



## Centre for African Family Studies Centre d'Etudes de la Famille Africaine

### JOB VACANCIES

Established in 1975, the Centre for African Family Studies (CAFS) is a dynamic international NGO with its corporate headquarters in Nairobi, Kenya, and a regional office in Lome, Togo. A market-oriented organization dedicated to sustaining excellence in training and technical assistance in the field of reproductive health, HIV/AIDS and population and development, CAFS works throughout sub-Saharan Africa, collaborating with major development and international partners. As a result of current re-organization and expansion program, CAFS is in the process of establishing Country Offices in Ethiopia, Kenya, Nigeria and Togo.

The mission of CAFS is to improve lives of African families through skills development, knowledge management, and technical assistance in health and development. The current re-organization effort has resulted in the creation of the following management and technical positions. We invite interested suitable and qualified persons to apply for the positions.

**Position 1 - Team Leader (Training & Technical Assistance):** The TL/TTA is a member of the CAFS corporate senior management team and reports to the Director. The purpose of the position which is based in the corporate headquarters in Nairobi is to provide strategic, technical and managerial leadership and coordination as well as technical inputs in the development and implementation of CAFS' health and population development training and technical assistance services (with emphasis on SRH and HIV/AIDS), including identification and definition of needs and strategies; forging and sustaining strategic linkages and contacts with the broad range of CAFS' donors and partners for technical collaboration; and determining and responding to CAFS client satisfaction needs.

#### ***Main duties and responsibilities:***

- Lead and coordinate development of the overall CAFS program of training and technical assistance in health and development, focusing on SRH and HIV/AIDS human, organization, and program development.
- Oversee and support the design and implementation of high quality regional and country-specific training courses and technical services, ensuring application of current thinking and best practice as well as responsiveness to client needs and requirements
- Participate in CAFS regional and in-country training courses as trainer as and when needed
- Oversee planning and implementation of training follow-up activities to document (and support, where appropriate) post-training activities
- Participate in technical support services to clients directly or in support of regional and country teams
- Liaise/work with the Business Development Manager to develop and implement plans for regional and country-level promotion and marketing of training and technical assistance services
- Support and supervise a multi-national team of senior technical professionals in health and development

#### ***Qualification and experience:***

Advanced degree or at least a master-level degree in the social or medical sciences, public health, or business/public administration. The job requires a mature senior technical professional with a minimum of ten years of relevant work experience encompassing the broad areas of health and development in the Africa region, including familiarity with key local, Africa regional and international development partners. The successful applicant would preferably have served for at least three years in a senior management

position, traveled widely in the Africa region, and possess a good track record of successful interaction with the health and population development community in the region.

**Position 2 – Team Leader/Finance & Support Services:** The TL/FSS is a member of the corporate senior management team and reports to the Director. The purpose of the position which is based in the corporate headquarters in Nairobi is to provide senior executive leadership, technical advice, and technical inputs for the efficient development and coordination of financial, human, and administrative resources and services to support CAFS' corporate and headquarters operations in order to achieve the institution's goals.

***Main duties and responsibilities***

- Serve as principal finance officer responsibility for ensuring financial transparency, accountability and probity, and compliance with all established and expected procedures and guidelines
- Lead the preparation of draft annual accounts to be audited by External Auditors and arrange for the annual audit of CAFS financial statements.
- Lead and coordinate development of the CAFS annual budget, providing guidelines and assisting other staff positions as necessary, and ensuring effective cash flow projections.
- In consultation with the Director, manage the CAFS working capital to satisfy the short- and long-term requirements of the institution.
- Lead and coordinate the design and delivery of financial management technical services and participate in and provide technical inputs in the delivery of such technical services
- Lead and coordinate preparation of established financial reports, including development and updating of reporting guidelines, to ensure accuracy, timeliness and compliance with donor and client requirements
- Develop and implement CAFS' human resources strategy and ensure that CAFS' personnel policies and procedures manual is up to date and incorporates best practice.

***Qualification and Experience :***

Master level degree in management/business administration will be an advantage in addition to professional accountancy qualification – e.g. ACA, ACCA, CMA, and CPA. The TL/FSS is expected to be a mature senior professional with international and auditing experience, and high level personal integrity and honesty, able to operate effectively in English and French. The successful candidate would have had ten years relevant work experience, with excellent numeracy, and excellent people management skills.

**Position 3 – Organization Development Specialist (two vacancies):** The purpose of this position which reports to either the TL/TTA or the TL/Central & West Africa Region is to provide technical and managerial leadership and coordination as well as technical inputs in the development and implementation of CAFS' institutional capacity building (ICB) and organization development (OD) training and technical assistance program, including need assessment, design, delivery and evaluation of ICB/OD training and technical support services; and forging and sustaining linkages and contacts with the range of CAFS donors and partners for coordination, collaboration and resource mobilization. One vacancy exists in Nairobi and Lome.

***Main duties and responsibilities***

- Lead and participate in planning and developing the CAFS ICB/OD business services, and conducting and evaluating SRH and HIV/AIDS capacity building and OD services.
- Lead and provide technical inputs in developing and revising training and technical assistance materials (methods and tools) for capacity building and OD
- Organize, conduct and evaluate training to strengthen SRH and HIV/AIDS program capacity and organization effectiveness

- Undertake timely follow-up of requests for ICB/OD technical services and proposals. This includes serving as technical leader and coordinator in the ICB/OD proposal development process
- Liaise/work with the BDM to develop and implement plans for country-level promotion and marketing of ICB/OD training and technical assistance services

#### ***Qualification and Experience***

Minimum of master-level education in public or business administration, organization development or other social science areas including development studies. The position requires a professional with background and experience in successful OD consulting, with a minimum of five years relevant work experience in at least one OD area.

**Position 4 – Knowledge Management Specialist:** The purpose of this position which is based in the corporate headquarters in Nairobi is to provide technical and managerial leadership and coordination as well as technical inputs in the development and implementation of a CAFS knowledge management (KM) strategy, including need assessment, design, delivery and evaluation of KM training and services. The purpose also includes forging and sustaining linkages with donors and partners in KM to generate, analyze and disseminate learning and knowledge as a service and to inform adjustment or planning of health and development interventions.

#### ***Main duties and responsibilities***

- Lead and participate in the development and implementation of a robust health and development knowledge management agenda covering research (knowledge generation), documentation and evaluation.
- Organize, conduct and evaluate regional and country-specific training in the various areas of Knowledge Management
- Develop and implement strategies to strengthen SRH and HIV/AIDS programs through research activities (knowledge generation and analytic)
- Lead and coordinate documentation and dissemination of CAFS accomplishments and impacts
- Serve as editor of *CAFS News*, the CAFS monograph series, and other CAFS publications
- Work/liaise with the Administrative Officer to solicit and select publishers/printers for CAFS publications and to upload information onto the CAFS website.

#### ***Qualification and Experience***

Minimum of master-level education in medical and/or social science research and/or evaluation Minimum of five years of relevant work experience in at least one knowledge management area (research, monitoring and evaluation). Ability to lead and co-ordinate project (research) teams of staff and technical associates is important.

**Position 5 – Sexual and Reproductive health and HIV & AIDS Specialist:** The purpose of this position which is based in the corporate headquarters in Nairobi is to provide technical and managerial leadership and coordination as well as technical inputs in the development and implementation of CAFS training and technical assistance in sexual and reproductive health (SRH) and HIV & AIDS, including need assessment, design, delivery and evaluation of training and technical services. The purpose also includes forging and sustaining linkages with CAFS partners to develop or refine clinic- and community-based service delivery systems and models.

#### ***Main duties and responsibilities***

- Provide effective team leadership in planning, conducting and evaluating health and development training in general and SRH and HIV & AIDS training activities in particular
- Lead and provide technical inputs in developing and revising training materials on SRH and HIV & AIDS

- Design, implement and evaluate high quality training courses and technical assistance services on SRH and HIV & AIDS responding to client needs and requirements
- Develop and implement strategies to strengthen SRH and HIV & AIDS programs in local communities as part of joint collaborative efforts with local and international executing and implementing partners
- Provide inputs to development and improvement of systems, procedures and tools to sustain the quality of CAFS training and technical services in general and to SRH and HIV & AIDS in particular.
- Liaise/work with the Business Development Manager to develop and implement plans for country-level promotion and marketing of service delivery training and technical assistance services

### ***Qualification and Experience***

Medical doctor with specialization in preventive and/or community health, nurse/midwife with master degree in public health, or master-level education in other medical and/or social sciences with a master in public health. Minimum of five years of relevant work experience in at least one SRH and HIV & AIDS service delivery area (FP/RH, HIV prevention, HIV & AIDS community care and support, and ART).

**General requirements:** Only applicants who are bilingual or able to work in a second language (English or French) will be considered. All positions require excellent conceptual, analytical and writing skills and computer literacy especially use of research and analytical software. Also, to be considered applicants must have proven background in training (training need assessment, curriculum development, facilitation, training report writing, etc) and/or technical assistance delivery (consulting).

**Additional Information:** Detailed job specifications on all the positions are provided in the CAFS website ([www.cafs.org](http://www.cafs.org)). The website also provides background information on CAFS and its training and technical assistance program.

**Remuneration:** For all positions, CAFS offers competitive remuneration packages commensurate with qualification and experience.

**How to apply:** Interested persons may apply via email to [recruitment@cafs.org](mailto:recruitment@cafs.org) or to Human Resources Team, PO Box 60054, 00200 Nairobi, Kenya. The application should clearly identify the position applied for and consist of a cover letter summarizing the applicant's experience and track record in the area of work applied for, with an updated curriculum vitae attached. Handwritten applications will not be considered. The deadline for submitting applications is 31<sup>st</sup> March 2008. Only short-listed applicants will be contacted and telephone calls will result in disqualification. CAFS is an equal opportunity employer.