

Upper Hill Road, off Haile Selassie Avenue, P.O.BOX 40431- 00100, NAIROBI, Tel: 020 8000474,
www.aichm.org, Email: info@aichm.org

VACANCY ANNOUNCEMENT

Title: Program Manager	Project site: Lodwar Turkana County	Reporting to: Health Advisor/Regional Manager
Date prepared: 03rd July 2025		Closing Date: 18th July 2025

JOB PURPOSE:

To Glorify God in providing Field Level coordination/management and technical support to OVC component of USAID Imarisha Jamii Project in Turkana County for optimal care and support to OVC and their households informed by PEPFAR guidance and case management protocols ensuring that client level results are achieved and documented in line with Donor regulations (USAID) AND AIC Health Ministries Policies. The Program manager (PM) will be the team leader of the program team and will work closely with USAID Imarisha OVC Technical lead and AICHM leadership.

KEY RESPONSIBILITIES:

Project implementation and technical support – 45%

- Provide effective OVC coordination/Management and technical support in planning and implementation of case management approach in a timely and cost-effective manner to meet project objectives.
- Provide mentorship and technical support to Case management teams on Case Management Process, ensuring that OVC achieve benchmarks for graduation and transition.
- Support in the development and operationalization of Case Management SOPs and SOW with the case managers, case workers, Communities and OVC households.
- Operationalize case management at the point of service delivery by ensuring there is a robust capacity building plan for case managers, Community Case workers and Households.
- Ensure integration of all components into Case Plans (Healthy, Schooled, Stable, Safe) informed by existing case management programming protocols and tools.
- Effectively coordinate case managers to ensure an adequate workforce of case workers and household participation in case management.
- Ensure the development, implementation and monitoring of household level case plan achievement and interventions to address the gaps.
- Ensure timely benchmark assessments for children, and their families to inform reporting and graduation of households that meet their benchmarks in liaison with the case management team, prevention officer support the continuous assessment of capacity gaps and ensure capacity building activities to case management team is conducted in accordance with the action plans.
- Coordinate with other USAID IMARISHA sub-purposes especially care, treatment, RMNCAH team and others to ensure comprehensive services to OVCs and caregivers are offered, and adequate capacity

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is attained to develop and monitor individual integrated case plans for OVC.

- Work closely with the case management team to ensure that all services provided in the different domains are captured in the case plans and monitoring done towards benchmark achievements.

Monitoring, Evaluation, Reporting & Learning – 30%

- Work with the Monitoring Evaluation & Learning (MEL) team to Improve data management for OVC and their caregivers; ensure availability of case management data tools, timely data entry to CPMIS, DATIM.
- Mentor/work with data management team to provide timely age appropriate and quality services to OVC and their households Support in the development of capacity building package for community workforce (VCO, Case workers,).
- Work with case managers to ensure case management documentation and reporting (including tracking and monitoring services provided to OVC on a monthly basis).
- Work with case managers to strengthen the use of service directory at the implementation level to ensure OVC access to required services.
- Support the development of key project documents, including timely annual work plan, SCOW, periodic and ad hoc donor and organization progress reports.
- Provide technical support & oversight to case managers to ensure that they submit timely and high-quality periodic reports to aid internal reflections that inform identification of emerging priorities, risks and for decision making Collate and synthesize relevant project information and provide timely feedback.
- Regularly check the quality of data generated from the DIC.
- Collaborate with the M&E officer to ensure accuracy and timeliness of reports using CPIMS.
- Work with the Case management team to identify best practices, success stories etc. for documentation and learning.

Advocacy, Networking & partnerships – 20%

- Identify specific stakeholders and guide County /sub county and Ward engagement, including keeping an updated directory of stakeholders/services in respective Counties.
- Provide oversight support to the case management team to ensure meaningful engagement and participation in stakeholder forums.
- Participate in relevant stakeholder forums to ensure visibility of the project.
- Support case managers/case workers to coordinate with other service providers in the community for complementarity.
- Establish a referral tracking platforms for all stakeholders working with vulnerable children.
- Participate in county and sub county OVC technical working groups and advocacy working groups.

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Other – 5%

- Perform any other duties as may be assigned by the supervisor or designee from time to time.
- Attend weekly devotions.

Qualifications and Requirements:

- Bachelor's degree in social sciences, public health, community development, project planning and management or relevant field or Diploma in Social Sciences, public health, Community.
- Development, project planning and management or relevant field with over 5 years work experience.
- Certificates in related training courses including HIV/AIDS management, OVC care and programming, psychology and counselling, case management and behavior change communication.
- At least 5 years' experience in implementation of case management in OVC Program in HIV/AIDS project.
- Computer literate, good use of MS office packages (MS Word, Ms Excel, Ms PowerPoint, Ms Outlook, Internet).
- Extensive knowledge of generally acceptable professional social and community work principles and practices.
- Experience and proficiency in working with the government including MOH, DCS and other partners in the community in an effective and culturally competent manner.
- Ability to anticipate, prioritize and manage multiple tasks with keen attention to details and follow through to meet firm timelines.
- Good communication and interpersonal skills.
- High level of personal integrity and confidentiality & Conversant and adherence to child safeguarding policy.
- Proven decision making and advocacy skills & A team player and ability to work under minimum supervision.

*Applicants should include a cover letter, detailed CV detailing work history and current responsibilities, salary history, educational certificates, and three references. **Only individuals who meet the above-mentioned qualifications will be considered.***

Please send your application to:

**The Executive Director, AIC Health
Ministries, BOX 40431-00100
NAIROBI**

NOT later than 18th July 2025 Applications can also be sent through email: recruitment@aichm.org