



ZanaAfrica was founded in 2008 to solve for gender equality through the lens of menstrual health to improve social norms and individual agency.

ZanaAfrica Programs is a Kenyan nonprofit with a vision to improve the health, safety and education of adolescents and youth by equipping them with the tools they need to safely navigate puberty and unlock their potential. Our programs are integrating our proven reproductive health and life skills initiative (Nia Learning) into the government CBC curriculum, supporting Kenyans with a free hotline and chatbot to access answers to their questions on health and safety (the Nia HealthLink), and forging a menstrual health alliance for Kenya for local and global advocacy (the MH Alliance). To date we have served over 250,000 youth and will reach another 250,000 in the next three years. Our affiliated social enterprise, ZanaAfrica Group, develops market-based products and solutions to improve reproductive health and gender equity. Together with ZanaAfrica Foundation, we form a tripartite organization (ZanaAfrica) headquartered in Nairobi, Kenya.

Our teams are determined, tenacious drivers of growth who are committed to gender equality, reproductive health and human rights, social justice, and advancing the interests of the population that ZanaAfrica serves in Kenya and across other regions of Africa.

JOB DESCRIPTION

Job title: Site Coordinators - Consultants for Nia HealthLink project
Reports to: Program Officer - NHL
Location: Kiambu, Kilifi, Nairobi, Nyeri, Homabay, Garissa, Uasin Gishu Counties

POSITION SUMMARY

ZanaAfrica is seeking proactive and organized Site Coordinators, who will be engaged as consultants to support the implementation of the Menstrual Irregularities Study through the Nia HealthLink in Kilifi, Kiambu, Nairobi, Nyeri, Homabay, Garissa, and Uasin Gishu County. This study explores how menstrual irregularities can indicate broader reproductive and other health issues such as endometriosis, fibroids, PCOS, anaemia, and thyroid disorders. It also aims to strengthen community awareness and health system responses for adolescents and women experiencing menstrual concerns.

The Site Coordinator will support the implementation and coordination of all project activities in their respective counties including but not limited to coordinating field activities across participating sites, supervising trained CHPs involved in the project, mapping health services and ensuring effective community and facility engagement, overseeing data collection processes, maintaining smooth collaboration between ZanaAfrica, county health teams, and participating health facilities.

ROLES AND RESPONSIBILITIES

1. Field Coordination and Implementation

- Coordinate and oversee the day-to-day implementation of study activities across selected sites in their county.
- Liaise with health facilities, schools, and community-based organizations to ensure activities (interviews, focus groups, referrals, community dialogues) run smoothly and on schedule.
- Support recruitment, onboarding, and supervision of community health volunteers (CHVs) or enumerators engaged in data collection.
- Support field logistics including scheduling, transport, and materials management to ensure timely delivery of project outputs.

2. Stakeholder Engagement and Communication

- Serve as the focal point for the project in their county.
- Maintain close working relationships with the County Departments of Health, Education, and Gender to ensure alignment with county priorities.
- Represent ZanaAfrica in relevant technical or stakeholder meetings within the county.
- Facilitate periodic coordination meetings among implementing partners and document outcomes.

3. Data and Quality Assurance

- Support quality and ethical data collection in collaboration with Population Council and ZanaAfrica's M&E teams.
- Monitor adherence to research protocols and safeguard participant confidentiality.
- Support data verification, follow-up on incomplete or inconsistent submissions, and ensure timely transmission of data.
- Prepare concise weekly field updates and contribute to monthly and quarterly progress reports.

4. Social and Behaviour Change Communication (SBCC) Support

- Support testing and roll-out of SBCC materials and digital tools (e.g., chatbot and hotline content) focused on menstrual health and care-seeking.
- Facilitate focus group discussions and community dialogues to collect feedback on menstrual health challenges, stigma, and service access barriers.
- Identify opportunities for integrating menstrual health messages into existing health or education platforms.

5. Monitoring, Learning, and Adaptation

- Document lessons, emerging trends, and field insights to inform program learning and advocacy.
- Provide input on contextual challenges, local innovations, and strategies to strengthen linkages between schools, communities, and health facilities.
- Participate in debriefs, reflection sessions, and technical support visits with the national project team.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Diploma Public Health or social sciences; Degree in the same field an added advantage.
- At least three to five years' experience in Public Health programming or a related field
- Deep knowledge of and demonstrated experience working within the County Health Department system.
- Experience working with or supervising CHVs is an added advantage.
- Fluent in English, Kiswahili and the local language spoken in their respective counties.
- Strong working knowledge of computer programs– Microsoft suite (Excel, Word, PowerPoint)
- Good negotiation skills, proactive in driving the workplan and project timelines, diplomacy and sensitivity in dealing with partners.
- Demonstrated experience with lean/small organizations.
- Reside within the County listed (Kiambu, Kilifi, Nairobi, Nyeri, Homabay, Garissa, Uasin Gishu County) and able to travel at short notice.

APPLICATION PROCESS

Please use the link below to submit your application including answering the key questions and submitting your CV. Applications received through any other means or without the required documents and information will not be considered. Any applicants contacting us through other means or seeking to influence the application process may be disqualified. **Applicants must have the right to live and work in Kenya.**

LINK: <https://forms.gle/GmTfe3nqHzgabgZv6>

The deadline for submitting applications is no later than 10:00pm East Africa time on **Monday 29th of December 2025**. Please note that only shortlisted applicants will be contacted. We appreciate all applicants' interest in joining our team.

DISCLAIMER

ZanaAfrica is committed to fostering an inclusive work environment and is an equal opportunity organization. We firmly believe in promoting Equity, Diversity, and Inclusion in our recruitment practices. We invite applicants from diverse backgrounds and strongly encourage applicants from underrepresented groups to apply.