



The National Organization of Peer Educators (NOPE) is a registered Kenyan NGO that envisions a world with healthy communities and sustained social development. NOPE's mission is to empower communities and build capacity of organizations to deliver quality health and social services. NOPE has been sub-granted by PATH Kenya as a Local Implementing Partner (LIP) to implement DREAMS interventions in the USAID funded Nuru Ya Mtoto project in Homa Bay County.

USAID Nuru Ya Mtoto project aims to increase the use of quality county-led, county-owned, and county-managed health and social services for orphans and vulnerable children (OVC) and adolescents, as well as reducing new HIV infections, reducing gender-based violence, and improving the health system response to post-gender-based violence care for adolescent girls and young women (AGYW) aged 10 to 24 years. The program will safeguard the rights and welfare of children and adolescents impacted by HIV/AIDS.

USAID Nuru Ya Mtoto project is being implemented at the county level, in the community and health facilities in the counties of Homa Bay, Kisii and Migori, in close collaboration with and in support of county health management teams and the Ministry of Health of Kenya.

County Program Officer -Ref: - HR/2024/08 - Homa- Bay County.

JOB SUMMARY:

The USAID *Nuru Ya Mtoto* (NYM) Program Office (PO) DREAMS will provide technical and management expertise, coordination, and oversight to Adolescent Girls and Young Women (AGYW) service layering, to ensure efficient implementation, monitoring and reporting of adolescent/DREAMS initiative interventions. The Program Officer (PO) Adolescent/ DREAMS will be responsible for –providing leadership in developing strategies and interventions to improve the quality and responsiveness of HIV prevention programming and service delivery to address the needs of adolescent and young women.-

Reporting to the Program Manager, The PO will work with other -USAID Nuru Ya Mtoto DREAMS and OVC partner staff on technical aspects of program implementation that pertain to adolescents and ensure NOPE/USAID Nuru Ya Mtoto is responsive to the unique needs of this group, with a focus on the program goal of successful AGYW graduation / transition after full layering of the minimum care package.

Specific Responsibilities:

- ✦ Support the coordination, implementation, and monitoring of all assigned DREAMS NYM project activities as outlined in the detailed implementation plan in line with NOPE program quality principles and standards, donor requirements, and good practices.
- ✦ Monitor and report any challenges and/or gaps identified to inform adjustments to DREAMS plans and implementation schedules. Assist DREAMS Ward Coordinators (WCs), AGYW Mentors and EBIs facilitators) in their efforts to reflect on project experiences.
- ✦ Support accountability through coordinating project evaluation activities and assisting WCs in their efforts to collect and analyze DREAMS data per specified mechanisms and tools. Collaborate with data clerks, MEL Officer to prepare reports per established reporting schedule.
- ✦ Complete project documentation for assigned activities. Assist with identifying information for success stories and reports on promising practices. Actively engage in dissemination and use of relevant knowledge in the field.
- ✦ Represent NOPE in meetings at county and sub-county levels, Adolescent technical working groups (TWGs), and other events as requested, to support forging relations with the MoH, OVC, other stakeholders, and the community.

- ✚ Ensure accurate and timely reporting of all assigned Nuru Ya Mtoto DREAMS activities per donor and NOPE standards and established schedules.
- ✚ Support the conceptualization, integration, and operationalization of specific adolescent/DREAMS strategies to address the needs and perspectives of adolescents.
- ✚ Work with CHMT, health facilities and community partners in the respective Homabay to ensure coordination with other programs and stakeholders for quality and comprehensive services to adolescents.
- ✚ Keep abreast emerging research and best practices in adolescent/DREAMS programming and ensure that information is shared in an appropriate manner.

Experience & Requirements:

- ✚ Support the coordination, implementation, and monitoring of all assigned project activities as outlined in the detailed implementation plan, in line with USAID Nuru Ya Mtoto program quality principles and standards, donor requirements, and good practices.
- ✚ Monitor and report any challenges and/or gaps identified to inform adjustments to plans, technical strategies, and implementation schedules.
- ✚ Support accountability through coordinating project implementation evaluation activities and assisting USAID Nuru Ya Mtoto AGYW/DREAMS Community workforce in their efforts to collect and analyze project data per specified mechanisms tools and databases.
- ✚ Provide technical implementation leadership to USAID Nuru Ya Mtoto Ward Coordinators, mentors, and service delivery teams to prepare reports per established donor reporting schedule.
- ✚ Collect information on technical assistance needs of Ward level DREAMS community workforce.
- ✚ Provide technical support and monitor capacity building and technical support activities to ensure effective impact.
- ✚ Complete project documentation for assigned activities, assist with identifying information for case studies and reports on promising practices and actively engage in dissemination and use of relevant knowledge in the field.
- ✚ Represent USAID Nuru Ya Mtoto project in meetings at County and Sub-County levels, working groups, Area Children Council (ACC) DREAMS Advisory committees and other events as requested, to support forging relations with the County/GoK, other LIPs, key stakeholders, and the community.
- ✚ Ensure accurate and timely reporting of all assigned project activities per donor and USAID Nuru Ya Mtoto standards and established schedules.

Education and Experience:

- ✚ Bachelor's degree in Social Sciences, Health, Gender, International Development, Development Economics, or a related field.
- ✚ At least 2 years of work experience for master's degree holders or 4 years of work experience for bachelor's degree holders in project support in the field of adolescents and youth, integrated HIV/AIDS, and other health-related projects in Kenya preferably in an NGO setup.
- ✚ In-depth understanding of donor expectations for program results, outcomes, impact, and reporting.
- ✚ Experience in participatory action planning and engagement of stakeholders at various levels.
- ✚ Experience monitoring projects and collecting relevant data preferred.
- ✚ Excellent understating of County/GoK structures
- ✚ Experience using MS Windows and MS Office packages (Excel, Word, and PowerPoint).

Personal Skills:

- ✚ Observation, active listening, and analysis skills with ability to make sound judgment
- ✚ Good relationship management skills and the ability to work closely with communities, Local Implementing Partners and community members and inspire teamwork among diverse partners without direct supervisory responsibilities
- ✚ Strong interpersonal, writing, presentation, and organizational skills

- # Proven collegial and cooperative approach to management and decision-making
- # Attention to details, accuracy, and timeliness in executing assigned responsibilities
- # Proactive, results-oriented, and service-oriented
- # Excellent oral and written communication, and interpersonal skills
- # Ability to work well in a team and provide leadership
- # Strong administrative skills and the ability to create processes along the way
- # Good technical writing skills
- # Presentation, facilitation, training, mentoring, and coaching skills

HOW TO APPLY:

Qualified and interested individuals are requested to send their applications with detailed Resume and Cover Letter including the names and contacts of 3 referees. The applications should be sent via Email only to hr@nope.or.ke and copied to info@nope.or.ke; by quoting the position. Kindly note that the salary range for this position stands at KES 125,000/= to KES 135,000/=. **Closing date: 26th August 2024 at 5:00 pm. Only short-listed candidates will be contacted.**