



African Gender and Media Initiative Trust
Advancing Gender Equality through Research and Action on Women's Human Rights

SITE COORDINATOR

African Gender and Media Initiative Trust (GEM Trust) is a cutting edge not for profit organization that works to advance gender equality through research and action on women's human rights. GEM Trust began as a research arm and a reservoir of knowledge and information for the African Women and Child Feature Service (AWCFS) media content development but has since grown to a fully-fledged registered organization in 2008. GEM Trust was founded against the background of the need for evidence-based programming in women's human rights work in Kenya. GEM Trust brings together women experts in women's human rights issues specifically women's health, sexual and reproductive rights, gender-based violence, media, advocacy and research.

We are looking for a Site coordinator who should have the ability to provide youth friendly sexual and reproductive health services and information to young people with a specific focus on adolescent girls and young women, while working as coordinator in a youth wellness center. This person will work with a dynamic team of Programme staff, who develop and manage projects at GEM Trust in Kenya. Together with other colleagues, you will play an active role in implementing and further developing programmes.

Duties and Responsibilities

Health service delivery and management of the youth wellness centre Site

- Provide comprehensive health services including sexual and reproductive health services at the youth wellness centre
- Conduct behaviour changes activities
- Coordinate activities at the wellness centre
- Responsible for stakeholder engagement for the centre activities.
- Support monitoring and evaluation of activities at the youth wellness centre
- Responsible for the administration of the youth wellness centre.

Project management

- Internalise project design and coordinate its implementation
- Develop and monitor the implementation of project workplans based on set targets and timelines
- Develop monthly and quarterly reports

Stakeholder engagement

- Initiate and maintain partnerships and networks with Linkage facility, sub-county, county and national stakeholders in coordinating and conducting activities at the wellness centre.
- Map all relevant stakeholders involved in the project at Sub- County and County level
- Convene all stakeholder engagement meetings
- Keep all stakeholders engaged in the project through planning, monitoring and review meetings

Supervision of project staff

- Supervise all health care workers at the wellness center.
- Conduct regular staff meetings and one-on-one check-ins to monitor performance and address challenges
- Any other task as assigned by the Executive Director

Data Management

- Ensure accurate and timely data collection, entry, and reporting using the correct tools.
- Review reports and data for quality and completeness before submission to the next level.
- Monitor site performance indicators and flag issues that require attention.
- Maintain confidentiality and security of records.

Community Engagement

- Support community-based testing initiatives (mobile clinics, outreaches etc.)
- Advocate for HIV awareness and education in communities
- Build trust and rapport with local populations to encourage testing uptake.

Qualifications, Skills and Experience:

- A minimum of university graduate degree in Nursing /Clinical Medicine
- Holder of a valid nursing practicing certificate
- Four years of relevant working experience preferably in a health facility /youth friendly centre
- Proven experience in provision of sexual and reproductive health services for young people.
- Proven experience in conducting behaviour change activities
- Proven experience in providing community health services
- Experience and interest in working with young people around SRHR issues
- Strong skills in collaborative leadership for effective convening of single or multi-stakeholder groups
- Excellent communication skills (oral and written) in English
- Excellent report writing skills
- Team player, but also able to work independently

How to Apply:

Please submit an application letter with current detailed CV indicating 3 references. ~~Two of Whom should have been direct supervisors~~

Applications should be sent to procuremnt@gem.or.ke indicating the job title.

Academic Testimonials/ Certificates are not required at this stage of the application process.