



## Community Health Officer (Readvertisement)

Location: Mutomo, Kitui

**We believe in a world in which every human life is valued, and health and human dignity are shared by all.**

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

**We believe change starts with her.**

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – [learn more](#).

Building around a new CHAMPS (CHildren And Mother PartnershipS) model, CMMB will work at both the community and clinical levels in these targeted communities to strengthen health services and address the leading causes of maternal and child death. In addition, CMMB will expand its volunteer program to strengthen health care delivery in CHAMPS-supported facilities, and will engage with the pharmaceutical industry to help meet the needs of CHAMPS communities and facilities.

CMMB is committed to learning and evolving in order to successfully achieve impact in its strategy, and will have strong vertical and horizontal team structures in alignment to the global strategy in order to encourage accountability, communication, and effective project management.

**We believe in people.**

We strive to live out our core values of **collaboration**, **love**, **excellence** and **respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. *Read more from our President & CEO below.*

### Department Summary

The Programs Department plays a critical role in achieving CMMB's [strategy around improving the lives of women and children](#), by leading the provision of high quality programs focused on children's and mothers' health, and particularly in the development and implementation of our [CHAMPS model](#). This team is also responsible for generating revenue from and partnering effectively with government(s), major foundations, and other major donors, and will help to position and enhance CMMB's technical capacity and reputation in the field of global healthcare.

CMMB has been working in Kenya for almost 15 years. CMMB works to ensure that the most vulnerable populations, especially mothers and children, have access to quality services in health care, health promotion and illness prevention.



## Overview

Under the leadership of the CHAMPS Program Coordinator, the Community Health Officer will ensure community-based and facility based - delivery of RMNCH services in CHAMPS through effective coordination and function of the community health volunteer system whilst inter-phasing with the link health facilities. As such, he/she will directly oversee the work of CHVs and the CHEWs while actively engaging and providing technical support to community health committees. The successful candidate will also directly provide technical support to health care providers and the facility management committees. For this critical synergistic function, he/she will ensure that routine health data feedback forums with county and sub county Health Management teams and members of community leadership are conducted.

## Responsibilities

### Program quality and capacity building

- Provide support for the implementation of maternal and child health activities in the health facilities supported by the program
- Provide support in the design, implementation and follow up of routine monitoring and supervision plan in liaison with the CHMTs; including joint monitoring plans and mentoring plans and ensure action points are followed and actioned.
- Support and coordinate technical trainings, mentorship and CMEs to health care providers to fill identified skill gaps for provision of quality services
- Ensure Quality Assurance and Quality Improvement measures in maternal and child health
- Support the dissemination and use of policies, tools and strategies to improve access to maternal and child health interventions
- Support and coordinate integrated outreaches to ensure that communities in hard to reach areas have access to essential RMNCH services.
- Participate actively in project and CMMB's meetings, planning and review activities, providing enhanced insight into community health programming.

### Project Management

- Participate in the planning of project activities and set high quality performance targets while ensuring adherence to technical standards, best practices, and donor guidelines.
- Review and track progress on project implementation and utilization of project resources, using participatory processes to overcome implementation obstacles.
- Maintain up-to-date documentation related to project monitoring and implementation, including up-to-date performance data on CHAMPS indicators.
- Ensure a working environment of mutual trust, respect and care with other staff, encouraging effective teamwork with staff members and partners.
- Support community-based program activities to ensure quality management, supervision and mentorship of CHVs in their MNCH work at community level



- Promote innovative/effective methods to achieve project strategic objectives.
- Budget and Financial Management
- Ensure that program activities comply with CMMB financial guidelines, policies, procedures and regulations.
- In collaboration with the finance teams and supporting the program officers, ensure timely payments of participants and provide liquidation reports as per the guidelines.
- Participate in the preparation of annual project budgets, quarterly and monthly budgets.
- Participate in monthly budget tracking activities

### **Monitoring, Accountability, Evaluation and Learning**

- Use appropriate project management tools to plan, review and track project progress on project implementation as well as on the utilization of project resources.
- Participate in the CHAMPS Program regular reviews to monitor progress of program implementation.
- Prepare short success stories and briefs on innovation/best practices and project learnings.
- Monitor CHV system performance including effective household visitation, coverage of MNCH services at household, service quality, on-time CHV data reporting, data quality, data analysis, and monthly data dissemination within the program as well as with MoH
- Ensure that all project documentations are well organized and easy to access.
- Work with the M&E Officer to prepare the required donor project narrative reports, collect weekly, monthly and quarterly performance data, as well as other reports needed/required by the donor and CMMB.
- Collaborate closely with other CHAMPS project officers to ensure activities are harmonized, integrated, and multisectoral as much as possible.
- Ensure systems are put in place to ensure maternal and child health information required to monitor progress and impact are implemented
- Participate in monthly program-finance budget tracking meetings
- Contribute to the documentation and dissemination of project findings and lessons learned through the production of high-quality materials and their effective dissemination to key stakeholders.

### **Partnerships**

- Regularly organize and coordinate meetings with key stakeholders on project progress and challenges.
- Engage partners at all stages of the project cycle for their insights on the appropriateness of program approaches and interventions.
- Work closely with partners to ensure timely and quality advanced tracking and liquidation per CMMB guidelines.

### **Qualifications**

- You have a Bachelor's degree in Social Sciences, Communication or Health.  
You have at least 3 years' hands-on experience in community health program implementation
- You have excellent coordination and networking skills including liaison with stakeholders



- Your analytical and writing skills are very good
- You have experience working with an NGO
- You have experience working with Microsoft Word, Excel and have data analysis software skills
- Knowledge of the local county context strongly preferred
- You are comfortable working for a faith-based organization.
- You believe in CMMB, where we're going, and what we can do together to achieve **Healthier Lives Worldwide**.

#### **How to apply**

Interested applicants should submit their application together with resume/CV to [hrkenya@cmmmb.org](mailto:hrkenya@cmmmb.org) indicating position applied for on the subject line by **1<sup>st</sup> January 2020**. Include telephone and email contacts of 3 references and your daytime telephone/cell phone contact. Only shortlisted candidates will be contacted

#### ***A message from Bruce Wilkinson, our President and CEO***

As president of CMMB, I would like to thank you for your interest in joining with us on our journey to bring healthier lives to women, children and their families worldwide. CMMB has embarked on our second century of service to the most marginalized. Our vision of a world in which every human life is valued, and health and human dignity are shared by all is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work and are so pleased you are considering CMMB as your potential employer.

The Community Health Officer is critical to our mission and vision. I welcome your interest in joining CMMB's diverse, talented, professional and motivated team and lead our Kenya team achieve our mission.

Cheers,  
Bruce