



# The National Family Planning Board, a Statutory Agency of the Ministry of Health, seeks to recruit a

## BEHAVIOUR CHANGE COMMUNICATION COORDINATOR – PUBLIC/PRIVATE GMG/SEG 2

Under the direct supervision of the Director, Health Promotion and Prevention, the incumbent will promote and assist in the design, implementation and evaluation of health promotion and behaviour change strategies and other sector-wide policies, programmes and approaches that impact sexual risk behaviour and cultural norms in order to prevent unplanned pregnancies and reduce transmission of new HIV and other STIs. The role will place an emphasis on contributing to a multi-sectoral response, and developing BCC strategy for interventions in partnership with line ministries, private sector and NGOs.

### The Behaviour Change Communication Co-ordinator will be required to:

1. Contribute to the development of the annual work plan.
2. Obtain from the relevant funding agency all the necessary approvals for work plans and sub-projects.
3. Maintain communication channels with the relevant funding agencies on project matters.
4. Collaborate with Government Ministries, private sector and NGOs to design and develop interventions that impact sexual risk behaviour.
5. Liaise with Programme Stakeholders including Principal Recipient (PR) officers and Sub Recipient (SR) officers so as to ensure timely and accurate information flow at all times.
6. Participate in and guide the preparation, procurement, and execution of Studies and Consultant services.
7. Develop terms of reference, scope of work and contracts and provides technical support for the development of contracts for consultants employed by the project.
8. Ensure that projects are implemented according to the Operational Manual of the organization and the Operational Manual of the Sub-Recipients (SRs).
9. Facilitates the settlement of disputes, if any, under contracts with Officers and follows up on shortages and defective supplies/services /works that are in breach of contract provision;
10. Coordinate the evaluation of project proposals relating to works, goods and equipment so as to arrange for their execution by following all procedures for award of contract;
11. Monitor the work of the Sub-Recipients to ensure that there is integration between the various projects and the stated objectives of the national strategic plan.
12. Facilitate Sub-Recipients and provide technical assistance in the development and implementation of action plans in order to ensure necessary collaboration and information sharing to meet project deliverables as per their contract through visits and other types of interface.
13. Review materials that are developed by the various Sub-Recipients or consultant for technical soundness.

### Management/Administrative Responsibilities

14. Coordinate project activities and ensure that the project is implemented in accordance with the Project Proposal Document, and Project Operational Manual.
15. Provide for the purpose of the review of the GOJ and the relevant funding agency, the following documents at the times indicated:

### Management/Administrative Responsibilities cont'd

- an annual work plan for the implementation of the project activities of the organization;
  - quarterly reports to the Country Coordinating Mechanism (CCM) and the implementation progress of the work plans of the Principal Recipient and Sub-Recipient; and
  - annual self-evaluation reports on project issues highlighting the achievements and problems being faced in the stage and recommendation for changes in project scope and activities.
16. Facilitate the preparation of the work plans for all implementation partners and Sub Recipients (SRs)
  17. Represent the organization in an official capacity, when appropriate

### Required Competencies:

#### Core

- Excellent interpersonal skills
- Strong team player and team leadership skills

#### Technical

- Sound project planning and project management skills
- Good training and facilitation skills
- Good knowledge of Government procurement regulations
- Knowledge of sexual and reproductive health, behaviour change models and theory
- Good understanding of the Multi-Sectoral approach to the HIV/AIDS response
- Experience in multi-agency collaboration
- Experience in health promotion, social marketing, coordinating health programmes
- Experience in strategic planning and implementation

### Minimum Required Education and Experience

- A First Degree in Social Sciences or Health Communication.
- Post graduate training in Project Management or related field.
- Three (3) to five (5) years management experience with public health program, preferably in the field of sexual and reproductive health and HIV, including experience with bilateral and multilateral projects for at least two (2) years.

### Specific Conditions associated with the job

- Frequent travel required to liaise with stakeholders in the public, private and NGO sectors.

Applications should be emailed to [nfpbapplications@jnfpb.org](mailto:nfpbapplications@jnfpb.org) to the attention of the (Acting) Director, Human Resource Management and Administration no later **January 5, 2018**.

**We thank all candidates for responding; however, only shortlisted applicants will be contacted.**