

POSITION ANNOUNCEMENT

PROJECT OFFICER

Number of Posts: 1

Background: Africa Mental Health Research and Training Foundation (AMHRTF) is a non-governmental organization in Kenya, dedicated to research in mental and neurological health as well as substance use research to generate evidence for policy and best practice in the provision of affordable, appropriate, available and accessible mental health services.

Position Summary: Reporting to the supervisor, the project officer will be responsible for project(s) planning, coordination, implementation, monitoring, managing, project-related documentations and report writing in a timely manner according to the donor requirements.

Responsibilities:

- Maintaining and monitoring project timelines and schedules and ensuring they are met in a timely manner
- Conduct stakeholder analysis and engage stakeholders to ensure project buy-in
- Documenting and following up on action items subsequent to meetings
- Planning and coordinating meetings with community partners and relevant stakeholders
- Recruit study participants as per study protocol
- Participate in research assistants'/enumerators' recruitment
- Supervision of enumerators
- Preparing the relevant materials for field work and meetings
- Participate in quality and timely data collection and ensure that ethical issues are observed during the data collection process.
- Prepare study protocol/reports for submission to the relevant local authorities, partners and donors.
- In consultation with the supervisor, work within the projected timelines to ensure the objectives of assigned projects are met
- Ensure regular (daily/monthly/quarterly) documentation of all the project processes and activities through detailed reports while adhering to the project timelines.
- Ensure safety and confidentiality of participant's information at all times.
- Supervise research assistants, health care worker trainees and community health workers to ensure they adhere to study protocol
- Ensure fidelity of interventions are observed in consultation with the supervisor
- In consultation with the biostatistician, participate in quantitative data cleaning, analysis and drafting of scientific manuscripts for respective projects.
- Participate in qualitative data analysis, preliminary coding and drafting of findings.

- Participate in dissemination of research findings and policy dialogue with appropriate audiences.

Qualifications and Experience:

- At least a Bachelor's degree in Health or Social Sciences field such as Social work, Nursing, Psychology, Medical Anthropology, Public Health and Development or its equivalent from a recognized institution.
- A Master's degree is an added advantage
- Minimum of two years' experience in health-related research; preferably mixed-methods approaches
- Co-author of at least one scientific publication in a peer reviewed journal is an added advantage
- Computer literacy and functionality as well as proficiency in report writing

Applicants should also have demonstrated abilities in the following:

- Ability to engage with rural and urban communities as well as students
- Strong communication and presentation skills
- Work ethics and team player
- Excellent interpersonal skills
- Excellent writing skills with specific ability to write articles, reports and proposals
- Self driven and able to work with minimal supervision.
- Ability to demonstrate problem solving approach
- Ability to learn and work under pressure
- Excellent time management skills with the ability to meet strict deadlines.

Application Instructions: We invite all candidates meeting the required qualifications to send an application letter and a detailed CV to careers@amhf.or.ke and indicate **PROJECT OFFICER 2022** as the subject line. Applications should be received by **4th March, 2022**.

NB:

Only short listed candidates will be contacted. Canvassing will lead to automatic disqualification.