

UNIVERSITY OF NAIROBI

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSITIONS:-

1. CHIVPR, MARPS PROJECT

PROJECT DOCTOR CENTRAL AND EASTERN PROVINCES- 2 POSTS-AC/9/363/12- (CHS)

1. Applicants must be holders of a MBCHB or equivalent and have knowledge and skills in STI/HIV/AIDS Management. They must be computer proficient.
2. They must have at least one (1) year of work experience

Reporting to: Program Coordinator, the successful candidate will:

- Liaise with the program director and coordinator to provide clinical and technical leadership
- Assisting in management issues at site level
- Oversee activities that will include HIV testing of all MARPs, HIV exposed patients, provide STI/HIV management to infected clients and manage opportunistic infections
- Support counselors and other site staff and conducting on-the job training
- Follow up systems/mechanisms for data collection, management and maintenance of records
- Provide leadership in technical discussions with visiting parties.

SITE COORDINATOR, CENTRAL AND EASTERN PROVINCES 2 POSTS-AC/9/364/12- (CHS)

1. Applicants must be holders of a Degree in Nursing or related field.
2. They must be Computer proficient.
3. They must have at least three years of experience and be knowledgeable in STI/HIV/AIDS issues.

Reporting to Program Coordinator, the successful candidate will:-

- Be responsible, in conjunction with the program coordinator and project doctor for the day to day
- management of the clinics
- Support the site mobilization activities, community engagement issues and overall staff performance evaluation
- Draw and maintain a duty roster that encompasses extended working roles to the extent possible and keeping track of the set targets
- Scheduling the sharing of best practices with partners and stakeholders on site
- Quality assurance: data capture and maintenance of clean source documents and supervision
- Ensure availability and proper use of supplies at the site
- Ensure proper use of resources: financial, human and transportation and other assets

Project Advertisements- Closing Date: 12.10.12

DATA MANAGER, NAIROBI OFFICE- 1 POST-AD/9/366/12- (CHS)

1. Applicants should be holders of at least a Basic Degree
2. They must have skills in monitoring and evaluation, performance auditing and dissemination of findings
3. They should have knowledge on KPMS system of data capture and transmission

Reporting to the Director, the successful candidate will be expected to:

- Be responsible for creating clinical database template and tabulating program data
- Generate the required monthly and quarterly reports for MOPHS and CDC –PEPFAR
- Ensure source documents are safeguarded and that optimal data quality is maintained
- Supervise the data entry team
- Maintain a clean log frame of data queries and how they are resolved

**ADMIN/ ACCOUNTS ASSISTANT, NAIROBI OFFICE & EASTERN PROVINCES
-2 POSTS-AC/9/367/12- (CHS)**

Applicants must be holders of KCSE C+

1. They at least KATC1 – Section 6 and a certificate in CSIA
2. They must be computer proficiency
3. They should have at two (2) years relevant experience in a similar position

Reporting to the Site Coordinator, the successful candidate will be responsible for

- Site administrative and financial matters
- Disbursement of petty cash for program activities
- Accounting for field advances and reporting to Nairobi Office
- Keeping inventories of supplies and assets
- Working closely with the Budgetary Finance Project administrator and Site coordinator

Please note that these positions are on a one year contract renewable on mutual agreement

2. KENYA AIDS VACCINE INITIATIVE (KAVI)

ASSISTANT PROGRAMME COORDINATOR, - 1 POST- AC/9/368/12 -CHS

Applicants should be holders of a Bachelor of Arts degree in Social Sciences or equivalent from a recognized university. They must be team players, have good communication skills and be computer literate. They must have at least four (4) years experience in a similar position. Holders of a Diploma in Business Management with Secretarial qualification and a minimum of six (6) years work experience in a research institution will also be considered. In addition they must have passed the following subjects offered by the Kenya National Examinations Council or equivalent examining body:-

- Business English III
- Commerce II

Project Advertisements- Closing Date: 12.10.12

- Secretarial Duties II
- Office Management III
- Shorthand III (minimum 120 wpm) or Audio-Typewriting III
- Typewriting 50 wpm

They must also be in possession of training certificates in the use of the following computer packages: - MS Word, Excel and PowerPoint.

Please note that the appointment is on a one year contract term renewable on mutual agreement.

3. DEPARTMENT OF OBS& GYNAECOLOGY **PRIME –K PROJECT**

IT OFFICER- 1 POST- AC/9/369/12- CHS

Applicants should be holders of at least a BSc degree in Computer Science, Informatics or related field from a recognized university. Those in possession of a Masters degree in relevant field will have an added advantage.. They must have skill and experience Web Design, E- Learning, Server Administration and database Administration.

The successful candidate will be expected to

- Consolidate and upload program information, visibility and branding of the programme website.
- Maintenance of programme IT equipment (computer , printers, scanners , servers)
- Facilitate distance learning
- Database administration.

SKILLS LABORATORY MANAGER- 1 POST- AC/9/370/12- CHS

Applicants should be holders of at least a Bachelor of Science degree in Nursing. Those with a Masters degree in relevant area will have an added advantage. Applicants will be expected to have the following skills:-

- Clinical instruction for different level students
- Use of instructional manikins for clinical simulations
- Capacity building for use of skills
- Previous clinical training , basic life support and /or emergency care linked to learners curricula
- Assessment, organizational, facilitation, monitoring & evaluation
- Information Technology and distance learning will be an added advantage.

The successful candidate will be expected to take and maintain n inventory of the skills lab equipment, liaise with different faculty for the utilization of the skills la among other duties.

Project Advertisements- Closing Date: 12.10.12

NOTE:

1. Applicants for academic posts (AC) should forward ten (10) 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. Applicants for non-academic posts (AD) should submit seven (7) of the above supporting documents and applications letter.
2. In both cases, 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 codes below:-

CODES

CHS 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: Friday, October 12 2012.

MNM/