



The following opportunity exists with SFH

## VACANCIES

**The Society for Family Health (SFH)** is a local non-governmental organization that implements public health programs in collaboration with the Ministry of Health and Social Services, other Ministries and partners for the past 21 years. SFH has 9 regional offices and work in the areas of HIV/AIDS prevention care and treatment; Community-based malaria prevention; Water, Sanitation and Hygiene promotions; school health interventions; adolescents and young people's sexual and reproductive health.

### The following vacancies exist at the Society for Family Health

#### 1. COMMUNICATION SPECIALIST

Under the supervision of the Country Director, assists in the planning, implementation and monitoring of communications and advocacy strategies in support of various health interventions. Provides communications support to internal and external stakeholders and to facilitate the production of advocacy and communication materials. The incumbent will also assist with targeted advocacy and resource mobilization efforts including contribution to the development of human interest stories and local content in line with key priorities.

**Job Title:** Communication Specialist  
**Duty Station:** 1 position at SFH Head Office, Windhoek  
**Reports to:** Country Director

#### Responsibilities and responsibilities:

- Provides communications support to internal and external program stakeholders to promote health interventions with diverse audiences and multiple formats including web and social media communications, newsletters, brochures and abstracts/ special publications;
- Contributes to and oversees the development of human interest stories and local content in line with key priorities identified by programmes and partners that includes the engagement and participation of program beneficiaries;
- Support marketing and communication campaigns on a variety of interventions by developing campaign strategies, building and managing alliances and partnerships;
- Responsible for tracking, status reporting, and on-time completion of other team tasks.
- Support the production of advocacy and communication materials (e.g. films, videos, audio-visuals, etc.), and oversee the qualitative aspects of production, (e.g. quality control, translations, reviews of layout and graphic design etc.) to meet agreed standards;
- Gather content and coverage of relevant project activities and results;

- Review materials available for targeted audiences and assist in the identification of gaps in existing materials;
- Assists with targeted advocacy and resource mobilization efforts;
- Support program report writing including quarterly and annual reports.

**Skills/Abilities/Aptitudes Requirements:**

- Experience in managing communication projects and campaigns;
- Experience in translating technical content into formats written in plain language and easy to understand.
- Excellent written and verbal communication skills.
- Effective problem solving skills along with outstanding organizational skills and attention to detail.
- Ability to multi-task and prioritize competing demands in a fast-paced environment.
- Strong skill and ability to organize data and information clearly and present to the audience.
- Ability to support advocacy and resource mobilization activities.
- Proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint).

**Qualifications:**

- University degree in Communications, Journalism, Public Relations; or equivalent professional work experience in the communication area, combined with a university degree in a related field;
- a minimum of 5 years of experience;
- Experience in drafting communication content, materials and products;
- Experience in the latest Social Media applications including but not limited to, texting/SMS, Facebook, Twitter, Blogs and YouTube

Kindly forward your electronic CV to [recruitment@sfh.org.nc](mailto:recruitment@sfh.org.nc) before the closing date.

**2. MONITORING & EVALUATION OFFICER**

The Monitoring, Evaluation Officer will provide support to the data collection and analysis to monitor the progress of the project towards its desired objectives, and assess the outcomes for refuge, in line with the program's M&E Plan. The position will provide support to programming in Osire Settlement. The position will report to the Project Manager and will potentially work closely with other project staff in the settlement.

Position's Objectives

- The M&E Officer, in coordination and cooperation with the project staff, is expected to contribute to:
- Ensure a proper M&E plan is produced at the onset of each project
- Ensuring data collection plans adhere to the M&E plans produced and supporting the program teams to collect and collate this data
- Contributing to the availability of sound, accurate and qualitative assessment and monitoring data for project development
- Participating in the design of assessment, monitoring and evaluation plans/strategies
- Ensuring the appropriate archiving of all sources of verification according to M&E plans
- Ensure that reporting is done timely and effectively and that impact narratives are communicated to field team
- Capacity building of other supporting teams when required

Main tasks and responsibilities of the position:

- Review the exiting M&E plans and prepare new ones for the new projects

- Ensure appropriate tools and methods are in place and used to monitor and report on based interventions revise it periodically as required and based on lessons learned.
- Provide direct technical support and oversight to routine and periodic monitoring, reviews
- Work closely with other project officers of each sector and with the r M&E Advisor to create needed templates and improve existing ones.
- Ensure proper collection of data and indicators follow-up on a daily, weekly or monthly basis
- Set up an archiving system for sources of verification and work with program teams to ensure these are available and filed
- Implement a monthly report system against the M&E plan for each grant
- Assess whether the various sectors are reaching their targets and inform appropriate project staff when targets are not being met
- Provide support to the Project officers in the monitoring of their activities
- Assist in the production of reports and presentations for project staff, Ministry of Home Affairs and Immigration, UNHCR and stakeholders
- Support the expansion and use of Mobile data approaches

Required Qualifications and Experience:

- Diploma/Bachelor degree in social science, related subject – e.g. Monitoring and Evaluation, Quantitative Economics, project management
- At least 2 years of experience in monitoring and evaluation of development or humanitarian programs
- Experience with donor requirements is an advantage
- Strong IT skills in MS Word, PowerPoint Presentation, Excel. Other statistics software is a significant asset.
- Ability to work independently and to setup one's own work plan
- Fluency in English

Kindly forward your electronic CV and Cover Letter ONLY to [recruitment@sfh.org.na](mailto:recruitment@sfh.org.na) before the closing date.

**Full job descriptions for these positions are available on our website: [www.sfh.org.na](http://www.sfh.org.na)**

SFH will offer the successful applicants a 1 year contract with possibility of extension subject to funding availability and satisfactory performance.

Salary and conditions will be in accordance with SFH's Terms of Employment

**Closing date: 15 February 2019**

All applicants must send cover letter and CV **ONLY** to:  
**The Coordinator: Human Resources [recruitment@sfh.org.na](mailto:recruitment@sfh.org.na)**  
*[email Subject line should indicate the position being applied for.](#)*

Via post

**The Coordinator: Human Resources**  
**Society for Family Health, 13 Reger Street, Units 3 & 4, Southern Industrial Area, Tel: 061 440 600, P**  
**O Box 22870, Windhoek**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

You can read more about our vision and work at [www.sfh.org.na](http://www.sfh.org.na)