



## **OPPORTUNITY TO JOIN A GREAT TEAM**

LVCT Health is an established Kenyan NGO that utilizes research to inform policy reform, advocacy and strengthen HIV service delivery. We optimize our impact on the HIV/AIDS response by building capacity of partners and pay special attention to vulnerable groups and populations with special needs. Our focus is on the scale-up of quality-assured HIV counseling, testing and care services.

We are looking for dynamic Kenyans, well qualified and motivated individuals to join our great team by filling the following vacant positions:

<b>POSITION: PROGRAM OFFICER (1 POSITION) -</b>	<b>PO/LVCT/11/2017</b>
<b>REPORTING TO: PROGRAM MANAGER</b>	
<b>LOCATION: VIHIGA/KAKAMEGA</b>	

### **JOB PURPOSE**

Provide technical assistance to MoH-TOUCH Plus supported sites that provide comprehensive services to key populations in Bungoma, Kakamega and Vihiga Counties. He/ she will work closely with partners in the Counties and link facilities to ensure LGBTs access comprehensive HIV and Sexual Reproductive Health Services. He/She will ensure that project activities at the county levels are as per work plan and implemented within the stipulated framework.

### **ROLES AND RESPONSIBILITIES**

- Implement the program to deliver on set targets
- Provide coordination in project mapping in partnership with implementing partners in identification of hotspots and delivery of prevention services at the community levels
- Ensure proper planning and implementation of program activities at the facility , in reach and Outreach levels
- Provide coaching mentorship and build capacity of Program staff and MoH staff in planning and implementation of prevention activities
- Integration of Sexual and Gender Based Violence/LGBT Violence prevention and response
- With Consultation with other team leads and partners, develop strategies to accelerate peer education and outreach activities by the respective staff in the facilities
- Carry out CMEs, support supervision and mentorship to support facilities in areas relevant to the program

- Provide linkage of outreach workers/Peer Educators with MoH staff for sustainable working relationship
- Prepare and submit regular program reports (activity, monthly, quarterly and annual reports from the sites)
- Help in the process of documentation and dissemination of program processes, outcomes, lessons learnt and best practices
- Provide program support supervision, monitoring of field and Safe spaces service provision working with partners
- Monitor availability and utilization of community peer tools and supplies e.g. condoms, lubricants.

#### **REQUIREMENTS**

- Bachelor's degree in health or social science
- At least 3years of professional experience in a similar/related role in a reputable NGO
- A critical understanding of and deep commitment to social /community work, and HIV Health issues facing the key populations
- Exceptional attention to detail and organizational skills as demonstrated in at least 3 years of professional experience
- Demonstrated ability to work within a team environment
- Demonstrated project coordination experience
- Excellent written and oral communications skills
- Demonstrated ability to prioritize tasks and work well under pressure
- Strong critical thinking skills ability to problem solve and resourcefulness
- Ability to work well with a diverse group of constituents;
- Awareness and understanding of issues of privilege, oppression, and marginalized communities.
- Willingness to assume a range of unanticipated tasks and work flexible hours, including some weekends
- Excellent computer skills, including MSOffice.

<p><b>POSITION: PROGRAM OFFICER – CARE &amp; TREATMENT (1 position) - PO/LVCT/11/2017</b>  <b>REPORTING TO: SENIOR PROGRAM OFFICER</b>  <b>LOCATION: MOMBASA</b></p>
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#### **JOB PURPOSE**

Ensure implementation of the Key population program in Mombasa County in a standardized way using the defined strategy and achievement of set contractual and organizational targets. The incumbent will work in collaboration with County government health management team and senior program officer in their respective areas of work to ensure the program is implemented according to the set standards.

## **KEY ROLES AND RESPONSIBILITIES**

- Engage in county and sub-county policy and stakeholders forums as necessary to ensure LVCT Health agenda is maintained.
- Identify best practices from within government health facilities and provide input to improve programming.
- Organize county and sub-county workshops and forums in collaboration with senior program officer to discuss key population issues bringing together all relevant stakeholders.
- Ensure implementation of and adherence to defined strategies for the program area in the public health facilities.
- Provide technical support in clinical management of LGBTBI clients attending the public facilities.
- Disseminate program support documents to implementation public health facilities e.g. SOPs, IECs, reporting tools etc.
- Develop activity plans to ensure targets are met and ensure adherence.
- Supervision and follow up of public health facilities to ensure the highest standards and targets for key population is maintained throughout implementation facilities.
- Ensure accurate and timely data collection and reporting and utilization is carried out by the facilities.
- Identify emerging issues and opportunities from field visits and communicate back to improve program.
- Mentorship and capacity building of staff implementing programs in collaboration with County CHMT
- Management of program resources allocated including commodities, human resource and finance to ensure accountability.
- Prepares program budgets by self and for public health facilities implementation and ensuring liquidation are done in a timely manner.
- Advice senior program officer and management on appropriate personnel and skill set for the key population and most at risk adolescents programming.
- Communicate program decisions to implementing public health facilities and sub-county health management team.
- Provide feedback to senior program officer and management on issues emerging from program implementation.
- Recommend changes to strategies and work plans based on performance monitoring.
- Document and disseminate LVCT Health's work in the key population and most at risk adolescent – including abstracts, human interesting stories and reports.

## **REQUIREMENTS**

- A diploma in clinical Medicine/A registered nurse. A relevant bachelor's degree will be an added advantage

- At least 3 years' experience in a similar position
- A clear understanding of Health systems in Kenya
- Coordination abilities and ability to build partnership
- Ability to work well with a diverse group of constituents and have an understanding of issues of privilege, oppression and marginalized communities
- Ability to create rapport and manage work relationships with Key Population groups
- Flexibility in working hours including weekends and willingness to assume a range of unanticipated tasks
- Excellent computer skills, including MS Office
- Qualified LVCT Health staff are highly encouraged to apply

<b>POSITION: ADHERANCE COUNSELLOR</b>	<b>(1 POSITION) -</b>	<b>AC/LVCT/11/2017</b>
<b>REPORTING TO: DICE IN CHARGE</b>		
<b>LOCATION: KISUMU</b>		

#### **JOB PURPOSE**

To ensure that all clients attending the care and treatment clinic are provided with adherence support as per the defined institutional and national protocols, enhance adherence and maximize treatment outcomes.

#### **KEY ROLES AND RESPONSIBILITIES**

- To provide psychological and emotional support to clients.
- To provide adherence counselling for all clients prior to initiation and while on anti-retroviral treatment.
- To develop, implement and monitor standard procedures for tracking clients who have missed appointments, defaulters and Lost To Follow Up
- To facilitate care support groups, ensure patient tracking documentation is complete and utilized in development of site indicators such as defaulter rates and LTFU rates that are in turn used to inform programming.
- Ensure timely compilation and submission of adherence and all clinic reports as required.
- Undertake regular documentation of program activities and outcomes through technical briefs and best practice documentation.
- Mentorship to care and treatment staff including conducting regular CMEs, sensitization and updates.
- Providing information, education and communication to clients and their families in the clinic through support groups, health talks or educational materials like pamphlets.
- Mentor the attached Peer Educator at LVCT Health and supported sites
- Provide regular feedback to care staff and management on site performance and site activities.

## REQUIREMENTS

- Diploma in Counselling Psychology. A Bachelor's degree is an added advantage
- Professional qualifications as a counsellor and adherence counsellor
- At least 3 years' experience, in a similar position preferably in a reputable NGO
- Knowledge on the Public Health Systems
- Good communicator

**POSITION: DRIVERS (3 POSITIONS)**

**DR/LVCT/11/2017**

**REPORTING TO: PROCUREMENT & LOGISTICS OFFICER**

**LOCATION: KISUMU, HOMABAY, KISII**

## JOB PURPOSE

To provide logistical support to program and administrative teams ensuring smooth and efficient operations.

## KEY TASKS AND RESPONSIBILITIES

- To Drive LVCT vehicles in accordance with laid out procedures and guidelines
- Ensure that vehicles are used for pre-approved purposes.
- Overseeing the fueling of vehicles and ensure that fuel cards are replenished on a timely basis.
- Report any matter related to maintenance of vehicles including regular services and insurances renewal.
- Ensure cleanliness of the vehicles is maintained all through
- Adhere to Traffics rules and regulations of the roads.
- Ensure vehicle log/mileage sheets are completed accurately and on a timely basis and are verified on a regular basis.
- Ensure safety custody of vehicles while on duty and ensure they are all parked at the end of the day as the designated LVCT parking.
- Ensure safe custody of the vehicle keys in the transport office.
- Respond to any other duties as may be legally requested by the supervisor under the HR manual.

## REQUIREMENTS

- Minimum KCSE qualifications or its equivalent
- A clean Kenyan Driving licence class BCE
- A certificate of good conduct

- Certificate in defensive driving
- At least 5 years' driving experience, accident free from a reputable organisation
- Knowledgeable of most regions in Kenya and in-depth understanding of Western region
- Be mature, responsible and trustworthy

**POSITION: HTS COUNSELLORS (3 POSITIONS) - HTS/LVCT/11/2017**  
**REPORTING TO: FACILITY IN CHARGES & PROGRAM OFFICER**  
**LOCATION: KAKAMEGA, VIHIGA & BUNGOMA**  
**TERMS OF ENGAGEMENT – LOCUM BASIS, 1 YEAR**

### **JOB PURPOSE**

The HTS Counsellors will ensure quality provision of HTS services according to the National set standards and LVCT Health innovative strategies and standards. He/she will ensure that project activities at the county levels are as per work plan and are implemented within the stipulated framework.

### **KEY ROLES AND RESPONSIBILITIES**

- Offer HTS services with a focus on Key Populations as per required targets.
- Conduct targeted site based outreaches, MVCT and workplace - MARPS, Sexual partners
- Implement counsellor supported disclosure and index client follow-ups
- Support implementation of innovative approaches
- Provide other HIV related services such as GBV and TB screening and referrals, Sexual and Reproductive Health information, alcohol risk reduction counseling and other additional services as may be required
- Follow –up for HIV positive clients to CCC ( regarding uptake)
- Work with identified CHWs (community strategy) to do immediate referral for Persons HIV positive clients.
- Ensure accurate correct Data collection and collation
- Ensure accountability of HTS resources such as test kits and consumables
- Mobilizing for HTS services.
- Provide support to Program Officers for proper management program volunteers (Outreach Workers, Peer Educators and peers)
- Prepare and submit regular program reports (activity, monthly, quarterly and annual reports from the sites).
- Help in the process of documentation and dissemination of program processes, outcomes, lessons learnt and best practices
- Provide effective communication to the in charges and Program Officers on key implementation issues.
- Support in site preparation for internal supervision and assessments
- Work with Data clerks to ensure effective reporting of program activities

- Monitor availability and utilization of community peer tools and supplies e.g. condoms, lubricants
- Any other duties as assigned by the Facility -in- charge or Program Officer.

## **REQUIREMENTS**

- Counselling Diploma from a recognized institution
- Certificate in HTS accredited by NASCOP
- At least 1 year of professional counselling experience
- Work experience with LVCT Health is an added advantage
- Exceptional attention to detail and organizational skills as demonstrated in at least 1 year professional experience
- Demonstrated ability to work within a team environment
- Excellent written, listening and oral communications skills
- Demonstrated ability to prioritize tasks and work well under pressure
- Ability to work well with a diverse group of constituents
- Willingness and ability to work odd hours, late hours or in shifts
- Willingness to assume a range of unanticipated tasks and work flexible hours, including some weekends
- Excellent computer skills will be an added advantage

**POSITION: FIELD OFFICERS-FISHER FOLKS (2 Positions) - FOFF/LVCT/11/2017**  
**REPORTING TO: PROGRAM OFFICER**  
**LOCATION: SORI, MUHURU - WESTERN REGION**

## **JOB PURPOSE**

To coordinate, manage and provide oversight to Peer Educators and outreach workers while ensuring provision of quality clinical services to Fisher folks in Sori Ward in Migori County and in Muhuru.

## **KEY ROLES AND RESPONSIBILITIES**

- Plan, schedule, and supervise the implementation of outreach activities to beaches on a monthly basis
- Provide a monthly training on new issues or emerging issues from the field to outreach workers and peer educators and generate a report.
- Ensure Field level data collection tools are correctly filled and handed over to Monitoring and Evaluation for data entry
- Work with Clinicians and HTS providers to ensure the provision of biomedical services at the beaches are appropriate and meet the national standards
- Work closely with the Program Officers to ensure all the activities are factored in the site plans and budgets and cash requisitions and liquidation done on time.
- Mentor outreach volunteers in conducting outreach and other services to Fisher Folks

- Monitor weekly condoms and lubricants supply and other harm reduction commodities to ensure constant supply to reduce risks.
- Plan and Monitor service provision to all landing sites and beaches and ensure maximum coverage
- Support Peer Educators and Outreaches in mobilization and referral of peers to appropriate services
- Document program processes, best practices , success stories, Human interest stories and innovations
- Develop and submit Activity, monthly, quarterly and yearly narrative reports on time.
- Assist the Project Officer FF and STA Prevention in sensitization of local stakeholders and authorities of program activities to ensure collaboration at the sub- county- level
- Coordinate Continuous mapping and size estimation of Fisher Folk in sites
- Perform other assigned tasks as given by the In-charge and or Program Officer.

#### **REQUIREMENTS**

- A Diploma/Degree in a relevant field from a recognized institution
- Certificate in HTS accredited by NASCOP
- A Peer Educator with least 2 years of professional experience in HIV Programming preferably working with Key Population. Qualified key populations are encouraged to apply
- A critical understanding of and deep commitment to social /community work, and HIV Health issues facing the priority population
- Exceptional attention to detail and organizational skills as demonstrated
- Demonstrated ability to work within a team environment
- Excellent written and oral communications skills
- Demonstrated ability to prioritize tasks and work well under pressure
- Strong critical thinking skills ability to problem solve and resourcefulness
- Ability to work well with a diverse group of constituents;
- Willingness to assume a range of unanticipated tasks and work flexible hours, including some weekends and odd hours
- Excellent computer skills and other key trainings will be an added advantage
- Qualified LVCT Health staff and locums are encouraged to apply

**POSITION: FIELD OFFICERS-PWID (1 position)**

**- FOPWID/LVCT/11/2017**

**REPORTING TO: PROGRAM OFFICER**

**LOCATION: KISUMU**

#### **JOB PURPOSE**

The Field Officer will be responsible coordinating, planning and supervision all program activities carried out by peer educators and outreach workers. He /she will lead in Mobilization of people

who inject drugs access the recommended harm reduction package at the drop in centre and also help in linkage of eligible client's access MAT.

### **KEY ROLES AND RESPONSIBILITIES**

- Provide facilitative supervision outreach workers and peer educators in contacting project activities
- Carry out micro planning, target setting and implementation of peer education and outreach activities including Support in developing peer educators monthly and quarterly work plan.
- Coordinate field activities at Hotspot level and enhance referral to the DICE for Clinical services.
- Write and submit program reports (Activity, monthly, quarterly and annual ) on time
- Responsible for planning and carrying out peer educators monthly planning and review meeting in collaboration with other program staff.
- The Field Officer will ensure smooth distribution of commodities and monitor commodity uptake
- Support appropriate referral done to all clients for additional services among them MAT
- Document success stories and lesson learnt shared by clients or peer educators towards showing program impact and progress
- Coordinate Continuous mapping and size estimation and validation of all Hotspots in sites
- Work closely with the Program Officers/DICE In-Charge to ensure all the activities are factored in the site plans and budgets and cash requisitions and liquidation done on time.
- Ensure Field level data collection tools (contact forms, peer calendars, hotspot listing, condom registers, peer educators registers, outreach workers summaries etc are correctly filled and handed over to M and E for data entry

### **REQUIREMENTS**

- A Diploma/Degree in a relevant field from a recognized institution
- Certificate in HTS accredited by NASCOP
- A Peer Educator with least 2 years of professional experience in HIV Programming preferably working with Key Population and specifically PWID. Qualified key populations are encouraged to apply
- A critical understanding of and deep commitment to social /community work, and HIV health issues facing the key population
- Exceptional attention to detail and organizational skills as demonstrated
- Demonstrated ability to work within a team environment
- Excellent written and oral communications skills
- Demonstrated ability to prioritize tasks and work well under pressure
- Strong critical thinking skills ability to problem solve and resourcefulness
- Ability to work well with a diverse group of constituents;
- Willingness to assume a range of unanticipated tasks and work flexible hours, including

Weekends and odd hours

- Excellent computer skills and other key trainings will be an added advantage
- Qualified LVCT staff and locums are encouraged to apply

**POSITION: DATA OFFICERS (7 POSITIONS) -**

**DT/LVCT/11/2017**

**REPORTING TO: SITE IN CHARGES**

**LOCATION: KISII, MIGORI, MUHURU, SORI, NAIROBI, KIAMBU**

### **JOB PURPOSE**

To provide organizational support in development of monitoring and evaluation plans and frameworks for various LVCT programs and activities, development and operationalization of data collection, aggregation and reporting tools. S/He will also be responsible for data entry, verification and analysis of programs routine and periodic data.

### **KEY TASKS AND RESPONSIBILITIES**

- Assist Monitoring and Evaluation Officer in ensuring follow-up on EMR system issues in the facilities is done appropriately and timely to ensure smooth operation at these sites.
- Ensure timely and correct data capture, analysis and reporting as per the data management SOP
- Support in development, review and implementation of monitoring and evaluation work plans
- Respond to training needs of service delivery and program staff and on the monitoring and evaluation components at the site as need arises
- Timely updating of the site level performance dashboard.
- Provide inputs during design and implementation of institutional data collection instruments as well as monitoring and evaluation methodologies.
- Support the analysis of qualitative and quantitative data and present fact sheets from programs
- Undertake data review activities at the service delivery level and give feedback to the sites/programs on data and data quality issues.
- Provide support in conducting baseline, midline and end-term evaluation of all the programs and researches conducted at the site.
- Communicate closely site in charges, Sub-county Health Information Officer and Monitoring and Evaluation Officer to ensure priority tasks are completed.
- Ensure regular daily, weekly and monthly backup of all active EMR databases is done on one drive
- Carry out basic data analytics at the site level to guide service delivery and implementation strategies

## REQUIREMENTS

- Diploma/Bachelor's degree in Health Records/Health Information/Computer Studies/Statistics or any relevant course.
- At least 2 years' experience, in a similar position in a fast paced, Multi-tasking environment
- Training and experience in database management and statistical packages such as SPSS, Nvivo, Excel, Access
- Experience in implementing programmes and working with EMRs will be an added advantage
- Demonstrated analysis, communication, interpersonal, report writing and presentation skills
- Proactive, creative, systematic thinker and problem-solver
- Priority will be given to qualified locums working with LVCT Health

**POSITION: HTS COUNSELLOR SUPERVISORS (2 POSITIONS)**

**-CS/LVCT/11/2017**

**REPORTING TO: SENIOR PROGRAM OFFICER HTS**

**LOCATION: MIGORI**

## JOB PURPOSE

In liaison with the Quality Management Program Officer implement counselor supervision for HTS providers and other staff providing psycho-social support services to clients.

## KEY TASKS AND RESPONSIBILITIES

- Conduct burnout index on the HTS staff to identify risks of burnout for effective mitigation
- Provide group, one to One, and other forms of support supervision to the HTS counselors and other relevant staff.
- Participating in the development/review and utilize the relevant HTS supervision protocols and tools.
- Assessing adherence to counseling SOPs and ethics by relevant staff
- Providing feedback to staff on personal development areas
- Monitoring the efficacy of supervision and impact on the quality of HTS services.
- Conducting site supervision visits to support implementation of quality assurance systems.
- Preparing timely activity reports
- Biannual observed practice for the counsellors
- Ensuring that all counselors are enrolled for PT and doing corrective action whenever needed

## REQUIREMENTS

- Bachelor's degree in Counselling Psychology
- Certifications in QM will be an added advantage

- Trained in counsellor supervision
- Minimum 4 years' experience in a similar role preferably in an NGO setup
- Good communicator with ability to write good reports
- Priority will be given to qualified LVCT Health staff

Further details can be obtained from our website: [www.lvcthealth.org](http://www.lvcthealth.org)

Interested and qualified candidates are invited to submit their applications and CV along with contacts of three referees, **Salary history** and **expectations** to [recruitment@lvcthealth.org](mailto:recruitment@lvcthealth.org) clearly indicating the position applied for, reference number and desired location on the subject line. Applications should reach us NOT later than **December 8, 2017**.

**Note: Only short listed applicants will be contacted.**

**LVCT Health is an equal opportunity employer.**