Management Team on health and SRHR related issues for their consideration and approval.

5. Working Conditions

The position requires frequent field travels at times may be to remote and hardship areas. It periodically requires the incumbent to work long and odd hours when necessary to meet deadlines or respond to specific situations.

6. Acknowledgment & receipt by the incumbent

I acknowledge that I have received, read and sought clarification of any questions I have about the contents of this job description.



**Last page to be printed and signed;*

	Name	Signature	Date
Employee:			
Supervisor:			

APPLICATION PROCEDURE

To apply for this position, **print and sign** this last page, attach your **CV, Motivational letter and credentials** to info@pemakenya.org and copy cduncan@pemakenya.org with the subject **“Health Promotion Officer”** by **15th August 2021**.

Pema Kenya is an equal opportunity employer irrespective of age, ethnicity, race, gender identity, sexual orientation, HIV status or physical capabilities.

Persons who identify as LGBTIQ and / or persons with disability are encouraged to apply.

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification