

HOPE ARTHRITIS FOUNDATION

JOB OPPORTUNITY

POSITION: VOLUNTEER

REPORTING TO: CHIEF EXECUTIVE OFFICER

1. JOB PURPOSE

Support Hope Arthritis Foundation to promote holistic healthcare to children with rheumatic diseases across Kenya, Africa and the globe through mentorship, academic leadership; and offering psychosocial support to the children and their families

2. CRITICAL ACCOUNTABILITIES

MAJOR RESPONSIBILITIES / ACTIVITIES

The roles are as outlined below;

- Take charge of communication with both internal and external stakeholders.
- Disseminate information about the Organization to the stakeholders and all other interested parties.
- Organize for the organization's weekly, biweekly and monthly meetings
- Co-ordinate logistics of the Organization's virtual programs
- Manage and monitor the Organization's social media accounts
- Prepare reports and minutes.
- Perform all other duties as assigned.

3. SKILLS AND KNOWLEDGE

EDUCATIONAL QUALIFICATIONS

Education

Have a degree in Statistics, Health Records and Information Management, Information Technology, Epidemiology or Health data related sciences from a recognized training institution.

RELEVANT EXPERIENCE

- ✓ Have basic understanding of ICT systems.
- ✓ Be able to apply and use digital online meeting platforms.
- ✓ Experience with organizations working in the health field

Curriculum Vitae

PERSONAL CHARACTERISTICS & BEHAVIOURS

Skills

- ✓ Work with minimum supervision
- ✓ Great interpersonal skills to handle both internal and external customers
- ✓ Problem solving skills
- ✓ Meeting work deadlines
- ✓ Team work

The Volunteer shall be based in **Nairobi, Kenya**.

Interested persons should send the application documents listed to **office@hopearthritistfoundation.com**
Not later than **31st July 2023**

1.Cover Letter

2. Curriculum vitae