



Centre for Microbiology Research



**KEMRI - FACES**

**ADVERTISEMENT**

**Opening Date: 18<sup>th</sup> September 2019**

**Closing Date: 7<sup>th</sup> October 2019**

**Program Description**

Family AIDS and Education Services (FACES) is collaboration between the Kenya Medical Research Institute (KEMRI), University of California, San Francisco (UCSF) and University of Washington (UW) - and other affiliated Institutions. The FACES program, is a comprehensive HIV prevention and Treatment program supporting 61 sites within Kisumu County. FACES program is seeking for self-motivated and proactive individuals to fill the vacancies below:

**1. POSITION: STEP AND EVALUATION ASSISTANT (1) KMR 6.**

**VACANCY No.FN-15-09-2019**

**Reports to: Human Resource Manager**

**Duty Station: Kisumu**

**Duration: 1year Renewable Contract as per KEMRI Scheme of Service. The first 3 months is a probation period**

**Duties and Responsibilities**

- Review STEP applications and coordinate placement of candidates in research or clinical electives at FACES
- Collect travel details/documents, PreTrip forms, insurance/emergency contact information, and liability waivers from each participant and share with relevant parties as needed
- Assist participants with their KEMRI letters to request approval to visit and submit to appropriate contacts at KEMRI
- Provide guidance and assistance to STEP participants in obtaining appropriate internship, research, or special passes from the Kenyan government
- Maintain listings of hotels and short- and long-term housing options and assist with organization/negotiations prior to arrival as needed
- Retain contacts of taxis, tuk tuks and other public transportation options to help ease movement of students
- Coordinate logistics of each participant's elective including arrival and orientation with the appropriate FACES visitor liaisons and clinical staff
- Monitor STEP participants' schedule of mentorship and orientations
- Register all students with the National Industrial Training Authority (NITA) as soon as they arrive and ensure the HR STEP participants' file is updated

- Act as point person for all STEP participants for support, emergency response, and general assistance with adjustment
- Schedule periodic feedback sessions with current STEP participants and mentors including a final evaluation for continued program improvement
- Solicit consent and compile photos and experience posts from STEP participants for FACES website
- Work with STEP data clerk to ensure all evaluations are collected, submitted, and collated into a bi-annual report on STEP performance – address feedback as needed
- Review STEP orientation manual quarterly and revise/update as needed
- Routinely update STEP contacts and emergency SOP
- Collect information on FACES sites available to host clinical electives and establish Memorandum of Understanding with the various Sub-county MOH officials and medical superintendent
- Collect volunteers, attaches and interns needs and post volunteer opportunities
- Liaise with coordinators to request and fill volunteer ,attachment and interns positions
- Review volunteer ,attachment and interns applications
- Coordinate volunteer ,attaches and interns placement within candidates and site staff
- Develop and maintain volunteer, attaches and interns orientation materials
- Orient volunteers to their placement and/or work with coordinators on the same
- Develop and maintain matrix of volunteers, attaches and interns (names, contact, posting, duration, scope)
- Liaise with the ICT department on the utilization of the ICT equipment and Internet, if needed
- Other STEP-related duties and assignments as needed

## **EVALUATION**

- Organize and schedule regular group internal or external meetings, working with staff to prepare and assemble relevant correspondence and materials for those meetings.
- Make certain all appropriate materials are circulated well in advance to appropriate parties, including Kenyan and U.S.-based investigators, in preparation for meetings of the FACES Evaluation and Implementation Science Unit.
- Follow up and track action steps and outcomes from various meetings/discussions with various leads, providing administrative support towards the completion of tasks.
- Provide ad-hoc administrative and finance tasks as needed, to members of the FACES Evaluation and Implementation Science Unit

## **Required Qualifications**

Bachelor's Degree in Administration, Social Sciences, or Health Sciences.

## **Required Experience**

- Over three years of experience in the HIV related work.
- Experience in Public relations and coordination preferred

## **Other Required Skills**

- Good documentation skills with high attention to detail.
- Good presentation skills.

**How to apply:**

All applications to be done through our website <https://faces.ucsf.edu/>

**Applicants should attach the following:**

- A cover letter stating current position (if applicable); and date available to start working for the program
- A current CV including email and mobile phone contact information,
- Name and phone number for two professional referees,
- Two letters of recommendation and certificates,
- A copy of Identity card

**Other Required documents to attach for KMR 6 and above**

- A copy of Higher Education Loans Board (HELB) clearance Certificate
- A copy of Kenya Revenue Authority (KRA) Tax clearance certificate
- A copy of clearance from Credit Reference Bureau (CRB) clearance Certificate
- A copy of Certificate of Good Conduct

**KEMRI or any of its programs, Studies or Projects does not solicit for Money or any form of reward for a Job applicant to be considered for employment. Any such requests should be immediately reported to the HR department. Canvassing will lead to automatic disqualification.**

**KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY.**

**Only short-listed candidates will be contacted.**