

UNIVERSITY OF NAIROBI

CRISPP PROJECT POSITIONS

Applications are invited for the following positions:-

The University of Nairobi's School of Medicine, through the Department of Clinical Medicine and Therapeutics, College of Health Sciences, has received funding from the US Centers for Disease Control and Prevention to support the implementation of high quality, equitable, accessible, sustainable and comprehensive HIV prevention, care and treatment and support services in Nairobi and Central Kenya regions. To achieve this objective, the Project seeks to fill the following positions.

FINANCE MANAGER – 1 POST (Re-Advert) - AC/2/82/13- CHS

Location: Nairobi with frequent field travel

The Finance Manager will be responsible for the coordination of financial activities of a multi-project program in diverse locations in Nairobi and Central Kenya. The successful applicant will, among other responsibilities,

- Supervise and coordinate the provision of all financial support to the project, ensuring that appropriate controls and reporting structures are maintained in accordance with Grantee and Donor rules and regulations.
- Advise the PI/PD on all financial matters, particularly enhancing internal control and risk management mechanisms to minimize inherent operational risks
- Coordinate and act as focal point for issues relating to finance (including salary, and any other disbursements) to sub-guarantees.
- Supervise sub-contract and field accountants.
- Prepare monthly financial reports that include cash flow reports, audits and projections.
- 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 financial management especially developing mechanisms to mobilize and manage resources for priority public health interventions

Applicant must possess a minimum of a Bachelor's degree in Business Administration, Accounting or Finance, or a related field and a minimum of five years of relevant and progressive work experience, preferably in a healthcare environment. Professional accounting qualifications, CPA (K) or ACCA, will be mandatory. Prior experience in audit and knowledge of GOK and USG financial rules and procedures will be strongly desired. Proficiency in Microsoft Office (Excel, PowerPoint, and Word) programs and major accounting software systems (ERP) is desired. Those with postgraduate training in project management, procurement and supply chain management or strategic management will have an added advantage.

SERVICE DELIVERY ADVISOR AND TA TEAM LEAD – 1 POST (Re-advert)- AC/2/83/13-CHS

Location: Kirinyaga

The Service Delivery and TA Team Leads will be responsible for coordination of the activities of the TA Hub responsible for support for implementation of quality, accessible and comprehensive HIV prevention, care and treatment in partnership with target DHMTs and HMTs.

The successful candidate will provide technical support for the implementation of HIV prevention, care and treatment; and TB/HIV collaborative activities; support mentorship and capacity development of service providers members, implementation of community programs and quality improvement systems and supervise TA Team.

Applicants should be in possession of a minimum of MBChB degree from a recognized institution and be registered with the MPDB 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.

PROJECT ACCOUNTANT – 1 POST (Re-advert)- AD/2/84/13- CHS

Location - Nairobi with frequent field travel

Applicants must be qualified accountants (CPA-K or equivalent) and in good standing. They must also have three (3) years' experience working in either donor funded projects or a large NGO or Public Sector. Candidates are required to have information technology skills and be proficient in computerized accounting (ERP). In addition, applicants should be in possession of a current certificate of good conduct and be of above board character and integrity.

The successful candidate will be responsible for;

- maintenance of the Unit's General Ledger Accounts ensuring timely and correct posting,
- management of accounts payable and expense administration to ensure timeliness in disbursement,
- development and training accounting and non-accounting staff;
- overall management of projects accounting and financial systems by ensuring that appropriate control and reporting structures are maintained in accordance with the Grantee and Donor Agency financial rules and regulations and
- coordination of the use of field resources and assets

CLINICAL LABORATORY QUALITY ASSURANCE ADVISOR – 1 POST- AC/2/85/13- CHS

Location: Nairobi with frequent field travel

Successful candidates will provide technical support in respect of;

- development and maintenance of the target laboratories' quality plan including regular review and revision of the plan to ensure compliance with quality management systems,
- management and conduct of regular quality audits of the laboratories' technical operations and performance of independent assessments of laboratory analyses and practices,
- notification of laboratory management of identified deficiencies in the quality system,
- development of quality improvement plans and cycles,
- review, approval, and maintenance of the Standard Operating Procedures (SOP) for current and new testing procedures in the laboratory,
- equipment maintenance process required in the Quality Plan,
- document control processes for the laboratories including proper identification, filing, retrieval, and archival processes in accordance with the quality plan
- the development of, and provision of training on, the laboratories' Quality Policy Statement, Safety Plan, and Quality System Essentials to all laboratory staff.

Applicants should be holders of a BSc in Medical Laboratory Technology from a recognized institution. They should have a minimum of five (5) years working in a busy clinical laboratory with considerable knowledge of standard tests for HIV prevention and treatment, laboratory safety practices and procedures, laboratory quality control, assurance and audit, laboratory information management systems, data management processing techniques and ability to develop and implement a coordinated applied program for a laboratory quality system. Those with additional training in GCLP and/or laboratory quality management systems implementation will have an added advantage. Applicants should be registered with the relevant regulatory authority.

PHARMACEUTICAL TECHNOLOGIST – 4 POSTS- AD/2/86/13- CHS

Location – Kiambu/Kirinyaga

The Pharmaceutical Technologist will assist in facility level management of pharmaceutical commodities for uninterrupted HIV prevention and treatment; including technical assistance in pharmaceutical management information system (PMIS); daily activity register and the full spectrum of pharmaceutical commodity management and medication and implementation of relevant recommended standard operating procedures (SOPs).

The ideal candidate must be in possession of a minimum Diploma in Pharmaceutical Technology from a recognized institution and be registered by the relevant regulatory agency and two years relevant experience.

CONTINUOUS QUALITY IMPROVEMENT COORDINATOR – 1 POST (Re-Advert)

-AC/2/87/13- CHS

Location – Kiambu

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 quality of care
- identifying existing barriers to standards 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

The successful applicant will be expected to have a minimum of a Bachelor's degree in nursing with postgraduate qualifications in public health. Strong candidates with diploma in nursing with HND in epidemiology or public health will be considered. Successful candidates will 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.

HEALTH COMMUNICATIONS AND ADVOCACY ASSOCIATE - 1 POSITION (Re-Advert)-

AD/2/88/13- CHS

Location - Nairobi with frequent field travel

Applicants must be holders of a Bachelor's Degree in Journalism, Communications, Public Health, Development Studies or related field, with requisite experience in knowledge management and advocacy. She/he should have at least 2 years' experience and demonstrated ability in developing and implementing a wide variety of health communication and advocacy strategies targeting diverse audiences.

The successful candidate will be expected to assist the TA Teams develop and disseminate relevant health messages and prepare messages for multimedia dissemination including print, web, social, video and audio platforms. They should also possess exceptional written and oral communication skills.

LABORATORY TECHNOLOGIST- 3 POSTS - AD/2/89/13- CHS

Location: Nairobi/Kiambu/Kirinyaga

Applicants should be in possession of a Bachelor's degree in medical laboratory technology/science with a minimum of 2 years' experience in a busy clinical laboratory and should be registered with the Kenya Medical Laboratory Technologists and Technicians Board (KMLTTB); and be computer literate.

Applicants with a Diploma in Medical Laboratory Technology and 5 years' experience in a busy clinical laboratory will also be considered. Those with additional certification in GCLP and/or laboratory quality management systems will have a distinct advantage. The successful candidates will;

- perform routine and special laboratory tests,
- work in partnership with partner laboratories to implement a quality improvement program
- establish and maintain systems for implementation of laboratory activities including planning for and introduction of new diagnostic procedures,
- participate in development, implementation and review of Standard Operating Procedures (SOPs),
- mentor medical laboratory technologists in satellite laboratories,
- offer technical assistance in the strengthening of commodity management practices to ensure regular uninterrupted laboratory services for HIV care and treatment programs,

- Offer technical support in the establishment of a functional laboratory network.

TB/HIV SERVICES COORDINATOR – 1 POST (Re-advert) AC/2/90/13- CHS

Location- Kiambu

The ideal candidates shall possess a Diploma in Clinical Medicine and further training in public health. Those with work experience in the public sector and with training in TB, TB/HIV, MDRTB and ART will have a distinct advantage. Among other responsibilities, applicants will:

- In collaboration with the DHMT (DLTC), scale up implementation of TB/HIV collaborative activities.
- Provide quality and timely technical support to outpatient departments of the hospitals, TB clinics and HIV clinics for the implementation of TB/HIV collaborative activities
- Establishment of baseline data on TB/HIV collaborative activities
- Work in collaboration with the DHMTs/HFMTs to integrate drug resistant TB diagnosis and treatment in all TB programs
- Work deliberately towards reduction of stigma, discrimination and other barriers to accessing TB and HIV care
- Enhance supporting in the utilization of the standard reporting format/tools in place for all TB and HIV interventions as per the national guidelines
- Develop and coordinate an effective and efficient referral systems of TB and HIV patients to appropriate service provision centres for HIV counseling, screening, care , support and treatment
- Participate in supportive supervision visits to TB 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 DTLC.
- Train and mentor community health volunteers to strengthen defaulter tracing and treatment adherence for TB/HIV.
- Prepare regular and timely monthly, quarterly and annual reports and share key findings and best practices in relevant project/stakeholders.

CLINICAL OFFICER – 2 POSTS- AD/2/91/13- CHS

Location –Kiambu/ Kirinyaga

Applicants must be in possession of a minimum of a diploma in clinical medicine with training, knowledge and skills in paediatric/adult ART management and/or counseling with 2 years working experience in HIV care & treatment. They must be registered with the COC and have excellent verbal and written communications skills and be computer literate. The successful candidate will:

- provider facility-based clinical care to PLHIV including ART, PMTCT, diagnosis and management of opportunistic infections and adherence support, in line national guidelines and standards.
- participate in mentorship and work-based continuous professional development through on-job mentorship sessions, CPD and participation in MDT meetings in supported sites
- work with community-based treatment and support programs to enhance retention in care, HIV prevention and addressing other social determinants of health to mitigate the impact of those affected and infected by HIV,
- participate in the establishment and implementation of quality improvement plans in the target facilities
- Support facilities to develop and strengthen coordination of care within facilities and with other facilities.
- Support proper and complete documentation of client encounters in client charts and national registers

NURSE – 2 POSTS- AD/2/92/13- CHS

Location- Kiambu/Kirinyaga

Applicants should have a minimum of a Bachelor's degree in nursing with 2 years' experience in a busy clinical environment. KRCHN with at least 3 years' experience will be considered. Training in PMTCT/ART/TB/HIV will be required. Successful candidates will, among other responsibilities provide technical support in the delivery of comprehensive HIV prevention, care and treatment services including ART, RH/PMTCT, HTC and psychosocial support in diverse aspects such as clinic organization, treatment literacy, defaulter management and FP/Cervical cancer screening.

STRATEGIC INFORMATION ASSOCIATE – DATA ANALYSIS – 1 POST AD/2/93/13- CHS

Location – Nairobi with frequent field travel

Applicants should have a minimum of a Bachelor's degree in Statistics or Mathematics (Statistics or Biostatistics Major) or Information Technology (Mathematics Minor). A Master's degree in biostatistics or biometry or mathematics (biostatistics or statistics) will be an added advantage. In addition, applicants must have at least two years' experience in data management in a healthcare or research setting as well as demonstrable skills in at least one statistical package for data manipulation, preferably STATA, SPSS, SAS or related software as well as experience in data cleaning and performing data quality assurance procedures.

The successful candidate will be responsible for the design and implementation of a program for data demand and use; including advising project and institutional staff on appropriate statistical approaches and development and utilization of databases for data analysis and use.

ICT SUPPORT ASSOCIATE-SOFTWARE DEVELOPMENT/PROGRAMMER – 1 POST-AD/2/94/13- CHS

Location – Nairobi

Applicants should have a minimum of a Bachelor's degree in information technology and evidence additional training in programming and software development for Java and Android-based applications. In addition, applicants should have a working knowledge of SVN, Git, and SQL, ASP.NET, visual basic, C++ and similar applications.

The successful candidate will, among other responsibilities;

- transfer capacity to beneficiary institutions for maintenance, troubleshooting and enhancements of existing EHR system
- Design software applications for mobile-based EHR system
- Develop algorithms for interoperability/interconnectivity with other systems on diverse platforms

HEALTH RECORDS AND INFORMATION OFFICER – 3 POSTS- AD/2/95/13- CHS

Location: Nairobi/Kiambu/Kirinyaga

Applicants must have a minimum of C-plus at KCSE and should be in possession of a Diploma in Medical Records and Information Management from a recognized institution; and at least 2 years work experience in health records and information management in a healthcare environment. They should be proficient in MS suite including spreadsheets and databases. Those with training and knowledge of SPSS, Epi Info, Stata or similar software will have a distinct advantage. The successful candidate will develop and maintain health records infrastructure for routine patient management, quality improvement and reporting including

- Registration of patients and inputting their demographic details in the system.
- Filing patients medical record files as per the Straight Numerical filing system.
- Filing laboratory reports and radiological films in the patient files.
- Preparing new medical record files and retrieval of the same (prior to clinic visits).
- Booking appointments and providing information for managing defaulter tracing.
- Data reconstruction and entry
- Data quality assurance
- Compiling service (CCC, HTC, Laboratory, Pharmacy and PMTCT) use statistics

STRATEGIC INFORMATION ASSISTANT – 2 POSITIONS- AD/2/96/13- CHS

Location – Nairobi

Applicants must possess a minimum of a Diploma in Health Records and Information Technology or Information Technology and at least 3 years' experience. Evidence of certification in database management and use of statistical software will be mandatory. Application with Bachelors 'degree in Biostatistics/Information Technology and relevant HIS experience will be considered. The successful candidates will provide technical support in data management including health data entry, storage, retrieval and analysis.

SECRETARY – 1 POST (Re-Advert) -AD/2/97/13- CHS***Location - Nairobi***

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.

OFFICE ASSISTANT – 2 POSTS (Re-Advert)- AD/2/98/13- CHS***Location – Nairobi/Kiambu***

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.

LABORATORY TECHNOLOGIST- 2 POSTS -AD/2/99/13- CHS***Location – Kiambu/Kerugoya***

Applicants should be in possession of a bachelor's degree in medical laboratory technology/science with a minimum of 2 years experience in a busy clinical laboratory and should be registered with the Kenya Medical Laboratory Technologists and Technicians Board (KMLTTB); and be computer literate. Those with HND in medical laboratory technology and at least 3 years experience in a busy clinical laboratory will also be considered. Additional certification in GCLP and laboratory quality systems will have a distinct advantage. The successful candidate will: work in partnership with partner laboratories, quality assurance and quality control in the laboratory, leading to accreditation with internationally recognized standards. Participate in internal and external quality assurance programmes. Establish and maintain systems for implementation of laboratory activities: Planning introduction of new diagnostic procedures, monitoring and evaluation. Ensure quality procedures are maintained in the pre-analytical, analytical and post-analytical phases of specimens processing. Participate in development and review of Standard Operating Procedures (SOPs). Development of bio-safety programmes in the laboratory. Supervise and mentor Medical laboratory Technologists in satellite project laboratories. Implementation of commodity management practices to ensure regular and consistent supply of equipment and laboratory consumable.

CLINICAL OFFICERS – 2 POSTS- AC/2/100/13- CHS***Location – Kimbimbi/Kerugoya***

The ideal candidate must be in possession of a minimum of a diploma in clinical medicine with expertise in Paediatric/Adult ART management and/or counseling with 3 years working experience in the field of HIV Care & Treatment. In addition, they must be registered, have excellent verbal and written communications skills and be computer literate. The successful candidate will: Provide clinical services for all HIV infected adults & children in satellite facilities weekly or twice in a month ensuring appropriate care, proper lab monitoring, proper use & reporting of ARVs & other OI drugs as well as documentation. Strengthen documentation & reporting of HIV care activities by ensuring patient charts are correctly and fully completed and maintenance of requisite registers at all services delivery points at the facility. Provide mentorship to nurses and other health care workers providers on the management of

HIV and documentation regarding: On-job mentorship sessions, CME trainings and participation in MDT meetings in supported sites. Summarize and submit monthly case summaries for discussion and documentation of best practices and lessons learnt. Work with the CBTS Coordinator to create and strengthen linkages between the health facility and the community in line with defaulter tracing and psychosocial support. Delivery of effective and efficient quality PMTCT services at the health facilities.

SUPPLY CHAIN CO-ORDINATOR – 1 POST (Re-Advert) AC/2/101/13- CHS

Location - Nairobi with frequent field travel

The Supply Chain Coordinator will be responsible for providing mentorship to partner organizations in all aspects related to health commodities management. Applicant should be holders of at least a Diploma in Pharmacy. Those with additional training in operations or supplies and logistics management will have a distinct advantage. In addition they should possess 3 years experience in the design, implementation and evaluation of health related supply chain management systems including pharmaceuticals and diagnostic supplies.

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

Please note also that the University of Nairobi is an equal opportunity employer. Only shortlisted applicants will be contacted.

NOTE:

Applicants should submit seven (7) copies of the application letter and supporting documents stating their preferred location in the letter to :-**The Principal, College of Health Sciences, P.O Box 30197 00100, Nairobi.**

CLOSING DATE: FRIDAY: MARCH 15, 2013