

UNIVERSITY OF NAIROBI

College of Health Sciences School of Medicine Department of Clinical Medicine and Therapeutics UON-COEHM PROJECT POSITIONS

The University Of Nairobi School Of Medicine, College of Health Sciences, has received funding from the US Centers for Disease Control and Prevention to support and implement high quality, Equitable, sustainable and comprehensive H IV Prevention, Care and Treatment and support in Kenya. To achieve this objective, the Project seeks to fill the following positions.

1. Project Doctor - (1 Post)

Location: Nairobi (Clinical 75%, Program Support 25%)

The successful candidates will be involved in providing higher level PMTCT and pediatric care and treatment services, training, mentorship, support supervision and quality improvement among other technical responsibilities.

Key roles and responsibilities will include:

- Provide technical support in the design and delivery of advanced pediatric and adolescent HIV care and treatment services.
- Provide advanced level pediatric HIV care and treatment services
- Training/mentorship of other healthcare providers in aspects of pediatric and adolescent HIV care and treatment
- Program Support roles as will be assigned.

Applicants should be holders of a Bachelor of Medicine and Bachelor of Surgery (MBChB) and MMed (Pediatrics and Child Health) degrees from a recognized University and registered with the Kenya Medical Practitioners' and Dentists 'Board with a valid practice license. 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.

2. Project Doctor - Internal Medicine - (1 post)

Location: Nairobi (Clinical 75%, Program Support 25%)

The Project Doctor (Internal Medicine) will be involved in providing high level adult and adolescence care and treatment, leadership, training, mentorship, and quality improvement among others. Key roles and responsibilities will include:

- Provide technical support in the design and delivery of advanced level HIV prevention, care and treatment services
- Provide advance/tertiary level H IV treatment services
- Mentor/train other healthcare providers in aspects of H IV medicine

Applicants should be holders of a Bachelor of Medicine and Bachelor of Surgery (MBChB) and MMed (Internal Medicine) degrees from a recognized university and registered with the Kenya Medical Practitioners' and Dentists ` Board with a valid practice license. Candidates must have at least 3 years working experience in the field of PUBLIC Sector HIV programming

3. Quality improvement Coordinator - (1 post)

The QI Coordinator will lead and Coordinate the planning and implementation of quality improvement program activities at service delivery points. The ideal candidate will have a master's degree in Clinical Nursing with evidence of training in quality improvement.

4. Senior Accountant - (1 Post)

The Senior Accountant will be responsible for maintaining a high standard of accounting and financial control including overseeing processing and documentation of all transactions and supporting period end processes of the project. The successful applicant will include:

- Act as the lead person for all financial matters and will be expected to liaise with the technical team and other members of the finance department concerning all financial issues.
- Manage projects' accounting and financial systems ensuring appropriate controls and Reporting structures are maintained in accordance to institutional and donor financial rules and regulations.
- Review finance needs on a regular basis and make recommendations for changes to ensure best practice and provide regular capacity building of finance skills to all existing and newly recruited staff.
- Oversee the preparation of accurate and timely monthly reports and expenditure plans ensuring clear internal audit trails as well as the preparation/maintenance of accounts for external audits.
- Work with the head of project and technical staff to develop and co-ordinate the annual work plan and budgeting process in compliance with donor regulations
- Ensure compliance to donor requirements, policies and procedures
- Advise and implement any changes/developments in donor/government policies, statutory and legal requirements
- Oversee financial aspects of sub-grantee contracts
- Coordinate project financial audits

Applicants must possess a minimum of a Master's degree in Accounting, Finance or Business with at least five years of relevant progressive work experience, preferably in a healthcare environment. Terminal professional accounting qualifications will be mandatory. Prior experience in audit and knowledge of GoK and USG financial rules and regulations strongly desired. Proficiency in Microsoft Office (Excel, PowerPoint, and Word) programs and major accounting software systems is desired.

5. Accountant - 1 post

Applicants must be qualified Accountants with at least CPA K and a Bachelors' 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 Sector. 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
- Maintain proper books of records and ensure that the established internal controls are adhered to
- Development and training accounting staff
- Manage 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
- Co-ordinate use of field resources.

All the positions are full-time and on a one year contract renewable on satisfactory performance and mutual consent.

NOTE:

1. Applicants should forward ten (10) copies of their application letters accompanied by similar number of certified copies of certificates and C.Vs giving details of their qualifications, experience, research activities and publications they appear in.
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. Applications should be addressed as per the code below:-

CODE

R&T The Principal, College of Health Sciences, P.O Box 30197-00100 Nairobi

PLEASE NOTE THAT THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

CLOSING DATE: Tuesday , May 22, 2017.