



Country Representative

Reports To: Project Officer - Headquarters

Location: Nairobi, KE

Terms: Full Time

Duration: 1 Year Renewable Contract

Our client, German Doctors e.V. is a German non-profit non-governmental and non-religious organization supporting development projects in countries of the Global South focusing on the health sector including Primary Health Care initiatives, provision of basic medical treatment, strengthening of health systems, support in family planning, advocacy, counselling and WASH initiatives. German Doctors e.V. believes in a rights based approach and strengthening of local systems and organizations. In Kenya, German Doctors e.V. is currently engaged in projects in Nairobi, Athi River, Kilifi, Mombasa and Eldoret.

We are searching for a German Doctors Representative in Kenya (and possibly future extension to other East African countries). The successful candidate will act as the key focal point between German Doctors Bonn and its Kenyan partner organisations to foster smooth cooperation, high-quality project implementation, and identifying opportunities for strategic programme development.

Responsibilities

Communication

- Represent German Doctors concerns and perspectives to partner organizations and other stakeholders (governmental institutions, possible funding partners, NGOs/CSOs, international stakeholders, e.g. European Union) to promote the organization's programme and visibility.
- Form the connection between German Doctors head office in Bonn and the partner organizations in Kenya
- Close cooperation and ensure monthly meetings with project coordinators for all projects
- Regular update to HQ through online meetings and support project visits by HQ staff and donors.

Project Implementation, Compliance and Risk Management

- Support in the implementation of existing projects
- Ensure and support the existing partners and projects in developing innovative and strategic project proposals including gathering information for concepts notes.
- Coordinate current and future projects with different donors, seek opportunities to expand and deepen relationships.
- Support with developing country documents, reports, proposals, patient satisfaction surveys, etc.
- Drive and implement cross-cutting issues in the projects in Kenya (Child Protection, Anti-Corruption, Gender Equality and others)
- Give workshops/capacity sharing with partner organizations.

Establishment of projects in Kenya

- Initiate needs assessment, stakeholder analysis and partner assessments to establish new projects in Kenya
- Develop and establish new projects in Kenya together with selected partner organizations
- Develop reliable networks with governmental bodies and non-governmental organizations



- Keep head office in Bonn updated about new/ongoing programs, develop possibilities for new cooperations with different stakeholders (government stakeholders, other organizations, private sector)
- Involve in strategic discussions about a future strategy and sustainable approach for the work of German Doctors in Kenya.

Supervision, Monitoring and Financial Management

- Provide supervision and ensure compliance through monitoring of finances in existing projects, in accordance with the funding guidelines
- Develop and maintain a system of monitoring and evaluation of project activities and outcomes
- Carry out monthly on-site project supervision or more frequently on need basis
- Conduct patient satisfaction surveys and evaluations in the existing projects in cooperation with external consultants/partner organisations

Reporting

- Develop a system of regular reporting by partners on their activities
- Collect and analyse data on regular basis and improve data use and data verification
- Compile reports submitted by partners and submit to HQ in Bonn.

Qualifications

- Master's degree (preferably health management, global and/or public health, health administration, project management, international development or related fields)
- At least 5 years of experience in development work at senior leadership position and responsible for managing donor-funded projects, financial management, monitoring & evaluation, data management or intercultural cooperation (Experience in the medical sector is an asset)
- Adherence to the highest standards of integrity and professional behavior at all times
- Experience in networking and cooperation with Government and Non-Governmental Stakeholders
- Strong written and verbal communication skills; persuasive, credible, and polished communicator with sensitivity to cultural differences and the ability to work with a wide variety of people and partners of different cultural background
- Able to travel up to 30% of time to remote locations
- Proficiency in English and Swahili, written and spoken and presentation skills
- Advanced computer skills (MS Office and internet).

Interested candidates who meet the minimum requirements should send their CV with names of 3 referees to talentsearch@tmconsulting.co.ke by 27th August 2025. The subject line for your application should read: **Country Representative**

Only those candidates selected for interview will be contacted.