



26th September, 2023

**JARAMOGI OGINGA ODINGA
UNIVERSITY OF SCIENCE AND TECHNOLOGY
OFFICE OF THE VICE CHANCELLOR**

EXTERNAL JOB ADVERTISEMENT

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 Counties.

The aim of the program is to provide integrated activities to achieve the Kenya Health Partnerships for Quality Services (KHPQS) goal and objectives, building on USAID's investment in health systems strengthening and FP/RMNCAH/WASH and Nutrition through supporting the Ministry of Health in achieving journey to self-reliance (J2SR) in Cluster 5 Counties of Western Kenya Region.

The focus is to increase the use of Quality County led health and social services in Reproductive Health, Maternal, Neonatal, Child and Adolescent Health and Nutrition (FP/RHMNCAH), Water and Sanitation (WASH) in a bid to increase access, demand for quality services and Strengthened capacity of County Health Systems, Local Partners and Communities to deliver quality health services.

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

A.

POSITION: CHILD HEALTH PROGRAM OFFICER (ONE POST)
REF NO: UBJ/CHPO/1/9/2023
GRADE: GRADE 12
STATION: KISUMU COUNTY

JOB SUMMARY:

The incumbent will coordinate project implementation within the 7 sub counties of Kisumu. He/She will work closely with the County, Sub Counties, Health Facilities and the Community Teams to design, implement, and supervise activities to ensure that Child Health Initiatives (CHI) are integrated into the larger RMNCAH Program and continuously improve the quality of interventions and outcomes.

SPECIFIC RESPONSIBILITIES:

1. Provide day to day technical assistance and capacity strengthening to Child Health Clinical Teams in the counties and sub counties and support initiatives that are aligned to national priorities and guidelines.
2. Support the Scale up of SBCC initiatives that promote uptake of skilled Child Health services.

3. Support establishment / strengthening of Child Health Multisectoral Committees / Technical Working Groups
4. Support scale up of Child Health policies, guidelines/ SOPs and other important reference materials.
5. Work with Facility and Community Champions to facilitate Child Health related meetings, mentorships, and CMEs.
6. Support facility staff to appreciate Child Health initiatives and integrate the High Impact Interventions into day-to-day programming.
7. Contribute towards quarterly reporting, annual work plan development, and budgeting within the counties and sub counties.
8. Support results sharing and reporting to USAID by providing written documentation on Child Health activities, as appropriate.
9. Work closely with the monitoring, evaluation, research, and learning (MEL) team to harmonize and streamline collection, performance review, and use of data for prioritization of Child Health interventions.
10. Work closely with the technical lead and finance and administrative staff to ensure timely and compliant spending.
11. Liaise/ Collaborate with other internal and external partners to leverage on available platforms and resources to support Child Health Initiatives.
12. Identify and Support Community Activities that promote child health and development.
13. Perform any other programmatic duty as may be assigned by the supervisor.

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:

1. Diploma in Nursing or Clinical Medicine is required with at least three years' related experience.
2. Certificate in IMNCI, ICCM, CCD or ETAT will be an added advantage. Valid Practicing License is required.

Knowledge, Skills, and Abilities:

1. Demonstrated experience working in partnership with governments, international donors, and implementing partners.
2. Experience working in MCH programs and Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform experience with monitoring and evaluation of health programs demonstrating a progressively increasing level of responsibility.
3. Experience working with Donor Funded Programs will be an added advantage.
4. Solid understanding of Kenya's devolved health systems, both national and county systems.
5. Demonstrated analytical and problem-solving skills, capacity building skills, communication, and interpersonal skills, and providing technical assistance.
6. Ability to cultivate, develop, and maintain good relationships with the county government and staff, colleagues, private sector, and partners.
7. Knowledgeable about current implementation science and state-of-the-art service delivery approaches.
8. Excellent writing skills and ability to articulate oral and written technical information clearly and effectively to both technical and non-technical audiences.

B.
POSITION: FINANCE ASSISTANT (ONE POST)
REF NO: UBJ/F/ASST/1/9/2023
GRADE: GRADE 8
STATION: KISUMU COUNTY

JOB SUMMARY:

Reporting to the Finance Officer, the incumbent will work closely with the Finance Team and carry out the specified tasks below:

SPECIFIC RESPONSIBILITIES:

1. Verify the accuracy and completeness of activity payment requests;
2. Capture & Update transactions on Projects' ERP;
3. Assist staff in liquidating all advances;
4. Assist in reconciliation of various financial accounts.
5. Oversee record keeping by ensuring that all supportive documents and liquidations are well archived and serialized.
6. Assist in VAT reimbursement by completing the DAI forms as required;
7. Take part in preparation of various financial reports ;
8. Assist in preparation of activity Mpesa payment lists as may be required;
9. Support the technical team in assembling the required documentation to support payments and liquidations;
10. Carry out day to day clerical duties in Finance Department;
11. Assist in retrieving financial documents and records for the purposes of internal / external audit;
12. Perform any other departmental tasks as may be assigned by the supervisor.

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:

1. At least a Diploma in Accounting, Commerce, Finance or Business Management from an accredited Learning Institution.
2. Certified Public Accountants (CPA) II from an accredited institution.
3. Have atleast three (3) years post -graduation work experience in Donor funded Program.
4. Proficiency in use of Microsoft Office, Quick Books and Financial Management Software.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory, contractual, legal, and financial compliance requirements associated with USAID Donor Funding;
2. Diverse background in finance, with strong understanding of finance business processes;
3. Should be familiar with the local laws and US Government Code of Federation Regulations (CFR);
4. Familiar with any financial Enterprise resource program.
5. Excellent writing skills and ability to articulate oral and written technical information clearly and effectively to both technical and non-technical audiences.

C.
POSITION: SUPPORT STAFF/ CLEANER
REF NO: UBJ/SS/1/9/2023
GRADE: GRADE 3
STATION: KISUMU (2) & KAKAMEGA (1)

JOB SUMMARY:

Reporting to the Human Resources & Administrator, the incumbent will support the Team by carrying out the following specific tasks:

14. Clean all UBJ offices/ work stations and meeting rooms: floors, desks, shelves, glass doors, windows and office equipment.
15. Refill accessories such as toiletries and hand washing soap in staff washrooms.
16. Clean all common areas and corridors.
17. Tidy & Set up conference room for different meetings as may be required;
18. Empty all wastepaper bins and shredder trays to the designated places;
19. Ensure that furniture in the offices are arranged in the right manner at all times.
20. Prepare refreshments and servings to staff and other UBJ Visitors as guided;
21. Provide services that include scanning, data entry, photocopying, shredding and laminating;
22. Receive, refer and give direction to UBJ visitors.
23. Collect and distribute couriers or parcels of employees and UBJ offices.
24. Keep track of office consumables and notify immediate supervisor for replenishing.
25. Perform any other programmatic duty as may be assigned by the supervisor.

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:

1. Candidate must possess at least a minimum of KCSE certificate. Mean Grade of D (Plain) and above is desired;
2. Certificate in Business Management/Administration, Front Office Operations, Public Relations, Computer Proficiency or related field from a recognized institution will be an added advantage.
3. At least one years' experience in a similar capacity either in a Government or Donor- Funded Program.
4. Excellent office management skills, organization, interpersonal and communication skills.
5. Computer literacy is desired.
6. Excellent writing skills and ability to articulate oral and written information clearly and effectively.

D.
POSITION: COMMUNICATIONS OFFICER (ONE POST)
REF NO: UBJ/COMM/1/9/2023
GRADE: GRADE 12
STATION: KAKAMEGA & KISUMU COUNTY

JOB SUMMARY:

Reporting to the RMNCAH Technical Lead while working closely with the Monitoring and Evaluation Specialist, the Incumbent will develop and implement USAID Boresha Jamii communication plan and disseminate information across different stakeholders.

H/she will enhance the USAID Boresha Jamii visibility, credibility and accountability; and will oversee all internal and external communications in consultation with the COPs Office & the Technical Team. The Incumbent will actively promote USAID Boresha Jamii work ,seek opportunities to share its successes, develop and distribute materials that convey the program's objectives. He/she will monitor and coordinate the program's publications, social media, press releases and assist in updating USAID Boresha Jamii Platform and other digital communications. Over and above, he/she will ensure compliance with the UBJ Branding and Marketing Plan.

SPECIFIC RESPONSIBILITIES:

1. Ensure implementation of the USAID Boresha Jamii Branding, Communication and Marking Plan and facilitate review of the plan whilst incorporating guidance from the USAID Graphic Standards Manual and Partner Co-Branding Guide.
2. Support utilization of digital tools including social media platforms such as Facebook, Twitter, Instagram and YouTube to communicate USAID Boresha Jamii messages as per branding and communication plans. H/she must be creative and proficient in designing, editing, and proofreading print, website content and social media materials.
3. Work closely with the Monitoring Learning & Evaluation to document and edit success stories and all communication publications and ensure that those materials are communicated through appropriate channels.
4. Provide technical support to program staff and partners on best practices and communication methods and materials that capture change such as change stories, photos, documentaries, annual reports, newsletters amongst other mediums.
5. Facilitate media engagement where appropriate, monitor and engage with key reporters and media outlets under the guidance of the M&E Specialist and the RMNCAH Technical Lead.
6. Produce communication and branding materials such as factsheets, brochures, annual reports, flyers, IEC materials, and newsletters as needed subject to availability of resources.
7. Responsible for packaging and disseminating knowledge products and increasing the overall visibility of the project through conventional and digital media channels.
8. Establish standard communication protocols related to format and frequency defined for key stakeholders (limit need for ad hoc communication activities).
9. Support technical teams in wider use of online media, blogs, social networking, and other appropriate tools.

10. Develop and update a knowledge management and communications strategy for approval by the SMT and project oversight committee.
11. Manage the project website to support ease of use, timeliness or availability of information, and a strong knowledge management system.
12. Manage the UBJ brand, ensure that all external communication are finalized in consultation with the Senior Management Team and meets USAID and JOOUST branding guidelines.
13. Increase the visibility of the UBJ within the global UHC landscape.
14. Seek opportunities to connect SMT and Oversight committee members to other organizations and showcase UBJ work to garner greater support and involvement.
15. Perform any other departmental tasks as may be assigned by the supervisor/s.

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:

1. Bachelor's Degree In Communications, Journalism, Public Relations, Development Studies or any other related field from a recognized learning institution.
2. At least three years' post-graduation relevant experience in communications in a Donor Funded Program.
3. Experience managing social media platforms is required.
4. Registration with a relevant professional body is required.

Knowledge, Skills, and Abilities:

1. Strong communication and writing skills, with proficiency in writing compelling, consistently error-free articles and stories for different audiences.
2. Professional photography and video editing skills.
3. Willingness to travel, work extended periods in the field, interact and document with various partners.
4. Strong analytical and report writing skills as well as excellent presentation and facilitation skills.
5. Intermediate information technology skills especially on web platforms.
6. Self-driven and able to deliver results with minimum supervision.
7. Demonstrated capacity in handling major events.
8. Ability to work in a multi-disciplinary and multi-cultural environment and with partners at all levels.
9. Excellent writing skills and ability to articulate oral and written technical information clearly and effectively to both technical and non-technical audiences.

Terms of Service

The successful candidates will be employed on an initial one year contract ending 30th September, 2024 with a competitive remuneration package; contract renewal will be subject to availability of funds, satisfactory performance and need for the service.

How to apply

NB: REF Numbers for the respective positions advertised MUST be captured as an email subject:

Please Quote:

UBJ/CHPO/1/9/2023 for the Position of a Child Health Program Officer,

UBJ/F/ASST/1/9/2023 for the Position of Finance Assistant ,

UBJ/SS/1/9/2023 for the position of Support Staff/Cleaner

UBJ/COMM/1/9/2023 for Communications Officer

Candidates who satisfy the requirement stated above and interested, should forward their application in **soft copy only** including an 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 us on or before **12th October, 2023, 17:00PM Nairobi Time.**

NB: Please convert all your documents into ONE MERGED PDF before sending to: recruitment@boreshajamii.or.ke and a copy to vc@jooust.ac.ke

The job advertisements are also available at JOOUST Website. (www.jooust.ac.ke).

After interviews, the successful candidates will be expected to submit the following as part of meeting the requirements of Chapter 6 of the 2010 Constitution of Kenya:

1. Valid Certificate of Good Conduct from the Directorate of Criminal Investigations,
2. Loanees Compliance Certificate for HELB Loan Beneficiaries OR Non- Loanees Compliance Certificate for those who have never benefited from HELB Loan.
3. Valid Tax Compliance Certificate from KRA
4. Clearance from Ethics and Anti-Corruption Commission
5. A Clearance Certificate from an approved Credit Reference Bureau CRB.

USAID Boresha Jamii Program is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply. Only shortlisted candidates shall be contacted.

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