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About the Centre for the study of Adolescence (CSA)

Centre for the study of Adolescence (CSA) is a leading national Organization committed to the promotion of the health and development of young people through research, technical assistance, advocacy and capacity building to expand choices and improve access to safe, affordable and sustainable Health services. CSA works in partnership with governments, relevant institutions, professionals and communities to support young people's right to exercise choices, access to health services and participate fully in activities that promote their health and general wellbeing.

Overview of the Program

Centre for the Study of Adolescents, CSA, is sub-awarded by World Vision Kenya (WVK)- USAID Tumikia Mtoto Project to implement specific and appropriate Evidence informed Behavioral Interventions targeting adolescent girls and young women (AGYW) aged 9-24 years in Embakasi North and South, Kasarani, Kamukunji, Westlands, Makadara in Nairobi and Thika and Ruiru Sub counties in Kiambu.

This is a 5 years OVC (Orphans and Vulnerable Children) and DREAMS (Determined, Resilient, Empowered, AIDS-Free, Mentored and Safe) Program that aims to increase use of Quality County-led Health and Social Services. The DREAMS initiative is aimed at reducing new HIV infections among 9-24 years old AGYW through the provision of a tailored, comprehensive and evidence-informed service package for AGYW, their male sexual partners; families; and communities. The initiative acknowledges that keeping adolescent girls and young women HIV free also positively impacts their overall health, education, development, and wellbeing. The DREAMS strategy underscores the provision of adolescent friendly services and AGYW empowerment in all spheres of life.

Ward Assistants (3 positions Nairobi)

Duty Station: Nairobi County (Airbase, Pumwani and California wards)

Duration: 1-year, renewable contract

Job Purpose:

Reporting to the Ward Coordinators based in Nairobi County the Ward Assistants will be responsible for the day-to-day implementation of the DREAMS Tumikia Mtoto initiative in the program wards in either Nairobi or Kiambu County. The Ward Assistant will work closely with Ward level DREAMS teams and in liaison with Government Line Ministry of Health, Ministry of Education, Ministry of Devolution and Planning, and the Ministry of Interior and coordination of national government.

The officer will establish sustainable partnerships and community linkages to enhance positive behavior change and increased access to healthcare services.

Key and Specific tasks will include the following:

- Work closely with World Vision/Tumikia Mtoto, Ward Administrators, Local Advisory Committees and CBOs to ensure seamless and effective implementation of DREAMS in the wards; leading to its success.
- Work with World Vision, partner CBOs, Ward Administrators and the Local Advisory Councils (LACs) to identify and mobilize vulnerable adolescent girls and young women (AGYW) using the vulnerability criteria developed by Tumikia Mtoto program;
- Map out intervention implementation areas based on geographical vulnerability scale developed by World Vision/Tumikia Mtoto program;
- Identify together with ward level stakeholders, and manage a central, girls-only Safe Space in each of the administrative wards of intervention; be the resident coordinator of the Safe Space, ensuring that it is equipped and stocked with DREAMS commodities, ensure that it is safe and that it is branded accordingly;
- Sensitize, mobilize and Facilitate Implementation of the DREAMS package of evidence Based- interventions including, Risk Assessment and Risk Reduction Planning tool, Healthy Choices for A better Future, My Health My Choice, SHUGA 1 & 2, SASA, Family Matters Programming, and promotive interventions like *Condolympics* and IEC materials distribution to reach the target AGYW.
- Sensitize health care workers on adolescent friendly services; and facilitate school- based HIV and pregnancy prevention sessions.
- Liaise with World Vision/Tumikia Mtoto program to ensure vulnerable girls receive the full package of behavioral and economic empowerment interventions
- Support in the timely and accurate data entry process for the ward level activities.
- Secure, store and protect from misuse all DREAMS-procured program assets. This includes maintaining an up-to-date inventory register detailing World Vision/Tumikia Mtoto program tagged assets;
- The DREAMS Ward assistant will play the role of the local DREAMS representative in so far as the implementation of EBIs will be involved;
- H/she will ensure adherence to the ethics, rules and regulations set to regulate the behavior of everyone working with AGYW at the safe space.
- Additionally, like other DREAMS program staff, will be required to sign a Working with Children Ethics, which will be retained at your local DREAMS offices in a manner that will be easy to access by donors.
- Verification and querying of AGYWs Files before entry into the DREAMS database
- Supervision and provision of feedback in all interventions by community teams at site level (Check list)
- H/she will ensure documentation of all program implementation activities both at field and Office level
- The ward Assistant will provide weekly summaries by Mondays and monthly summaries by 4th of every month
- H/she will ensure that all the tools, guidelines and SOPs are available at community level
- Support with data entry and update of SUF as advised.
- The ward Assistant will document beneficiary's consultations and participations at all levels at the ward level
- The Ward Assistant will take up any additional roles as shall be assigned by the Ward Coordinator and the leadership of Tumikia Mtoto Project

Desired Qualifications, Skills and Abilities

- Diploma in social or health sciences from a recognized Institution. And Under-graduate degree will be an added advantage.
- A good command of English and Kiswahili
- Strong documentation/report writing and communications skills.
- Good community engagement skills and ability to organize/conduct Community/county meetings with gatekeepers on health and livelihood related issues
- Training and program management skills
- Advocacy skills/experience in USAID –funded program
- Good interpersonal skills
- Ability to communicate efficiently with young people using all relevant approaches including social networking
- Computer skills (familiarity with Microsoft Word, Excel and Power Point)

How to Apply;

Written applications including Cover Letter and Curriculum Vitae indicating position and the county/ward applied for with day-time contact phone number(s) of three references

The application should reach the **Administrative Manager** by not later than **25TH Jan, 2022** on E-mail: jobs@csakenya.org

The Administrative Manager

Center for the Study of Adolescence

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