



African Population and  
Health Research Center

## READVERTISEMENT- PROJECT OFFICER

The African Population and Health Research Center (APHRC) is a leading Africa-based, African-led, international research institution headquartered in Nairobi, Kenya and with a West Africa Regional Office (WARO) in Dakar, Senegal. APHRC conducts policy-relevant research on population, health, education, urbanization and related development issues in sub-Saharan Africa.

APHRC seeks to recruit a **Project Officer** for its Research Capacity Strengthening Division to support with the partnership coordination component for key projects in the division.

### Responsibilities:

- Coordinate and monitor the implementation of the activities for the projects, in liaison with the Program Managers;
- Coordinate project meetings with various stakeholders, including partners and funders meetings, including compiling the meeting deliberations/minutes;
- Make follow-up with project partners on implementation and progress on specific project deliverables;
- Liaise with representatives of partner institutions on corporate events in the respective institutions;
- Compile progress reports and draft project reports for consideration by Project Managers;
- Keep records and ensure archiving of all project documentation; and
- Coordinate capacity strengthening activities of relevant projects.

### Qualifications and Experience:

- Master's degree in Public Health related fields.
- Experience and strong interest in research and research capacity strengthening.
- Demonstrated prior experience in coordination, and monitoring and evaluation of projects.
- Strong report writing skills.
- Computer literacy in Microsoft Office packages (e.g. MS Word, MS PowerPoint, & MS Excel).
- Excellent oral and written communication skills in English, and French or Portuguese.

### Desired

- Familiarity with public health related research and research capacity strengthening projects.
- Excellent interpersonal and organizational skills and ability to work in a culturally diverse team.

Interested candidates are invited to submit their application through our recruitment portal <https://aphrc.org/vacancies/> by **October 21, 2021**. Only shortlisted candidates will be contacted; shortlisted candidates will be required to have a Police Clearance Certificate. Cover letters should be addressed to:

The Human Resources Officer

African Population and Health Research Center, Inc

APHRC Campus, Manga Close, off Kirawa Road, Kitisuru

P. O. Box 10787-GPO, Nairobi

**Website:** [www.aphrc.org](http://www.aphrc.org)

*APHRC is an equal opportunity employer and is committed to the protection of vulnerable persons*