



## ABOUT OPERATION EYESIGHT UNIVERSAL

Operation Eyesight Universal is a 60-year-old international development organization working to prevent blindness and restore sight. Based in Calgary, Canada, Operation Eyesight works collaboratively with partner hospitals in Bangladesh, India and Nepal in South Asia, and in the African countries of Ethiopia, Ghana, Kenya, Liberia, Malawi and Zambia, to develop strategic plans that ultimately will achieve quality, comprehensive, sustainable eye health care services. Visit [operationeyesight.com](http://operationeyesight.com) to learn more.

## THE OPPORTUNITY

Operation Eyesight is looking for a Programme Coordinator to contribute towards the elimination of avoidable blindness in Operation Eyesight's geographic areas of intervention on a sustainable basis.

<b>Job title</b>	Programme Coordinator, VIP Kajiado Project
<b>Job Type</b>	Fixed Term Contract for a period of one year with possible extension
<b>Reporting To</b>	Country Director, Kenya
<b>Location</b>	Kajiado, Kenya
<b>Primary Responsibilities</b>	<p><b>Programme/ Project Management</b></p> <ul style="list-style-type: none"><li>• Ensure coordination and coherence of all the project implementation components, by working closely with the donor, Kajiado County Government and other relevant government departments.</li><li>• Track/monitor progress against project objectives, milestones and activities, against scheduled work plans and the overall project objectives</li><li>• Participate actively in the formulation/ review of Kenya Country Programme Strategy</li><li>• Contribute towards development of annual programme plan and budget</li><li>• Provide advice and support to partners on programme development and management</li></ul>

- Develop/ contribute significantly towards formulation of project proposals that reflect key needs of geographic areas of intervention and the partner hospitals and involving key stakeholders in the process

#### **Capacity Building**

- Identify training needs of staff of partner hospitals, district health department and other concerned agencies
- Liaise with appropriate agencies/ resource persons and to ensure provision of required training to bridge the gaps
- Build capacities of partner hospitals and provide technical advice and support to partners
- Undertake periodic audit/ assessment of the Eye Departments of County Referral Hospital and Sub-County Hospitals
- Develop mutually agreed action plans, based on the findings of assessments/ audits

#### **Monitoring and reporting**

- Prepare implementation and monitoring plans of her/ his projects and monitor the progress periodically
- Ensure that project monitoring data is regularly collected, collated, reviewed, and learning from the data is maximized, and mid-course changes are made accordingly to project implementation strategies to increase the impact
- Ensure confidentiality of data, identify and manage risks
- Ensure that the project is able to clearly demonstrate the impact of its work through periodic reports, and dissemination of its impact and learning to partners, target groups and stakeholders
- Coordinate with partner hospitals and ensure timely submission of quality quarterly, annual and any other reports
- Conduct on-site monitoring visits regularly to check whether the objectives are being met as per the project mandates
- Ensure all information with regards to progress and development of the partners is captured in the appropriate formats and shared with the line manager as per agreed timelines

	<p><b>Finance Management</b></p> <ul style="list-style-type: none"> <li>• Prepare annual budgets aligned with the approved budget.</li> <li>• Closely monitor utilisation of approved programme/ project funds and inform the line manager periodically of any deviation from the approved budget.</li> <li>• Support in preparing and submitting monthly/ quarterly/ half yearly / annual utilisation statements.</li> <li>• Prepare and submit monthly fund requests in line with utilisation and approved budgets and submit to the finance team.</li> <li>• Work closely with partners to develop budgets and monitor expenditure against approved budget.</li> <li>• Adhere to organizational finance policy, systems and processes.</li> </ul> <p><b>Communication and Information</b></p> <ul style="list-style-type: none"> <li>• Develop appropriate materials and information for publicity and take lead in coordinating public relation and raise awareness of the project among development partners, relevant government ministries and the Kenyan Public</li> <li>• Collect required information from the field and write case stories for OE website, other publications, donor reporting, stewardship reports, etc.</li> <li>• Support development of communication material for the Kenya office</li> <li>• Attend to donors and visitors visiting the program, coordinate field trips and meeting with partners.</li> </ul> <p><b>Representation</b></p> <ul style="list-style-type: none"> <li>• Build relationships with partner hospitals and Government agencies and NGOs within the region to further OEU's objectives.</li> <li>• Participate and represent OEU in various meetings and workshops as per the advice of Country Director.</li> <li>• Maintain cordial relationships with all stakeholders.</li> </ul>
<p><b>Person Specifications</b></p>	<ul style="list-style-type: none"> <li>• The role of the Programme Coordinator requires an energetic and result orientated individual, capable of working with minimum</li> </ul>

	<p>supervision and with an impressive track record of comparable experience within the NGO/ INGO sector.</p> <ul style="list-style-type: none"> <li>• Post graduate qualification in Public Health/ Management/ Other Social Sciences.</li> <li>• Five years of experience in the health sector with key experience and responsibility covering all areas of project cycle.</li> <li>• Expertise in developing project proposals and budgets.</li> <li>• Good understanding of development policies and emerging trends.</li> <li>• Basic understanding of financial management/ accounting with good numerical skills.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Good IT skills including MS Office.</li> <li>• Ability to work under pressure.</li> <li>• Self-motivated, self-starter.</li> <li>• Willingness to travel extensively.</li> <li>• ONLY Kenyan nationals are eligible to apply for this position.</li> </ul>
<b>Working Conditions and Job Requirements</b>	<ul style="list-style-type: none"> <li>• Stationed in Kajiado</li> <li>• Frequent travel to country programmes and project locations within the country.</li> <li>• Flexible working hours to accommodate Calgary office hours (Mountain Time).</li> <li>• Act as an ambassador for Operation Eyesight in a variety of professional and social settings.</li> </ul>

## APPLICATION PROCESS

Please submit a comprehensive CV in English with a supporting cover letter, including the names of three referees (including a current or most recent employer) as well as expected salary, last salary earned and required notice period. Applications should be sent by e-mail to the following address, and clearly specify the job title – Programme Coordinator, VIP Kajiado – in the subject line:

Email to send applications: [KEInfo@operationeyesight.com](mailto:KEInfo@operationeyesight.com)

Application deadline: 4th March 2024

The full interview process will include a variety of assessments and interviews.