JARAMOGI OGINGA ODINGA

UNIVERSITY OF SCIENCE AND TECHNOLOGY

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) wishes to recruit qualified and dedicated persons for the JOOUST-USAID *BORESHA JAMII* program funded by the United States Agency for International Development (USAID) to implement Kenya Health Partnerships for Quality Services (KHPQS) in Kakamega, Kisumu, Nyamira and Vihiga counties. The focus is to increase use of Quality County led health and social services in the following programmatic areas; HIV care and treatment, FP, Reproductive Health, Maternal, Neonatal,Child and Adolescent Health (FP/RHMNCAH), Nutrition, Water and Sanitation (WASH), and mitigating social determinants that affect Orphans and Vulnerable Children (OVC), DREAMS, Key and Priority Population (KP/ PP) and Voluntary Medical Male Circumcision (VMMC).

We are seeking to recruit qualified and competent individuals to fill the following vacant positions in JOOUST-USAID-*Boresha Jamii* Program:

1. **RAMCAH DEPARTMENT**

A). COUNTY FR&RMNCAH COORDINATOR(S) – (3 positions)
                                JOOUST /UBJ/RAMCAH/1/202I

Job description

The County FP/RMNCAH Coordinator, will coordinate and oversee the FP/RMNCAH component of the Boresha Jamii Project , including providing technical, programmatic and operational support to the implementation of the consolidated county health department annual work plan for strengthening integration of Family Planning, Maternal and Newborn Health, Child and Adolescent Health services, and Gender Based Violence services in the Health System and provide substantive support towards data collation and analysis. She/he will be expected to support the CHMT in the review, adaptation and development of evidence-based training materials, job aids, service delivery guidelines, quality improvement mechanisms, and other tools needed for the implementation of FP/RMNCAH activities in the context of the COVID 19 pandemic. She/he will also support the strengthening/ establishment of County Integrated RMNCAH, HIV, Nutrition and WASH technical working group to ensure that key RMNCAH interventions and strategies are integrated into the health policy and implementation aligns with the national RMNCAH investment case.

Minimum Requirements

- Bachelor's degree or Higher Diploma in Nursing, Clinical Medicine is required. Master's Degree in a relevant field is an added advantage.
- At least five (5) years of practical experience in planning, implementation, monitoring and supervision of maternal, neonatal, child and adolescent health activities including Family Planning at the County level including working with an integrated multi-sectoral TWG is preferred.
- Experience in implementation of SGBV initiatives **is desired**.
- Experience working with county government **is most desirable**.

Language Proficiency:

- Must be fluent in English and have proven ability to communicate quickly, clearly, and concisely both orally and in writing.
- Should exhibit ability to produce professional quality technical and analytic materials, including program reports.

Job Knowledge: A broad knowledge of Family Planning, Maternal and Newborn Health, Child and Adolescent Health is required. Must have knowledge of the Kenyan Health Systems.

Skills and Abilities:

- The applicant must have excellent analytical and communication skills.
- Should demonstrate ability to establish and maintain relationships across government entities, donor organizations, and private-sector organizations.
- Exhibit the ability to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports is required.
- The successful candidate must have the ability to assist in the development of revised public policies.
- Skills in conceptualizing project programming and developing strategies for their implementation is required.
- Ability to work effectively in a team environment and proactively work to achieve consensus on policy, project and administrative matters is required.
- Strong computer skills and knowledge of software program applications and use, such as Word, Excel, and PowerPoint or other database software, and word processing programs are also necessary.

B). COMMUNITY HEALTH, WATER HYGIENE & SANITATION (CWASH) COORDINATOR (I Position)   -   JOOUST /UBJ/CWASH/2/202I

Job description

The primary purpose of this position is to provide direct oversight for the Community Health Activities including Water, Hygiene and Sanitation (WASH) portfolio. The incumbent is expected

to guide, coordinate, manage and monitor Community FP/RMNCAH and WASH initiatives in Kakamega County. The Boresha Jamii C-WASH Coordinator will collocate with the KakamegaCounty Community focal person/ WASH Coordinatorand work together with CHMT and other partners towards increasing demand for and improving WASH status in Kakamega County. The coordinator will be expected to collaborate with both Boresha Jamii Nutrition & RMNCAH Coordinator to improve synergies between WASH, nutrition andRMNCAH outcomes. As the CWASH Coordinator, the incumbent will fulfill a range of responsibilities within the county, including provision of technical assistance in WASH projectplanning implementation, data analysis, evaluation and Mentorship. Program management duties will include technical leadershipas well as monitoring to ensure program performance, objectives and results are achieved in accordance to work plans and formal agreements. S/he will ensure all water/sanitation infrastructure and hygiene activities in the targeted county are implemented in accordance with the USAID and Government guidelines and policies.

Minimum Requirements

- Bachelor's degree in Public Health, Community Health Nursing or Environmental Health Science is required. Master's Degree in related field is an added advantage.
- A minimum five years of progressively responsible experience implementing Community Health Activities /WASH projects.
- Experience providing capacity building to county level water authorities and working with the private sector on improving access to WASH preferred.
- Experience in implementation of Community Led Total Sanitation approach desired. Experience working with county governmentis desirable.

Language Proficiency: The incumbent must be fluent in English and have proven ability to communicate quickly, clearly and concisely both orally and in writing. The incumbent must have demonstrated ability to produce professional quality technical and analytic materials.

Job Knowledge: A broad knowledge of water, hygiene and sanitation approaches is required. The incumbent must have knowledge of the Kenyan Health Systems.

Skills and Abilities:

- The incumbent must have superior analytical and communication skills.
- Demonstrated ability to establish and maintain relationships across government entities, donor organizations, bilateral and multilateral agencies and private-sector organizations.
- Ability to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports is required.
- The incumbent must have the ability to assist in the development of revised public policies.
- Skills in conceptualizing project programming, policies and plans and developing strategies for their implementation is required.

- Ability to work effectively in a team environment and proactively work to achieve consensus on policy, project and administrative matters is required.
- Strong computer skills and knowledge of software program applications authorized for USAID use, such as Word, Excel, PowerPoint or other database software, and word processing programs are also necessary.

2. ME&L DEPARTMENT

A). DATA MANAGER - **JOOUST /UBJ/MEL /1/202I**

Job description

The Data Manager will be responsible for the management of all project data. S/he will also lead data management capacity building for the project partners, maintain the project PMP and ensure data quality.

Data Manager will provide leadership in routine data management operations including supporting timely data collection and entry, data quality at all data points, processing, cleaning, analysis and managing the project databases. He will provide support to data collection and analysis efforts by the project including special initiatives, outlined surveys, studies and evaluations, participate in preparing for and playing a key role in data review meetings; reporting in USG's Data for Accountability Transparency and Impact (DATIM), Partner Performance Website, TraiNet and other appropriate systems.

- Ensure and oversee timely verification, entry, processing, review, and collation of project data for relevant indicators – from KHIS and other sources (health facilities and the community).
- Perform data cleaning and verify the authenticity and accuracy of the data before reporting to the donor.
- Monitor and submit Non DATIM data indicators such as GBV, Surge into the Partner Performance website in addition to HFR and Custom Indicators.
- Work closely with M&E and IT teams to develop and/or review project data management systems including data security, analysis plan, dissemination aids and templates.
- Provide technical assistance to build the capacity of M&E staff in database design, development and implementation; data management, analysis, and reporting.
- Develop and implement a capacity-building plan for project and relevant MOH staff in data management including analysis, use and dissemination.
- Contribute to development of in-depth analysis of Boresha Jamii project data for publications, advocacy, proposal writing and presentation to various audiences as need arises.
- Under the guidance of technical team leads, conduct in-depth and robust data analysis and presentation using appropriate software.

- Participate in project led special initiatives, surveys and studies and providing technical assistance in data management and report writing.
- Assist in writing/editing guidelines/SOPs for data entry, management, and analysis.
- Provide technical guidance in strategies for improving the quality of data from health facilities and the community, and overall data dissemination and utilization at project level.
- Assist in carrying out data quality assessments to review quality of data at project level, DHIS2 and source documents at facility and community levels.

Minimum requirements

- A bachelor's degree in statistics, Computer Science health or related field - an advanced degree will be an added advantage.
- Four years (4) of work experience in monitoring and evaluation data management of health projects and/or HMIS work in Kenya.
- Experience working with MOH systems and personnel and in USAID-funded projects an asset.
- Excellent analytical, oral and report- writing skills
- Computer literacy, particularly in the use of MS Excel, PowerPoint. MS Access, MySQL/SQL, Python and SPSS or other data analysis software
- GIS mapping skills using GIS software e.g., QGIS, ArcGIS or other GIS mapping software.
- Knowledge in PEPFAR indicators including MER indicator reference guidance.
- Experience in customizing, managing and navigating through DHIS2 instances including working ability on systems such as DATIM, KHIS.
- Experience in data visualization tools e.g., PowerBI, Excel etc.

Required Abilities/Skills:
- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform.
- Ability and willingness to learn.
- Excellent communication, presentation and writing skills.
- Excellent skills in facilitation, team building and coordination.
- Experience in public speaking and professional presentations.
- Field oriented and comfortable with a team approach to programming.
- Ability to manage several major activities simultaneously.

B). DATA OFFICERS - 3 Positions   -   JOOUST /UBJ/MEL/2/202I

Job description

Reporting to the Data Manager, the Data Officer will support the daily running of data management systems for The Boresha Jamii Program.

- Data entry into the program databases, DATIM, JPHES and any other data management system.
- Track submitted data and share the reporting rates with the MEL advisor for follow up.
- Perform data quality and control procedures.
- Compile data, clean, transcribe onto database and submit data reports to research investigators.
- Coordination of various ancillary studies on site
- Preparing daily and weekly reports
- Installing and configuring computer hardware, software systems, networks, printers, and scanners.
- Ensure technology is accessible and equipped with current hardware and software.
- Trouble shoots all technology issues including hardware, software, and network operating system.
- Designing, improving, and updating live databases for long term data storage and back-ups.
- Scanning and filing of records, archive systems in accordance with department procedures.
- Provide training and orientation to new users and staff on various technologies.
- Training staff on guidelines, policies, and procedures.
- Any other duties assigned by Supervisor.

Minimum requirements

- A holder of a bachelor's degree in Computer Science, Mathematics, Statistics, or a related fields connected to data management studies.
- Professional certification in courses on analytic skills and database management.
- 3- 5 years' experience in M&E or Data management especially data from a comprehensive HIV program
- Training and experience in database management and statistical packages such as STATA, Excel, and any visualization packages.
- Demonstrated analysis, communication, interpersonal, report writing and presentation skills.
- Proactive, creative, systematic thinker and problem-solver.
- Ability to work within very strict deadlines is a must.
- Experience in implementing programs and working with like KHIS, DATIM and JPHES.
- Ensure accuracy of the data entered into the various reporting EMRs.
- Previous experience in working with Kenya Ministry of Health, USAID-related projects,

- Attentive to detail.

Competencies

• Data management and a well rooted individual in statistical analysis skills.

• Good communication skills- both written and oral.

• Skills in database development.

• Very good IT or statistical skills will be an added advantage.

C) COUNTY MONITORING, EVALUATION AND LEARNING (MEL) OFFICER - GRADE 11 (4 positions) - JOOUST /UBJ/MEL/3/202I

Location: One each for Kisumu, Nyamira, Kakamega and Vihiga
Reporting to the MEL Advisor the County M&E Officer is responsible for guiding the overall County M&E strategy and implementation of related activities within Boresha Jamii project and undertakes timely preparation and submission of County reports.
Job description

- Capacity building of Boresha Jamii HRIOs, program Officers and MOH health facility and Subcounty staff on M&E related issues.

- Ensure relevant MoH/donor data collection and reporting tools are in place and are being used correctly by staff, to collect accurate data for project monitoring and performance.

- Ensure health care workers understand GOK/USAID reporting requirements including data tools, indicator definitions and reporting through continuous job training/mentorship, continuously identify data tools requirements.

- Planning and conducting data review meetings, DQAs and Support supervision in the County.

- Coordinating data collection in the County and ensuring that both routine and adhoc data is submitted to the Data Management team on time.

- Providing technical direction and assistance to the Subcounty M&E Officers and program HRIOs working in the County.

- Promoting data for decision making in the county.

- Disseminate program results at County/Sub-county progress review meetings and other stakeholder forums.

- Supporting the ministry of health reporting systems at the County level.

- Review, analyze, and validate program data to ensure consistency, integrity and accuracy based on project specific guidelines.

- Support County MoH in data analysis on DHIS and /or DATIM HIV program data and preparation of relevant reports.

- Support in DATIM data entry and validation from time to time.

- Verification of reports and data provided by HRIOs and Subcounty M&E Officers.

- Provide technical updates on reporting and dissemination of national guidelines to districts and implementing partners.

Minimum requirements

- Bachelor's Degree in Health Records and Information, Public health, Biostatistics, or any other related field.

- 3 to 5 years of Monitoring and Evaluation experience.

- Working knowledge of PEPFAR programs.

- Demonstrated experience on use of KHIS, DATIM, CPIMS, EID/VL network and JPHES.

- Experience in capacity building on HIV, FP/RMNCAH, OVC and dreams M&E tools.

- Must possess excellent and demonstrable working knowledge and skills in Ms Office – Excel, Word and PowerPoint. Practical knowledge of database systems will be an added advantage.

- Ability to design M&E tools, surveys, surveillance systems, and evaluations.

- Demonstrated ability to train and build capacity of others.

- Ability to multi-task; good writing and presentation skills; communication skills and teamwork.

- A Clear understanding of MER PEPFAR indicators.

- Ability to work deliver within short timelines.

D). SUB-COUNTY MONITORING AND EVALUATION OFFICER - <u>JOOUST /UBJ/MEL/1/202I</u>
Job description
- Support MOH both facility and sub-county HRlO's on all data management, including supporting the provision, use of data collection and reporting tools.

- Monitor and report on trends of the indicators at facility level and track the achievement against targets on a routine basis for all the program areas: HTS, PMTCT, and ART & RMNCAH.
- Review the data captured in the Registers and reporting tools for completeness and accuracy.
- Capacity building of SCHMTs and Partner staff to ensure data quality including ability to conduct routine data quality assessments is enhanced.
- Ensure that health facility dashboards for care & treatment, RMNCAH/FP and PMTCT are updated.
- Coordinate and support Sub-County and facility data review meetings.
- Work with the Health Records Officers to collate all the data from different service points of the facility and provide aggregate data for the facility as required.
- Work in collaboration with the records officers/clerks to prepare and review the monthly facility level reports before entry into KHIS or submission to the SCHRIO.
- Support implementation of KHIS, EMR systems and program databases at sub-county, facility, and community level.
- Monitor version implementation of data capture and reporting tools.
- Maintain patient confidentiality and observe protected health information guidelines.
- Perform any other duties as assigned by the supervisor.

Minimum requirements

Diploma in Records and Information Technology, Biostatistics, Public health, or any other related field. A bachelor's degree in any of the above fields is an added advantage.

- At least 3 years' experience working in HIV/TB/RMNCAH/FP programs
- Proficiency in use of MS Office- Excel, Word & PowerPoint.
- Experience working in PEPFAR funded programs.
- A clear understanding of the MOH and PEPFAR reporting system.
- Demonstrated experience using Kenya EMR.
- Strong coordination skills.
- Excellent verbal, written and interpersonal skills.
- Good time management and organization skills.

3. **Grants and Compliance Department**

A). GRANTS OFFICER- GRADE 10 (1 Position)   -   JOOUST /UBJ/GC/1/202I
Job description

Reporting to the Grants and Compliance Officer, the Grant Officer will among others be responsible for the following:

- Assist in Providing direct assistance to the Project in the formulation and implementation of institutional policies and procedures as they affect the administration of grant projects;
- Ensure that transactions are in line with approved policies and procedures for the Project award.
- Maintain day-to-day compliance control of the services within Project budget heads;
- Understand USAID & Kenya government regulations and ensure Project activities are in line with these;
- Work with Grants and Compliance Manager to conduct random compliance check on the Project award.
- Be up-to date with the changing federal guidelines and advice Project management
- Assist in Identifying potential areas of compliance vulnerability and risk in the project and work with the Project departments to develop/implement corrective action plans for resolution of problematic issues, and provide general guidance on how to avoid or deal with similar situations in the future;
- Assist in providing reports monthly to the Grants & Compliance Manager on vulnerabilities
- Operationalize a compliance checklist to track project key project deliverables.
- Assist the GCM with overall compliance in the activity implementation from the development of work plans and budgets, reporting, sub granting, and budget administration.
- Support in facilitating training in program and finance management to sub-grantees, supports sub-partners on sub- grant management and assists in reviewing sub-grant agreements.
- Supports the GCM in developing and embedding best practices to comply with donor financial rules, supporting donor proposal budgeting, donor contract expenditure tracking, monitoring and providing management information on key risks, contributing to the implementation of improved financial systems and processes to facilitate better donor reporting and compliance.

Minimum requirements
- Bachelor's degree in Finance/Accounting/Operations;
- CPA certified.
- At least 4 years of experience in Grants/Contracts/Compliance related roles in a USAID funded project.
- Experience working with sub-awardees (Local Implementing Partners).
- Great understanding of risk assessment practices.
- Understanding of the technical aspects of accounting and financial reporting.
- Good report writing skills.

B). **AUDIT AND COMPLIANCE OFFICER - GRADE 10 (1 Position) - JOOUST /UBJ/GC/2/202I**

Job description
Reporting to Grants and Compliance Manager, the Audit and Compliance Officer will among others be responsible for the following:

- Develop and maintain an up to date understanding of Boresha Jamii's operations, risks, and compliance requirement.
- Conduct individual internal audits, as part of the total internal audit plan.
- Develop internal audit scopes and programs and conduct audits in both project H/Q office and sub-awardee implementing sites.
- Write internal audit reports reflecting the results of the work performed.
- Provide recommendations that are applicable and add value to the business processes in project.
- Conduct follow up audits to validate implementation of corrective actions.
- Conduct training on internal controls, compliance and governance.
- Prepare periodic reports for the Grants and Compliance Manager.
- Develop audit programs, checklists, and audit analytical tools that improve the audit function.
- Maintain documentation of internal audit activities, including annual risk assessment documents, quarterly progress reports, audit reports, corrective actions follow up reports, risk register and control matrices.
- Promote organizational awareness and understanding of operational and compliance risks, internal and anti-fraud controls.
- Assist with other responsibilities and projects assigned by the Grants and Compliance Manager.

Minimum requirements

- Bachelor's degree in Finance/Accounting/Operations;
- Must be CPA certified of not less than five years post qualification
- Must be a member of ISACA at least 2 years post registrationAt least 4 years of experience in Internal Audit/Compliance related roles in a USAID funded project.
- Understanding of internal control concepts and experience in applying them to plan, perform, manage and report on the evaluation of various business processes/areas/functions
- Great understanding of internal auditing standards and risk assessment practices.
- Understanding of the technical aspects of accounting and financial reporting.
- Ability to work independently, with limited required direction and guidance.
- Will functionally report to the University's Chief Internal Auditor while administratively reporting to the Chief of Party.

4. INFORMATION COMMUNICATION TECHNOLOGY DEPARTMENT

A). SYSTEMS ADMINISTRATOR - GRADE 12 (1 POSITION)   - JOOUST /UBJ/ICT/1/202I

Job description

Reporting to ICT Manager the System Administrator will be primarily responsible for system support, monitoring and administration of JOOUST- USAID *Boresha Jamii's* Private and Cloud Infrastructure based on windows and Unix/Linux environments running varying servers, storage and SAN systems, Support of Virtualization environment and Container platforms.

This includes general system administration tasks, software and hardware support, system configuration, backups, system monitoring, performance tuning, troubleshooting, skills transfer and customer management. Configuration management and documentation.

Specific duties and Responsibilities
- Administering, configuring and troubleshooting private or cloud-based servers running on Microsoft Windows and Unix/Linux in physical, virtualized or containerized environment. Response, problem resolution and escalation of server issues.

- Support automation of infrastructure at massive scale to support scaling of digital services and as well as adoption of new technologies within Infrastructure and cloud support team.

- Support cloud Migration initiatives and new technologies adoption.

- Analysis of server hardware and operating system software, Microsoft Exchange and Active Directory. Role includes implementation of tactical service improvements, upgrades and system patching.

- Liaise with users, hardware and software vendors and internal systems owners to fine tune systems hardware and software for all systems.

- Operations of backup tools and testing of disk and data recovery solutions on all business systems. Prompt restoration of lost data for the business. Backup, hardware and software assurance.

- Technical support for assigned company initiatives and projects. Participation in feasibility studies and testing for new IT infrastructure components.

- Technical support to IT Container Platforms based on Kubernetes and Redhat OpenShift.

- Maintenance of systems documentation and procedure

Minimum requirements
- M.Sc. in Computer Science or Information Technology or Information Systems Or Bachelor's degree in Computer Science/Information Technology/Business Information Technology or Telecommunication Engineering from a recognized

University,
- Microsoft Certified Solutions Expert (MCSE) or Microsoft Certified Solutions Associate (MCSA) or Cisco Certified Network Associate (CCNA) or Cisco Certified
- Network Professional (CCNP) or Certified Information Security Auditor (CISA) or
- Certified Unix Administrator and any additional relevant ICT certifications
- Membership to relevant professional body
- At least five (5) years working experience in a busy ICT environment preferably USAID funded organization.
- Working knowledge of virtualization, VMware, or equivalent
- Strong knowledge of systems and networking software's, hardware and networking
- protocols
- Working knowledge and experience of switching and routing protocols.
- Working knowledge and experience in networks/systems monitoring tools and
- protocols
- Knowledge in ICT professional standards
- Familiarity with SQL server or other database platforms
- Ability to identify customer needs, develop service standards and deliver service
- excellence
- High level of integrity and Interpersonal skills
- Ability to deliver results in a complex and dynamic environment
- High level of attention to detail
- Ability to work well with teams
- Ability to work with minimum supervision under strict deadlines
- Working knowledge of Ms Dynamics Navision ERP
- Experience working with Kenya EMR medical record system
- Expert knowledge of Linux operating (e.g., RedHat or Centos, Debian etc.) and file systems (GlusterFS, Lustre, JuiceFS etc.)
- Experience working with multiple GPUs including the NVIDIA series.
- Demonstrated knowledge of system monitoring and strong scripting skills (Bash or Perl
- Working knowledge of ICT environments, equipment and devices and ability to install and maintain computer equipment.
- Ability to establish and maintain working relationships with managers and end-users or clients.
- Linux support and Management – shell scripting.
- Experience in installing and supporting Linux environment.
- Experience setting up and managing AD, DNS,DHCP and other server roles

B). INFORMATION TECHNOLOGY OFFICER -GRADE 10 (1 Position) -- JOOUST /UBJ/ICT/2/202I

Job description

Reporting to ICT Manager through the Lead Systems Administrator, the Information Technology (IT) Officer will be responsible for providing day-to-day technical support on all IT related issues including but not limited to networks, hardware and software maintenance, upgrades, troubleshooting, configuration and user training among others..

Specific duties and responsibilities

- Administering, configuring and troubleshooting private or cloud-based servers Configuration, deployment, setting up and management of workstations, laptops and peripheral equipment.
- Provide software/hardware and system troubleshooting support.
- Manage the installation and upgrade process of computer hardware and software as per organizational guidelines and industry best practice.
- Ensure the availability of the local IP PBX and troubleshoot any challenges identified.
- Create mailboxes for new staff members.
- Offer support by troubleshooting mail access errors and assist in resetting passwords when necessary.
- Proactively monitor the network ensuring downtimes are identified and resolved with little to no impact to the business.
- Troubleshoot network issues and escalate to the relevant ISP.
- Offer support by troubleshooting, cable, wireless and other network infrastructure as needed.
- Communicate any technological failure to all staff e.g. internet outage, email problem.
- Servicing and maintenance of IT hardware equipment.
- Liaise with the relevant department to ensure identified hardware faults are fully resolved/repaired in a timely.
- Ensure timely and cost-effective replacement of network, software and peripheral equipment.
- Maintaining inventory of IT equipment/asset register.
- Provide basic user training and dissemination of technological information and updates to all staff.
- Plan frequent user training sessions.
- Ensure all devices have a valid software license and keep an inventory of the license keys.
- Enforce the adaptation of organizational IT policies and escalate as necessary when challenges arise.

Minimum requirement

- University degree/Diploma in either Computer Science, Information Technology or Business Information technology.
- At least two years of working experience in IT.

- MCSE & Network Certifications will be an additional advantage – (Networking Essentials, N+), CompTIA A+ certification.

Key Competencies
- Working knowledge of virtualization, VMware, or equivalent Strong knowledge of systems and networking software's, hardware and networking
- protocols
- Working knowledge and experience of switching and routing protocols.
- Working knowledge and experience in networks/systems monitoring tools and
- protocols
- Knowledge in ICT professional standards
- Familiarity with SQL server or other database platforms
- Ability to identify customer needs, develop service standards and deliver service
- excellence
- Experience in installing and supporting Linux environment.
- Experience setting up and managing AD, DNS,DHCP and other server roles

5). COMMUNICATIONS DEPARTMENT

A). COMMUNICATIONS OFFICER (WRITING & SOCIAL MEDIA) - JOOUST /UBJ/C/1/202I

Job description
The Communications Officer (Writing & social media) will be responsible for supporting internal and external communication strategy, writing and disseminating publicity material as well as responding to inquiries from the public and media.

The Communications Officer (Writing & Social Media) will be tasked with the following:

i.   Assist in developing and implementing a sound communications strategy
ii. Write, edit and share content such as press release, website content, reports, speeches and publications
iii. Respond to media inquiries and arrange interviews
iv. Foster relations with media to enhance image and reputation of the project
v.   Maintain records of media coverage

Requirements and Qualifications:

- Bachelor's degree in Media and Communications or related field with a minimum of 2 years' experience in journalism or communications field
- Excellent verbal, written, and interpersonal skills
- Good time management and organizational skills
- Proficient in Microsoft Office, content management systems and social media platforms

B). COMMUNICATIONS OFFICER (PRODUCTION & IN HOUSE STUDIO) - JOOUST /UBJ/C/2/202I

Job description

The Communications Officer (Production & In House Studio) will be responsible for the planning, coordination and execution of story ideas in both audio and visual forms. He/she will be directly responsible for the management of the in-house studio and production logistics.

The Communication Officer (Production & In House Studio) will be tasked with the following:

i. Overseeing the daily operations of the in-house studio
ii. Manage the production crew to ensure production goes as planned
iii. Ensure studio preparedness of staff and equipment
iv. Solving problems such as gaps in story lines and when equipment breaks
v. Ensure quality control of all production
vi. Planning and coordinating of film production
vii. Offer advice and sign off all major creative decisions
viii. Selecting script problems such as gaps in story lines and when equipment breaks
ix. Ensure quality control of all production
x. Select scripts and supervise script revisions
xi. Coordinate writing, directing and editing
xii. Managing studio technical operation assistant

Minimum requirements

- Bachelor's degree in Media and Communications or related field with 4 years' practical communication experience in TV production process
- Possess video editing skills in Final Cut Pro, After Effects
- Be creative and organizational skills
- Be flexible and a team player
- Meticulous planner
- Able to work under pressure
- Good time management skills

C). VIDEO AND PHOTOGRAPHY ASSISTANT – GRADE 7 (1 Position) - JOOUST /UBJ/C/3/202I

The Video and Photography Assistant will be responsible for shooting, editing, converting and uploading content to the website and social media platforms. He/she will also assist in writing titles, descriptions, captions and tags for photos and videos.

The Video and Photography Assistant will be tasked with the following:

i. Operate, maintain and set up all photography, video, audio and lighting equipment
ii. Pack and transport video camera, tripods, lighting, microphones and other associated equipment to the site
iii. Manage media by importing and backing up all media files
iv. Editing and creating videos by using Final Cut Pro X software
v. Record interviews
vi. Take still photographs
vii. Conduct interviews and attend meetings to get information

Minimum requirements

- Bachelor's degree in Media and Communications or related field with 2 years' communication experience in video editing and photography
- Possess a strong work ethic and be proactive
- Be creative and able to work well in a team
- Comfortable working with different personalities and new people
- Proficient in using specialized software such as Final Cut Pro X
- Must have experience in filming, directing and editing videos

D). GRAPHICS DESIGNER & ILLUSTRATOR - GRADE 9 (1 Position) - JOOUST /UBJ/C/4/202I

Job description

The Graphics Designer & Illustrator will be responsible for defining, visualizing and creating graphics such as illustrations, logos, layouts and photos. He/she will help in shaping the visual aspects of the website, magazines and product packaging.

The Graphics Designer & Illustrator will be tasked with the following:

i. Studying design briefs and determining requirements
ii. Conceptualizing visuals based on requirements
iii. Preparing rough drafts and presenting ideas
iv. Developing illustrations, logos and other designs using software
v. Using appropriate colors and layouts
vi. Test graphics across all media
vii. Amend designs after feedback
viii. Ensure final graphics and layouts are appealing

Minimum requirements

- Diploma or Bachelor's degree in Graphics Design with a minimum of 2 years' experience in graphic design
- Conversant with graphics and design software
- Excellent management skills
- Be creative
- Self-driven and able to work in a dynamic environment
- Excellent problem-solving skills
- Able communicator

6). HUMAN RESOURCE DEPARTMENT

A). HUMAN RESOURCE OFFICER- GRADE 11 (1 POSITION) - JOOUST /UBJ/HR/1/202I

Job description

Human Resource Officer will be answerable to Human Resource Manager
Responsible for and ensures that the HR activities are implemented to meet Labor laws of Kenya requirements and USAID regulations as well as other funding agent's requirements the HR Officer will be responsible of the following among others:

- Ensure implementation of HR policies
- Participate in recruitment, promotions, induction, employee relations activities
- Facilitate training (CMEs etc.)
- Participate in disciplinary matters as directed by the HRM
- Carry out short listing, interviews, placement and induction
- Be able to maintain confidentiality in the handling of
- Any other task given to him/her

Minimum requirements:

- Bachelor's degree in social sciences or related field from a recognized university.
- Have experience in Human resource management for at least 3 years
- Be able to work extra hours including week ends
- Be a team player and ready to adapt to new approach to work
- Experience with USAID funded project.

- Assist in preparation of salaries by taking the following duties;-
  i. Verification of Pay Change Advice and entering in the records
  ii. Preparation of personnel emoluments and budgets
  iii. Preparation of pay slips and dispatching on time
  iv. Ensure dispatch of all external documents meet date lines.

B). PAYROLL CLERK (1 Position)   -   JOOUST /UBJ/HR/2/202I
Job description

Reporting to the Human Resource Manager the Payroll Clerk shall be responsible for the following among others:

- verification of Pay Change Advice and entering of data in the records
- Preparation of personnel emoluments and budgets
- Capture all the personnel details accurately as required before processing in the payroll.
- Ensure dispatch of all external documents and meet deadlines.
- Preparation of pay slips and dispatching on time

Minimum requirements

- Diploma in Business management/Administration and Human Resource from a recognized institution.
- Have at least 3 years work experience in a busy HR office environment.
- Demonstrate ability to keep confidential matters.
- Demonstrate knowledge in Dynamics Business Central
- Knowledge of Memory soft payroll software is an added advantage
- Must be computer literate and have competence in excel.

C). REGISTRY OFFICER -GRADE 10 (1 Position) -   JOOUST /UBJ/HR/3/202I

Answerable to Human Resource Manager the Registry Officer shall ensure;

- all confidential documents under him/her are secure
- Management and organization of registry
- Ensuring good, clean and secure storage of documents
- Ensure compliance in archiving, and retrieval

Minimum requirements

- Diploma in Records and Information management from a recognized institution
- At least 3-years' work experience at the level of section head in a busy environment.
- Must be able to keep confidential matters.

Terms and conditions of service:
Successful candidates will be employed on a tow (two) year contract with a competitive remuneration package.

How to apply:
Candidates are advised to visit Jaramogi Oginga Odinga University of Science and Technology website www.jooust.ac.ke for respective positions applied for.

Candidates who satisfy the requirement stated above should forward ten (10) copies of their applications, quoting the reference number for the specific position applied for on the letter and envelope and include up to date curriculum vitae, details of current remuneration, certified copies of academic and professional certificates, and testimonials as well as names and contacts (including postal and email addresses, and daytime telephone numbers) of three referees to reach the under-mentioned So as to be received on or before Friday 16th July 2021by 5.00 pm.
 Applicants should also meet the requirements of chapter six (6) of the Constitution of Kenya 2010.

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Vice-Chancellor
Jaramogi Oginga Odinga University of Science and Technology
P.O. Box 210 – 40601, BONDO, Kenya
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Email – vc@jooust.ac.ke

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Jaramogi Oginga Odinga University of Science and Technology is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply.