



JOB OPPORTUNITY

Matibabu Foundation is a registered health facility based in Siaya County. Our focus is to improve the quality, affordability and accessibility of healthcare with more attention to the women and their families through offering affordable, facilities- based health care with extensive laboratory and pharmaceutical services.

We are hereby inviting qualified, talented and highly motivated candidates to fill the following positions.

Position: Project coordinator (1)

Reporting to: Projects Manager

Overall Responsibility

Coordinating and overseeing the projects activities. The project coordinator will coordinate the schedule, budget, issues and risks of the project. It's their job to make sure the project management framework is well-organized and that it runs smoothly. This can include communicating with various departments in the organization to make sure everyone is on the same page.

Other Responsibilities

- Monitoring project progress and work closely with M&E to generate monthly and quarterly reports for project managers and stakeholders.
- Assisting with resource scheduling so that team members have the resources they need to complete their tasks.
- Scheduling stakeholder meetings and facilitating communication between the project manager and stakeholders throughout the project life cycle.
- Managing project management documents such as the project plan, budget, schedule or scope statement, as directed by the project manager.
- Executing a variety of project management administrative tasks such as billing and bookkeeping.
- Support team members when implementing risk management strategies.

Requirements

- Bachelor's degree in Public Health or Reproductive health or a related field
- 2 years' experience
- Working knowledge of project management software
- Proficiency with Microsoft Office
- Excellent interpersonal skills
- Fluent in Luo, Swahili and English
- Preferably living in Gem or Rarieda
- Excellent communication skills, community dialogue and engagements
- Attention to detail

Position: Monitoring & Evaluation Officer (1)

Reporting to: Project Coordinator

Overall Responsibility

The Monitoring and Evaluation (M&E) Officer's primary responsibilities include: Assist the Project Coordinator with development of the M&E Plan for the project, including indicator selection, target setting, reporting, database management, and developing M&E and/ performance monitoring plans

Other Responsibilities

- Collect data on a regular basis to measure achievement against the performance indicators.
- Check data quality with partners.
- Maintain and administer the M&E database; analyses and aggregate findings.
- Support project progress reporting, project mid-term review and final evaluation.
- Conduct periodic data quality audit
- Operationalize M& E project design
- Lead in monthly. Quarterly and semiannual reporting

Requirements

- Bachelor of science Degree in Statistics / Mathematics
- 5 years working experience
- Proficiency in Ms Office
- Experience in using statistical software e.g SPSS. SAS and R

Position: Project Accountant (1)

Reporting to: Project coordinator

Overall Responsibility

Support the project team regarding contract compliance, payments, reports and any other duties related to the project

Other Responsibilities

- Manage all accounting related functions and reporting for assigned projects.
- Assist project teams with any questions or needs related to the accounting department.
- Manage invoices, payments, and compliance for assigned projects.
- Have an understanding of compliance requirements for assigned projects.

Requirements

- At least CPA (I) with 2 years' experience
- Excellent public relations and communication skills.
- Excellent computer skills especially Microsoft Office Suite
- Ability to work with minimum supervision.

Position: Field officer (1)

Reporting to: Project coordinator

Overall Responsibility

Should maintain trustworthy presence among our program beneficiaries, invariably, will substantiate new concepts with all requisite filed data

Other Responsibilities

- Organize and coordinate community outreaches

- Formulating and evaluation resources to guide filed work
- Liaising with local authorities
- Coordination community meetings
- Data collection and reporting

Requirements

- Diploma in Social and community development or related field
- Should be conversant with the local language
- Good communication skills
- Proficiency in MS Office
- Mastery of the Geographical location of project i.e Rarieda and Gem Sub-Counties of Siaya will be an added advantage

Position: Project driver (1)

Reporting to: Project coordinator

Overall Responsibility

Responsible for safe transportation of project staff from one location to another

He or she must follow traffic laws and correctly route themselves, ensuring that there is enough gas in the tank at all times for their destination.

Other Responsibilities

- Transport clients and/or packages to and from destinations.
- Arrive at destinations on schedule.
- Fulfill administrative needs, like office pickups.
- Research and plan for traffic, construction and weather delays.
- Use navigation applications to determine the best route.
- Ensure the Project Vehicle is well maintained and ready for use at all times

Requirements

- Minimum O level certificate
- Valid driving License
- 5 years experience
- Excellent communications skills

Interested candidates on the positions should submit their applications, enclosing a detailed CV, copies of academic testimonials and names of three referees and day time telephone contacts to: -

**The Administration Officer, Matibabu Foundation, P.O.
Box 230 – 40607, Ukwala, Kenya.**

OR

**E-mail to info@matibabukenya.org
So as to reach us not later than 10/01/2023**

NB: Only successful and shortlisted candidates will be contacted.

Matibabu Foundation is an equal opportunity employer