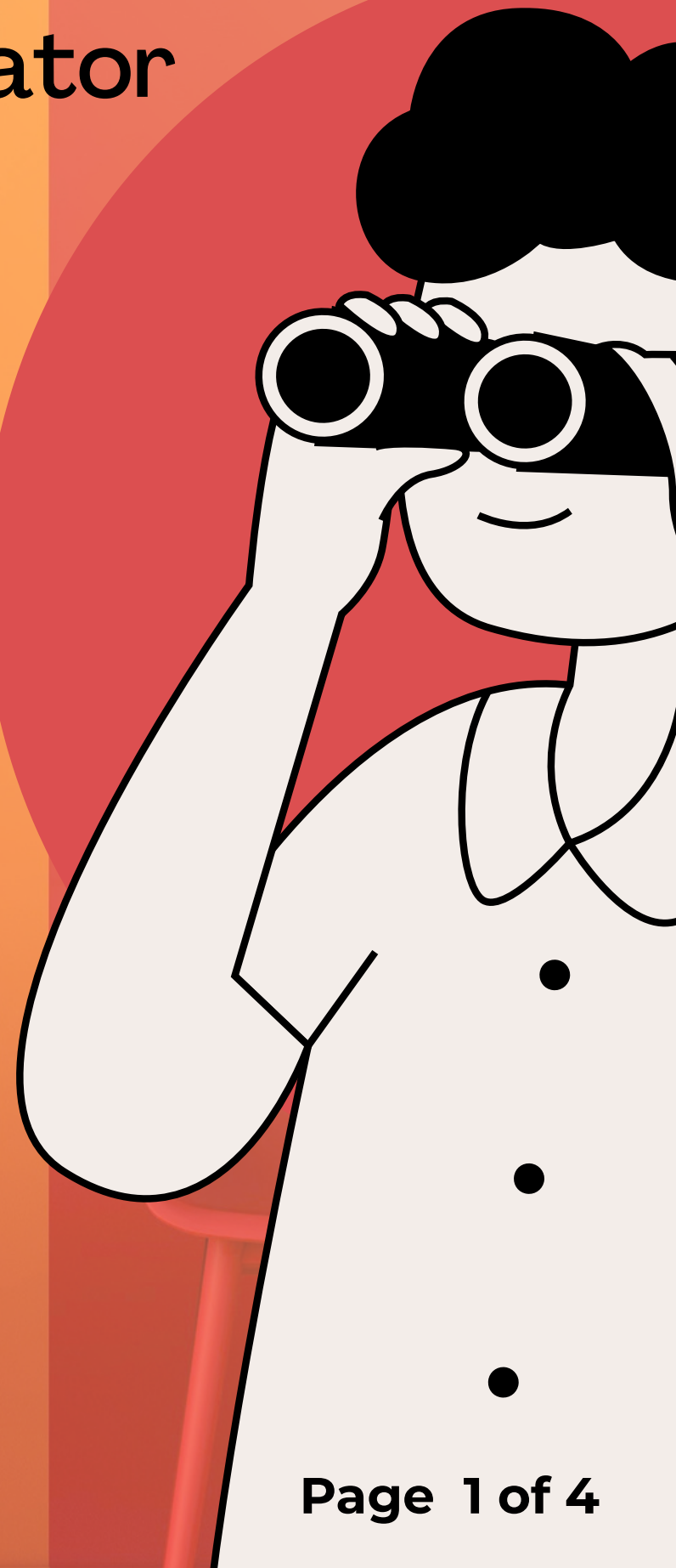


# We're Hiring!

**Programme Coordinator**

**SRHR Next**

**Programme**



## THE ROLE

**Title:** Programme Coordinator

**Duty Station:** Nairobi with regular travels to the project areas

**Contract Type:** Full time (40 hours per week)

**Reports to:** Head of Programmes & Advocacy

**Direct report:** MEAL Officer

**Contract Duration:** 1 year fixed term contact renewed yearly subject to funding availability

**Starting Date:** ASAP

**Non-financial benefits:** Pension, Medical, Hybrid working, WIBA/GLA etc.

## ABOUT THE KENYA SRHR ALLIANCE

The Sexual Reproductive Health and Rights (SRHR) Alliance, commonly known as the SRHR Alliance, or the Alliance is a national coalition of 17 civil society organizations spread across the country dedicated to promote, advance and protect the sexual and reproductive health and rights of adolescent girls and young women, vulnerable and marginalized groups including people living with HIV, persons with disabilities and LGBTIQ community aged 10–24 years in Kenya. For more information on our work, please visit our website [here](#).

## OBJECTIVE OF THE ROLE

1. The SRHR Alliance is looking for an experienced and dynamic Programme Coordinator who will be responsible for the coordination of the SRHR Next programme in Kenya and manages the process of collaboration among the country programme partners.
2. The Coordinator facilitates, coordinates, and inspires the SRHR Next country alliance partners to execute their work in collaboration for maximum impact as laid down in a joint country programme and partners' annual work plan.
3. The Programme coordinator will work closely with the programme's M&E officer and the Alliance's Head of programmes to execute their role effectively. The coordinator will also work closely with representatives of Rutgers NL, who is the Country support partner for Kenya in the SRHR Next Programme.

## KEY DUTIES AND RESPONSIBILITIES

- Provide strategic leadership and coordination to ensure that implementing country partners and other stakeholders are aligned in delivering the objectives of the SRHR Next programme at the country level.
- Coordinate the planning, development and review of the co-created annual Country Work Plans in line with the programme Theory of Change.
- Organise and convene in-country annual planning and technical review meetings.
- Monitors the progress of the implementation of the Annual Country Programme and Budget Plans and keeps track of country objectives.
- Discusses partners' underperformance, signals cases of long-term non-performance and communicates long-term non-performance following the guidelines for escalations.
- Identifies and communicates emerging issues related to the programme to the lead partner and facilitates solutions with the country partners.
- Manages the joint activity budget with support from the Alliance's head of Finance.
- Ensures narrative progress reports, finance reports, and PMEL reports are completed and submitted on time for review at country level and onward submission to the donor.



## KEY DUTIES AND RESPONSIBILITIES CONTINUED

- Facilitates country partners to collaborate and look for synergy at country level.
- Facilitates shared learning and joint initiatives about programme implementation and PMEL activities at country level.
- Organizes and chairs feeder teams consisting of the National Advisory Committee, Programme, Finance and M&E technical working groups.
- Facilitates the joint advocacy efforts of the country Coalition.
- Coordinates partnership with the Dutch Embassy in Kenya and other Strategic SRHR Partnerships related to SRHR Next.
- Represents the Kenya SRHR Next coalition at local, national and international events and meetings.
- Positions, profiles and elevates visibility of the SRHR Next programme in Kenya.
- Assures sustainability of the coalition through sustained resource mobilization in liaison with the country partners.
- Perform any other duty assigned to them by SRHR Alliance Kenya

## EDUCATIONAL BACKGROUND AND EXPERIENCE

1. A minimum of a Bachelor's degree in Public Health, Social Sciences, Development Studies, or a related field. A Master's in a related field is an added advantage.
2. At least 5 years' experience managing a coalition/consortium, with at least 3 years in a similar or related coordination role.
3. Experienced in programme management including programme or consortium coordination.
4. Demonstrated experience working with a network of local organizations and managing contacts with key stakeholders.
5. Excellent Written and Oral communication skills
6. Sound experience in the field of SRHR (sexual and reproductive health and rights advocacy).
7. Proven track record of programme coordination (report writing, PMEL, budget management), facilitating learning processes and coalition building;
8. Experience with networking, and advocacy at country and regional level.
9. Excellent facilitator, connector, communicator, and leader.
10. Strong administrative and organizational skills.
11. Ability to work independently.
12. Ability to travel to program areas of implementation.
13. Familiarity with the sexual and reproductive health and rights landscape in the country, regionally and internationally.
14. Excellent cross-cultural and interpersonal skills, problem-solving skills, including diplomacy, willingness to listen, and respect for partners and colleagues.
15. Adaptable to changing circumstances, flexible and willing to work irregular hours.
16. Familiarity and knowledge of Kenya's health care system is an added advantage.



## Getting excited to join us?

We are eager to get to know you, please submit your **application letter and CV (max 4 pages) as one PDF document** to [recruitment@srhralliance.or.ke](mailto:recruitment@srhralliance.or.ke) by **C.O.B Monday 28th September 2026**.

*Email subject should be **NEXT Programme Coordinator**.*

### Kindly take note of the following

- The Programme Coordinator is contracted by Sexual and Reproductive Health and Rights (SRHR) Alliance, the Country lead organization for the SRHR Next Programme.
- Candidates must be available for the fulltime role i.e. 40hrs/week thus, and Coordinator cannot have another position/job while doing this role.
- Please be advised that SRHR does not charge any fees from applicants at any stage nor has it engaged a third party to facilitate this hire. **BEWARE of scammers**
- Applications will be reviewed on a roll in basis. To assure consideration, submit your application as soon as possible.
- We regret that only shortlisted candidates will be contacted. If you do not hear from us within two weeks post application, please consider your application unsuccessful.

