

## JOB DESCRIPTION

<b>POST</b>	Senior Technical Officer – Emergency Obstetric & Newborn Care (EmONC)
<b>CONTRACT</b>	Fixed term
<b>REFERENCE NO</b>	419-19
<b>REPORTS TO</b>	Centre for Maternal and Newborn Health (CMNH) Country Director, Liverpool School of Tropical Medicine (LSTM) Kenya
<b>ROLE PURPOSE/SUMMARY</b>	<p>The Senior Technical Officer will provide technical assistance and support to the Kenyan Ministry of Health (MoH) and county governments to develop relevant policies, systems and financial commitments to sustain programme interventions, with a focus on strengthening pre-service (midwifery and medical) and in-service training.</p> <p>You will have excellent oral and written communication skills and a willingness to contribute to a measurable improvement in maternal and newborn health across Kenya. The post will be based at CMNH Kenya's office in Nairobi, however duties will require periodic travel to the counties.</p>
<b>SCOPE/BACKGROUND</b>	<p><b>Background:</b> The Centre for Maternal and Newborn Health (CMNH) at the Liverpool School of Tropical Medicine (LSTM) is an internationally recognised Centre of Excellence in Maternal and Newborn Health. Our vision is to end preventable maternal deaths, stillbirths and early neonatal deaths and improve the health of mothers and babies in low- and middle-income countries.</p> <p>CMNH-LSTM has delivered successful programmes that aim to improve maternal and newborn health in Kenya since 2009. We have a long-standing and effective working relationship with the Ministry of Health (MoH) in Kenya, as well as with key stakeholders active in the health sector including the Department for International Development (DFID), United Nations Population Fund (UNFPA), UNICEF and World Health Organization (WHO).</p> <p>Working with the MoH and DFID, CMNH-LSTM delivered capacity development interventions in the area of maternal and newborn health (MNH) and conducted monitoring and evaluation of the effectiveness and impact of these interventions in 61 healthcare facilities in the Western, Central and Nyanza regions (2009-2013). Between 2014 and 2018, healthcare facilities have been supported in all 47 counties in Kenya.</p> <p>Beginning April 2019, CMNH-LSTM is implementing a four-year extension to its DFID Kenya funded programme. The overall purpose of this programme is to <b>promote and support the institutionalisation and effective stewardship</b> of strategies and interventions to reduce maternal and neonatal mortality and morbidity and to reduce stillbirths in Kenya at national level, as well as directly at county levels. The programme is implemented at national level and in five counties across Kenya.</p>

## ROLE SPECIFIC RESPONSIBILITIES

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
1	<b>Leadership and Technical Expertise</b>	Provide technical assistance and support to MoH and county governments to develop relevant policies, systems and financial commitments to sustain programme interventions, with a focus on pre-service and in-service interventions
		Work with MoH and county level Reproductive Health officers to develop systems to embed CMNH's training approach
		Provide technical support to the organisation, delivery and quality assurance of all training activities, including: <ul style="list-style-type: none"> <li>• Emergency Obstetric and Newborn care (EmONC)</li> <li>• Extended EmONC</li> <li>• Capacity building for pre-service instructors, educators and lecturers</li> </ul>
		Provide technical support in updating and adapting relevant guidelines, materials and tools; and strengthening capacity of MoH & other relevant organisations.
		Provide technical support for the: <ul style="list-style-type: none"> <li>• Identification of opportunities for additional funding to support quality Emergency Obstetric Care provision in Kenya.</li> <li>• Contribution to writing grant proposals for the point above</li> <li>• Pre-service Training Taskforce, including organising and managing Pre-service Taskforce meetings, and writing and circulating minutes</li> <li>• Midwifery and Clinical Officer pre-service training hubs, including quality assurance</li> </ul>
		Contribute to the development of research/knowledge management activities/ protocols, submission, follow-up, write-up and dissemination, taking a lead where the focus is linked to in-service/pre-service EmONC capacity building activities (training, mentorship etc)
		Provide technical support in planning and execution of research/knowledge management activities
		Collect, quality assure and analyse data on implementation research conducted according to the research/knowledge management protocol
2	<b>Programme Management</b>	Lead the development of and implement monthly, quarterly and annual work plans for the team to a high standard and to time and budget, with a focus on pre-service and in-service training
		Support implementation of the programme work plan in Kenya, with specific responsibility at national and/or county level as assigned by CMNH's Country Director

		Write activity reports and contribute to writing quarterly progress, annual review and end of programme reports
		Provide technical assistance and support to the CMNH-LSTM Kenya team in preparation and contributing to external reviews of the programme

<b>3</b>	<b>Knowledge Management and Communication</b>	Lead the establishment and strengthening of partnerships with MoH county health management teams and other relevant agencies, including participation in joint actions such as technical working groups and workshops to facilitate capacity-building and programme implementation
		Lead the documentation of pre-service and in-service training best practices and facilitate dissemination to relevant stakeholders
		Develop and disseminate communication materials in national, regional and international fora and conferences
		Be an advocate for LSTM, CMNH and its Strategy and programme at a national level
		Organise dissemination meetings/events as per approved work plan
		Contribute to the production of knowledge management and academic publications related to implementation research and knowledge management under the programme

<b>4</b>	<b>Staff Management</b>	Responsible for the management and development of CMNH Kenya staff as agreed, including responsibility for undertaking appraisals, staff development and monitoring performance and sickness absence issues
		Mentor, coach and support staff to ensure they are motivated and performing

#### FURTHER RESPONSIBILITIES

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
<b>1</b>	<b>General</b>	Promote equality of opportunity and inclusive practice in all aspects of work undertaken
		Act in a manner that safeguards children and/or vulnerable adults as applicable to the role
		Any other duties commensurate with the grade and nature of the role

## PERSON SPECIFICATION

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COMPETENCY CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSMENT
<b>Qualifications, Training &amp; Knowledge</b>		
MBBS or Midwifery qualification or equivalent	Essential	Application
Master's degree in public health/epidemiology	Essential	Application
Good understanding of current internationally agreed strategies to address MNH and sexual and reproductive health needs	Essential	Application/Interview/ Assessment
Good understanding of issues related to health systems delivery and health systems strengthening regionally and globally	Essential	Application/Interview/ Assessment
<b>Experience</b>		
Experience working with the Ministry of Health, Bilateral Donors and UN organisations	Essential	Application/Interview/ Assessment
Experience coordinating high level meetings and workshops	Essential	Application/Interview/ Assessment
Experience writing reports and disseminating key information for a variety of audiences	Essential	Application/Interview/ Assessment
Experience in writing ethics applications for implementation research/knowledge management activities	Essential	Application/Interview/ Assessment
Experience managing data sets and with data analysis and selected analytic software programs (e.g., EpiInfo, Excel, SPSS, STATA)	Essential	Application/Interview/ Assessment
Experience working to targets and deadlines	Essential	Application/Interview/ Assessment
<b>Skills &amp; Behaviours</b>		
Knowledge and behaviours that support equality, diversity and inclusive practice	Essential	Application/Interview/ Assessment
Knowledge and behaviours that support safeguarding as applicable to the role	Essential	Application/Interview/ Assessment
Ability to work productively and co-operatively as a team leader and to develop excellent working relationships at national, county and community level	Essential	Application/Interview/ Assessment
Confident communicator with the ability to communicate effectively, both orally and in writing	Essential	Application/Interview/ Assessment
Proven ability to produce high quality technical reports	Essential	Application/Interview/ Assessment
Good knowledge of application of medical statistics including data management, analysis and reporting	Essential	Application/Interview/ Assessment
Workshop and meeting organisation skills, including the ability to deliver and facilitate MNH training	Essential	Application/Interview/ Assessment
Excellent time management and organisational skills	Essential	Application/Interview/ Assessment
Enthusiastic approach to work	Essential	Application/Interview/ Assessment

COMPETENCY CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSMENT
Diplomatic	Essential	Application/Interview/ Assessment
<b>Circumstances</b>		
Full-time, based in Nairobi with periodic travel across Kenya		
Fixed-term		