



Centre for Microbiology Research



KEMRI - FACES

**RE-
ADVERTISEMENT**

Opening Date: 3rd January 2019

Closing Date: 10th January 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. Family AIDS Care and Education Services (FACES) program, is a comprehensive HIV prevention and Treatment program managing many sites within in Kisumu County. FACES program is seeking for a self-motivated and proactive individual to fill the vacancy below:

**1. Position: Sub County Monitoring Learning And Evaluation Officer (1 Position) MR/9
(M) Vacancy No. FN-80-01-2019**

Location: Nyando Sub County

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

Minimum Qualifications:

Bachelor's Degree in Social science, Applied Mathematics, Computer Science, Statistics or an equivalent.

Desirable qualities:

- Monitoring & Evaluation training from a recognized Institution is an added advantage.
- Experience in PEPFAR reporting system is an added advantage
- Must have a minimum of 3 years M&E/data management skills in a busy HIV clinical setup
- Must be competent in computer statistical packages i.e. SPSS, SAS or STATA

Key Duties and Responsibilities:

- Coordinate Sub county level M&E/Data activities for HIV care and treatment, testing and counseling, Prevention of Mother-to-Child Transmission (PMTCT), Voluntary Medical Male Circumcision (VMMC), and community engagement.
- Work with the Sub county Data quality Officers to ensure OpenMRS synchronization daily into central server
- Contribute to the development and implementation of M&E data tools for MOH and FACES program areas.
- Review and verify accuracy of MOH and program data for NASCOP, PEPFAR and other stakeholders.
- Work closely with county health management team (CHMT) to compile monthly and quarterly reports as required.
- Manage all sub county databases including DATIM/PEPFAR/DHIS/VMMC/Lab/Pharmacy and other

departmental reports.

- Build capacity through training and mentorship programs for all providers in the facilities under the sub county supported
- Participate in stakeholders activities to ensure incorporation of M&E/data activities into programs for
- HIV prevention, care and treatment within the Sub County and county level
- Work closely with Sub county health records officers (SCHRIO) and the ICT/EMR implementation officers to manage KenyaEMR implementation and other reporting modules within the county and sub county level
- Work closely with Sub county health records officers (SCHRIO) to manage Sub County data quality and ensure all the facilities utilize data for decision making
- Contribute to targeted public health evaluation and research including proposal, manuscript, and abstract writing, training, monitoring, analysis and dissemination of findings within the county and sub county level
- Serve as a resource in the evaluation of ongoing HIV/AIDS programs and in the subsequent development of new and/or expanded programs for the care and treatment of HIV/AIDS
- Attend designated M&E/Data meetings in the national, county and sub county level
- Manage, track, and delegate data requests within the sub county level as directed by the program coordinator and technical line manager

Applications methods:

All applications to be done through our website <http://faces.ucsf.edu/careers> by 10th January 2019 by 5pm.

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 the latest pay slip (if applicable).
- A copy of National Identity card or passport

Other Required documents to attach for job groups MR 9 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

Please write the Vacancy Number and Position applied for in the subject Line of the application letter.

NOTE:

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. Any job applicant who tries to corrupt our employee during any stage of the staff hiring process will be disqualified.

KEMRI is an equal opportunity employer. Women, the Youth, people with disabilities are encouraged to apply.

Only short-listed candidates will be contacted