

UNIVERSITY OF NAIROBI

Applications are invited for the following positions:

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DEPARTMENT OF CLINICAL MEDICINE & THERAPEUTICS

CRISSP PROJECT

The University of Nairobi, through the Department of Clinical Medicine and Therapeutics, College of Health Sciences, has received funding from the US Centre for Disease Control and Prevention to support the Ministries of Medical Services and Public Health and Sanitation implement high quality, equitable, accessible sustainable and comprehensive HIV Prevention, Care and Treatment and Support services in Kiambu and Kirinyaga Districts in Central Province. To achieve this objective, the Project seeks to fill the following positions.

PROJECT DIRECTOR – 1 POSITION-AC/11/496/11- (CHS)

Location: Nairobi

Applicants should be holders of a Bachelor of Medicine and Bachelor of Surgery (MBChB) and MPH (Masters in Public Health) degrees (or equivalent health systems related qualifications) from recognized institutions; and registered with the Kenya Medical Practitioners' and Dentists' Board with a valid practice license. The applicant should have at least 7 years experience in HIV Prevention, Care and Treatment Programming within the public sector or large NGO/donor environments and demonstrate experience presenting health systems issues to public health policy makers and development partners. In addition, they should possess superlative oral, written communication and computing skills.

The project director will be a strong, strategic partner with the ability to conceptualize, develop, and direct project results aligned to service delivery partner and donor priorities. The successful candidate will have superlative communication and interpersonal skills, with a track record in planning and execution; and expertise in health financing, governance, institutional capacity building and/or health systems strengthening and an advanced degree in a health systems related field such as public health, health services management, project management or epidemiology.

Key responsibilities will include to

1. Oversee and guide the overall direction of the project
2. Define, develop, execute and continually update the project work-plan; and adjust strategic goals, plans and operations of the project to meet service delivery partner and donor objectives and targets
3. Coordinate logistical support for effective and efficient delivery of technical assistance and institutional capacity development
4. Represent the project to the Provincial Health Management Teams, target District Health Management Teams, the donor, project partners and other implementing partners
5. Provide leadership and oversight for the project's senior management team that sets the overall direction for the project

6. Oversee and contribute to planning and reporting on project activities
7. Oversee project finances
8. Oversee and/or actively participate in the preparation of grant applications and provide technical expertise for other resource mobilization activities
9. Produce reports, presentations and analyses that meet GOK and donor requirements
10. Oversee monitoring and evaluation functions

FINANCE AND ADMINISTRATION OFFICER – 1 POSITION- AC/11/497/11- (CHS)

Location: Nairobi with frequent field travel.

Applicants should possess a minimum of a Bachelor's degree in Business Administration, Accounting, Finance, Public Administration or related field and at least five years of relevant progressive work experience, preferably in a healthcare environment. Professional accounting qualifications, CPA-K, will be mandatory. Prior experience in audit and knowledge of USG financial rules and regulations strongly desired. Proficiency in Microsoft Office (Excel, PowerPoint, and Word) programs and major accounting software systems is desired. Those with additional certification in human resources management, project management, procurement and supply chain management or strategic management will have an added advantage.

The Finance and Administration Officer will be responsible for the coordination of administrative, human resources, procurement and supply chain and financial activities of the project. The successful applicant will

- Supervise and coordinate the provision of all administrative, personnel and financial support to the project, ensuring that appropriate controls and reporting structures are maintained in accordance with Grantee and Donor rules and regulations;
- Manage projects accounting and financial systems by ensuring that appropriate controls and reporting structures are maintained in accordance with Grantee and Donor financial rules and regulations,
- Coordinate and act as focal point for issues relating to finance (including salary, and any other disbursements to sub grantees.
- Supervise subcontract and field accountants
- Prepare monthly financial reports that include cash flow reports, audits and projections
- Manage logistic operations, including procurement, transportation, material and personnel and ensure efficient and timely delivery of services
- Take part in resource mobilization activities including proposal development, costing and budgeting
- Develop and implement strategies for capacity building of partner organizations in all aspects of management especially developing mechanisms to mobilize and manage resources for priority public health interventions

PROJECT DOCTOR (PAEDIATRICS)– 1 POSITION-AC/11/498/11- (CHS)

Location: Nairobi with frequent field travel

Applicants should be holders of a Bachelor of Medicine and Bachelor of Surgery (MBChB and MMed (Paediatrics and Child Health) degrees from a recognized university and registered with the Kenya Medical Practitioners' and Dentists' board with a valid license. Those in possession of a Certificate of Specialist Recognition will have an added advantage. Those who have prior work experience in the field of HIV programming within the public sector will have an added advantage. Computer literacy is desirable.

The successful candidates will be involved in providing higher level PMTCT and paediatric care and treatment leadership, training, mentorship, support supervision and quality improvement among others. Key roles and responsibilities will include

- Provide technical support on the design and implementation of community and facility-based PMTCT and paediatric prevention, care and treatment activities
- Work to strengthen monitoring and evaluation of PMTCT and paediatric HIV programs
- Strengthen technical leadership on PMTCT and paediatric prevention, care and treatment
- Prepare and deliver technical presentations and other materials to key project stakeholders
- Attend appropriate technical meetings and workshops, and participate in relevant training events related to PMTCT and paediatric HIV.

SERVICE DELIVERY AND TA TEAM LEADs - 2 POSITIONS - AC/11/499/11- (CHS)

Location: Kiambu/Kirinyaga

Applicants should be in possession of a minimum of MBChB degree from a recognized institution and be registered with the Kenya Medical Practitioners' and Dentists' Board and at least 3 years experience in HIV programming. Those with health systems related qualifications (MPH, Project Management, Health Systems Management or Epidemiology) will have an added advantage. Evidence of training in aspects of HIV Medicine will be required.

The successful candidates will be responsible for coordination of the activities of the TA Hub responsible for implementation of quality, accessible and comprehensive HIV prevention, care, treatment and support in partnership with target DHMTs and HMTs. They will also provide technical support for the implementation of HIV prevention, care and treatment; and TB/HIV collaborative activities; support mentorship and capacity development of service provider members, implementation of community programs and quality improvement systems and supervise TA Team.

PMTCT/PAEDIATRIC HIV COORDINATORS - 2 POSITIONS-AC/11/500/11- (CHS)

Location: Kiambu/Kirinyaga

Applicants should be holders of a BSN degree with evidence of further training in Midwifery or a Diploma in Clinical Medicine with a Higher National Diploma in Paediatrics from a recognized institution with valid registration with relevant regulatory authorities. They should have at least two years work experience working in paediatric HIV/PMTCT, TB/HIV, MCH or ART. Evidence of computer literacy will be desirable.

The successful candidate will be part of a TA Team to:-

- Support to level 2, 3 and 4 health facilities provide high quality integrated comprehensive paediatric and PMTCT services.
- support training, mentorship and updating of health care workers
- developing a standard package of paediatric HIV care services and support its implementation
- support the strengthening of Early Infant Diagnosis program and integration of Early Infant Diagnosis with HIV Paediatric Care and Treatment
- technical support on the design and implementation of community and facility-based PMTCT and paediatric prevention, care and treatment activities

QI AND TRAINING COORDINATORS – 2 POSITIONS- AC/11/501/11- (CHS)

Location: Kiambu/Kirinyaga

Applicant should have a at least a Bachelor's degree in Nursing with postgraduate qualifications in Public Health. Candidates with Diploma in Nursing with HND in Epidemiology or public health will be considered.

They should have at least 3 years experience in HIV programming and superior written and oral communication skills and be computer literate with evidence of ability to use statistical packages.

The QI and Training Coordinator will be responsible for

- development and implementation of quality improvement systems, protocols and procedures across program areas including establishment of quality improvement committees and teams and quality improvement plans
- coordinating the development of standards of care and standard operating procedures and advocating for adherence to these standards
- reviewing collected data and performing and reporting descriptive statistical analyses to identifying patterns of quality concern
- conducting clinical chart reviews and analysis of quality performance indicators across project sites, and reporting on trends in care quality
- identifying existing barriers to the Standard of Care, identification of training needs, citation of gaps between expected and current practices, and recommendations on further revisions to the standards/capacity building
- Coordinate training and other capacity building activities.

COMMUNITY BASED PREVENTION AND TREATMENT SUPPORT COORDINATORS **-2 POSITIONS AC/11/502/11- (CHS)**

Location: Kiambu/Kirinyaga

Applicants should be holders of a Bachelor's degree in Nursing with at least 3 years relevant experience or a Master's degree in Medical Social Work, Public Health or Medical Anthropology with at least 3 years relevant experience in HIV/AIDS programming. They should have strong written, oral communication, facilitation and managerial skills as well as be computer literate.

The successful candidates will, among other responsibilities and in partnership with the DHMT and HFMTs develop and implement high quality community based prevention and treatment support interventions in line with the community strategy, develop appropriate information systems and M&E protocols for community based prevention and treatment support interventions, and provide technical assistance for the development of training, mentorship and support supervision tools, protocols and materials to support implementation of the community strategy.

TB/HIV SERVICES COORDINATORS – 2 POSITIONS- AC/11/503/11- (CHS)

Location: Kiambu/Kirinyaga

Applicants should be in possession of atleast a Diploma in Clinical Medicine with expertise in TB/HIV diagnosis and knowledge of treatment and/or counselling. In addition, they must have excellent verbal and written communications skills and be computer literate. Candidates with HND in epidemiology or clinical medicine will have an added advantage.

The successful candidates, working in close collaboration with the DTLC, will provide technical assistance to outpatient departments of hospitals, tuberculosis clinics, and HIV clinics for the implementation of TB/HIV collaborative activities. Specifically, the successful candidate will: establish baseline data on tuberculosis/HIV collaborative activities, develop and coordinate an effective referral system of tuberculosis and HIV patients to appropriate services for HIV counselling, screening, care, and treatment, participate in support supervision visits to tuberculosis and HIV diagnostic and care facilities, provide on-the-job training for providers, prepare reports on supervisory visits, and provide feedback on achievements and constraints for action by the DHMT/HFMT through the DTLC, prepare regular quarterly tuberculosis/HIV reports and present findings

during relevant meetings.

PAEDIATRIC HIV CARE COORDINATOR – 1 POSITION- AC/11/504/11- (CHS)

Location: Nairobi.

Applicants should be holders of at least a Diploma in Clinical Medicine from a recognized institution with at least 5 years progressive experience in Paediatric HIV Treatment and PMTCT. Applicants with BSN with experience and training paediatric HIV/PMTCT will also be considered. They will be expected to have PMTCT and Paediatric ART Training in addition to good written and oral communication skills and be computer literate.

The successful candidate will offer technical assistance to partner treatment facilities to implement high quality paediatric HIV/PMTCT programs through mentorship, training, support supervision and strengthening of establishment of appropriate referral networks.

TASK SHIFTING AND NURSING EDUCATION COORDINATORS – 2 POSITIONS- AC/11/505/11- (CHS)

Location: Nairobi.

Applicants should be in possession of a BSN degree from a recognized institution with at least three (3) years progressive experience in HIV programming and training.

The successful candidates will be required to coordinate the design and implementation of a nurses' capacity building program to facilitate task-shifting with the objective to improve access to comprehensive HIV prevention, care and treatment at all levels of the health delivery system.

LABORATORY SYSTEMS ADVISOR - 1 POSITION- AC/11/506/11- (CHS)

Location: Nairobi with frequent field travel.

Applicants should be holders of a BSc in Medical Laboratory Technology or Higher National Diploma or equivalent from a recognized institution. They should have a minimum of five (5) years working in a busy clinical laboratory. Those with additional training in GCLP will have an added advantage. Applicants should be registered with the relevant regulatory authority.

The successful candidate will be expected to be knowledgeable in both medical technology and management principles. He/ She should be a team player, have excellent oral, written communication and computer skills. He/ she will:-

- Conduct training and on-site mentorship for laboratory personnel
- Support expansion and implementation of laboratory services networks
- Provide technical support for the selection, purchase, installation and maintenance of laboratory equipment, reagents and controls
- Provide technical support in development and implementation of laboratory quality management systems

HEALTH COMMUNICATIONS AND ADVOCACY SPECIALIST - 1 POSITION-AC/11/507/11-(CHS)

Location: Nairobi.

Applicants must be holders of a minimum of a Bachelor's Degree in communications, journalism, Development Studies or related field, and additional training or requisite experience in health communication and advocacy. She/he should have at least 5 years of experience and demonstrated ability developing and implementing a wide variety of health communication and advocacy strategies for multidisciplinary stakeholders.

The successful candidate will be expected to assist the TA Teams develop and disseminate relevant health messages, construct messages for multiple media, including print publications, web, as well as video and audio presentations. Experience in the use of web tools to develop communication platforms will be mandatory.

MONITORING & EVALUATION ADVISOR - 1 POSITION - AC/11/508/11- (CHS)

Location: Nairobi with frequent field travel.

Applicants must have the at least Bachelor's degree in a relevant field with 5 years experience in monitoring and evaluation. Those with advanced training in health informatics/biostatistics will have an added advantage

The successful candidate will be responsible for providing technical assistance to project partners in data collection, analysis and reporting in line with the GOK and Donor requirements. Specifically, the position will focus on developing the capacity of partners to collect, analyze and utilize data for all aspects of program implementation including planning and quality improvement; develop and execute M&E plans, understanding of reporting tools and project indicator definitions and development.

PROGRAM OFFICER - ACCOUNTS & COMPLIANCE – 1 POSITION- AD/11/509/11- (CHS)

Location: Nairobi.

Applicants must be qualified Accountants with at least CPA III and in good standing. Candidates must also possess a Bachelor's degree in Accounting, Management, Economics or Finance. They must also have three (3) years experience working in either donor funded projects or a large NGO or public service. Candidates are required to have Information Technology skills and be proficient in Computerized Accounting. This position will require the ability to supervise, excellent communication and interpersonal skills. The candidate should have high level of integrity and ability to work with multi-disciplinary teams of professionals.

The successful candidate will be responsible for planning and implementation of sound accounting systems within an accounting unit, maintain proper books of accounts and records and ensure that the established internal controls are adhered to. They will be responsible for the development and training of accounting staff; and manage projects accounting and financial system by ensuring that appropriate control and reporting structures are maintained in accordance with Grantee and Donor Agency financial rules and regulations, and co-ordinate use of field financial resources.

ADMINISTRATIVE ASSISTANT – 1 POSITION- AD/11/510/11- (CHS)

Location: Nairobi.

Applicants should be holders of at least a Bachelor's degree in business or public administration or office practice and secretarial studies. He/she must have at least 2 years experience in a similar position in a large academic institution or NGO.

The successful candidate will be expected to perform general administrative duties, planning and facilitating meetings, workshops and training, procurement and supplies, international and local travel and report writing. Evidence of computer literacy will be mandatory.

SUPPLY CHAIN ADVISOR – 1 POSITION- AD/11/511/11- (CHS)

Location: Nairobi.

Applicant should be holders of at least a Bachelors degree in Supply Chain Management and at least two (2) years experience in the design, implementation, and evaluation of health related supply chain activities. The holder will provide mentorship to partner organizations in all aspects related to supply chain management of health commodities for program implementation. Knowledge of and/or experience in managing pharmaceuticals, diagnostics, and other health-related commodities will be distinct advantage. Evidence of computer literacy will be required.

ICT SUPPORT ASSISTANT-1 POSITION- AD/11/512/11- (CHS)

Location: Kirinyaga

Applicants should be holders of a minimum of a Diploma in Information and Communications Technology or IMIS and knowledge of database applications and programming. Additional certification in MCSE will be an added advantage. Those with training and certification in web design will have an added advantage. Applicants with a bachelor's degree in IT or Computer Science will be considered.

DATA OFFICERS – 2 POSITIONS- AD/11/513/11- (CHS)

Location: Kiambu/Kirinyaga

Applicants should possess a minimum of a Diploma in Health Records Information/ Health Information Technology and at least 3 years experience. Evidence of certification in database management and use of statistical software will be mandatory. Applicants with Bachelor's degree in biostatistics and relevant HIS experience will be considered

The successful candidates will provide technical support to district-wide HIS in data management and accurate and timely reporting of program health information..

SECRETARY – 2 POSITIONS- AD/11/514/11- (CHS)

Location: Nairobi/Kerugoya

Applicants must be holders of a KCSE Grade C or its equivalent qualification with at least a C in English. In addition, they must possess a Diploma in Secretarial Studies or Business Administration from a recognized

institution and must have passed the following subjects offered by the Kenya National Examinations Council or equivalent examining body: Business English II, Commerce II, Secretarial Duties II, Office Management III, Shorthand 80 wpm or Audio Typing III and Typewriting 50 wpm. They must be computer literate. Applicants with prior experience of working in health projects environment will have an added advantage.

DRIVER – 1 POSITION- AD/11/515/11- (CHS)

Location: Kirinyaga

Applicants should be holders of at least a KCSE certificate or an equivalent qualification. He/She must be in possession of Class B, C and E Driving License and a PSV certificate. Not less than 5 years continuous driving experience. He/She must have good communication skills in English and Kiswahili, both oral and written and have good interpersonal skills. Knowledge of motor vehicle mechanics will be an added advantage. He/She must have a good certificate of good conduct.

OFFICE ASSISTANT- 2 POSITIONS- AD/11/516/11- (CHS)

Location: Nairobi/Kerugoya

Applicants must be holders of a minimum of KCSE certificate. They should have good communication and inter-personal skills.

The successful candidate will undertake messengerial, office cleanliness and other duties as may be assigned.

Please note that the positions are full-time and are on a one year contract terms renewable on mutual agreement.

NOTE:

1. Applicants should submit seven (7) of the above supporting documents and applications letter.
2. Applications and related documents should be forwarded through the applicants' heads Of departments and applicants should state their current designations and salaries and other Benefits attached to those designations. They should quote post reference codes as shown for each posts in the advertisement.
3. Applicants should also send soft copies of the cover letter, CVs and certificates to principal-chs@uonbi.ac.ke. ***Please note that this is a mandatory requirement.***
4. Applications (Hard copies) should be addressed as per the codes below:-

CHS the Principal, College of Health Sciences, P.O Box 30197-00100, Nairobi.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

CLOSING DATE: Friday, 2nd December 2011.