

UNIVERSITY OF NAIROBI

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSITIONS:-
(FOR MORE DETAILS, PLEASE VISIT OUR WEBSITE at <http://jobs.uonbi.ac.ke>)

JOB ADVERTS FOR THE POSITIONS OF PROJECT ACCOUNTANT, TRAINING COORDINATOR AND DATA MANAGER – UHIV FELLOWSHIP PROGRAM

BACKGROUND

The University of Nairobi HIV Capacity Building Fellowship Program is funded by the US Centers for Disease Control and Prevention whose overall goal is to strengthen local capacity to spearhead an effective and efficient HIV program in Kenya. This is achieved by strengthening the capacity of Human Resources for Health (HRH) as well as organizations involved in the implementation of HIV programs across the country with a priority focus on the HIV high burden counties guided by the following objectives;

Objective 1: Establish a strong organizational capacity building framework for local organizations engaged in HIV program implementation and service delivery

Objective 2: Develop and implement fellowship programs which address gaps in HIV service delivery and program management through the training of healthcare professionals

Objective 3: Develop and implement online certificate courses which support and address gaps in HIV service delivery and program management

The Project seeks to recruit fill the following positions to support program implementation

JOB SUMMARIES

1. Project Accountant- 1 POST- (CHS)

The Project Accountant will be responsible for supporting budget preparation, invoicing and accounts reconciliation. This position supports use of resources efficiently and effectively as well as ensure that activities are within budget. It is also the role of this position to ensure financial reports are prepared and submitted on time as well as ensuring compliance with donor regulations.

Qualifications

The ideal candidate will be expected to have;

1. Bachelor's degree from a recognized university preferably in Commerce, Economics or Accounting
2. Certified Public Accountant, Kenya
3. Post-graduate training in Business Administration will be an added advantage
4. At least 5 years' experience managing donor funded grants in a similar position

Roles and responsibilities

- Prepare master and activity budgets with the assistance of the Program Manager and Principal Investigator

- Ensure expenses are within the budget
- Prepare monthly, quarterly and annual financial reports and disseminate them to the required authorities
- Facilitate all payments
- Book keeping
- Accounts reconciliation
- Financial correspondence
- Ensure adherence of expenditure to donor regulations
- Any other duties as may be assigned from time to time to support the program by the Principal Investigator or the Program Manager

2. Training Coordinator- 1 POST- (CHS)

The Training Coordinator will be responsible for supporting all Training Programs in the Project. This position supports training activities to ensure that these are conducted efficiently, effectively and innovatively as well as ensure that activities are within stipulated timelines. It is also the role of this position to ensure training materials are prepared and submitted on time as well as ensuring students attend classes as per UoN Policy.

Qualifications

The ideal candidate will be expected to have;

1. Bachelor's degree from a recognized university preferably in Education, Social Sciences or other relevant qualification
2. Master's Degree in Education, Public Health or related field
3. Training in Instructional Design, Learning Management Systems and e-learning
4. At least 2 years' experience managing donor funded grants in a similar position

Roles and responsibilities

- Create and execute training work plans and revise as appropriate
- Participate in and coordinate curriculum development and review
- Support the e-learning development process
- Support the monitoring and evaluation of the program
- Document training activities including; admission, training sessions, examinations, projects and certification
- Liaise with track leads, trainers, fellows and short term trainees
- Avail materials, venues, teaching aids and other resources for training
- Ensure training is given as per the set standards
- Support quality assurance of training sessions
- Carry out field visits to review fellows and host institution activities
- Assess host institutions for fellowship suitability

- Member of the Academic Board and Administrative Committee
- Any other duties as may be assigned from time to time to support the program by the Principal Investigator or the Program Manager.

3. Data Manager- 1 POST- (CHS)

The Data Manager will be responsible for supporting all data collection, management, analysis and reporting. This position supports generation and use of program data. It is also the role of this position to ensure program reports are prepared and submitted on time in compliance with institutional and donor regulations.

Qualifications

The ideal candidate will be expected to have;

1. Bachelor's degree from a recognized university preferably in Medical Statistics or related field
2. Masters' degree in Epidemiology, Statistics or Public Health or related field
3. Post-graduate training in Research Methodology will be an added advantage
4. At least 4 years' experience in a similar position

Roles and responsibilities

- Create databases for all program activities
- Enter all program data and track program progress
- Prepare monthly, quarterly and annual program and donor progress reports and disseminate them to the required authorities
- Keep track of learning progress for all students and provide reports monthly
- Any other duties as may be assigned from time to time to support the program by the Principal Investigator or the Program Manager.

WORKING CONDITIONS FOR ALL POSITIONS

1. *Official working hours will be 8.00am to 5.00pm and when necessary work beyond these hours in order to carry out urgent duties as delegated whenever duty calls*
2. *Facilitate payment during training sessions and meetings*
3. *Travel whenever required for the purpose of performing financial oversight*

Interested persons are requested to submit **Seven (7)** hard copies their applications attaching copies of their testimonials and certificates to:

The Principal, College of Health Sciences,
University of Nairobi

P.O Box 19676-00202, Nairobi

CLOSING DATE: MARCH 8, 2019