



VACANCIES

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.

We are looking for well-qualified and motivated individuals to fill the following vacant positions:

POSITION: Senior Technical Officer; Care and Treatment	STO/LVCT/02/2018
REPORTING TO: Regional Director	
LOCATION: Nairobi	

JOB PURPOSE

To facilitate implementation and scale up of care and treatment services in LVCT Health clinic and drop in centers in Nairobi and Kiambu. The incumbent will work together with other clinical mentors under the leadership of the Care and Treatment Manager and Regional/Project Director to ensure alignment with national and global priorities and achievement of targets.

KEY TASKS AND RESPONSIBILITIES

- Ensure care and treatment deliverables are achieved in Nairobi and Kiambu sites: enrollment in care, initiation on ART, viral load testing and suppression for general population, key population, adolescents and youth.
- Provide onsite mentorship to clinicians to ensure quality of HIV care services in line with national guidelines.
- Keep abreast of latest developments in care and treatment and cascade the information to clinical teams on site
- Coordinate and conduct continuous medical education (CME) sessions for site staff on the latest updates in care and treatment
- Conduct file reviews in sites for quality improvement and capacity building
- Lead review of difficult cases and decision making on second and third line clients working closely with the Care manager
- Responsible for ensuring sites implement differentiated care models of care for KP and general population clients.
- Responsible for writing up the care and treatment components of program reports to donors, counties and the organization
- Represent LVCT Health in various forums including technical working groups at county and national level as assigned by the care manager and regional director
- Responsible for ensuring standardization of clinical practices and quality across all Nairobi region sites offering clinical services.

- Working closely with CQI coordinator ensure quality documentation of service provision and processes including compliance with clinical SOP's takes place.
- Support supervision and site evaluation with focus on quality of care services and documentation among other aspects
- Monthly review of programmatic care and treatment process indicators and outcome indicators – with consequent strategy review
- Providing technical support in design and implementation of paediatric, adolescent, adult and key population HIV programs within the organisation
- Providing technical support on Care matters to a team of program officers and clinicians across LVCT Health Nairobi Region to achieve set targets
- Any other duties assigned by the Regional/Project Director

REQUIREMENTS

- Medical Officer with 2 years post internship experience
- HIV Care Training or prior experience working in a CCC will be an added advantage
- Experience in supervision of clinical team and mentorship
- Experience in TB/HIV programming in Kenya
- Demonstrated resilience and passion for provision of high quality care
- Key population programming experience is an added advantage
- Working experience in donor funded public health program is an added advantage
- Ability to work well with others and to develop and maintain relationships with project staff, donors, sub-contractors and other partners
- Ability to identify problems, design interventions and oversee their implementation
- Must demonstrate excellent oral and written communication skills

<p>POSITION: SENIOR MONITORING AND EVALUATION OFFICER -SMEO/LVCT/02/2018</p> <p>REPORTING TO: REGIONAL DIRECTOR</p> <p>LOCATION: NAIROBI</p>

JOB PURPOSE

To coordinate development of monitoring and evaluation plans and frameworks for various LVCT programs and activities in Nairobi region, development and operationalization of data collection, aggregation and reporting tools in liaison with the HQ Monitoring and Evaluation team.

KEY TASKS AND RESPONSIBILITIES

- Development, review, dissemination and ensure continuous targeted mentorship on program monitoring and evaluation tools.
- Ensure smooth running of data management systems
- Working closely and supervising M & E officers and data clerks to ensure timely and correct data capture, analysis and reporting
- Coordinating the timely & accurate data collection, validation, reporting and for program utilization.

- Support in development, review and implementation of institutional work plans
- Liaise with divisional and program heads to obtain relevant material for institutional reports
- Ensure implementation of the data flow for routine data, on time data entry, analysis, feedback to programmes and reporting
- Participate in national M&E and other relevant policy meetings and provide recommendations for LVCT
- Perform statistical data analysis and assist in writing-up results from analysis
- Design databases for service data and research projects and be involved in data entry as required and manage the databases
- Update/create and document data dictionaries and other relevant data files
- Supporting study teams in developing data collection methodologies
- Conduct regular site visits to ensure all elements of the data system are being utilised effectively, assessing and identifying breakdowns and areas that require clarifications and improvements
- Extract data and prepare reports according to the needs of program managers and researchers
- Respond to training needs of service delivery staff, program staff and partners on fundamentals of monitoring and evaluation as need arises
- Timely updating of the donor reporting matrix.
- Design logical frameworks and indicator collection plans for all programs in the region
- Support the analysis of qualitative and quantitative data and present fact sheets from programs
- Develop and regularly review monitoring and evaluation processes, procedures and databases.
- Coordinate RDQA for assigned programmes and give feedback to the sites/programs on data and data quality issues.
- Support Research activities as need arises.
- Support in conducting baseline, development and end-term evaluation of all the sub-partners, for new projects and end-term evaluations to assess achievement of planned outcomes. Both at system level and program achievement.
- Document best practices from programs and M&E, support programs in data mining and development of programs' abstracts.
- Conduct feedback forums on data to service providers, program officers, Sub County Health Management teams and donors.

REQUIREMENTS

- Bachelor's degree in Health Records Management, Public Health, Mathematics (Statistics) or related field.
- At least 4 years' professional experience, in a similar position in a fast paced, Multi-tasking environment (especially in HIV Program Monitoring and Evaluations)

- Training and experience in database management and statistical packages such as SPSS, Nvivo
- Experience in implementing HIV programmes and good familiarity with Ministry of Health (NASCO) M&E tools will be an added advantage
- Demonstrated analysis, communication, interpersonal, report writing and presentation skills
- Good analytical and information management skills, with advanced proficiency in DHIS & DATIM reporting systems.
- Proactive, creative, systematic thinker and problem-solver

POSITION: TRAINING & BUSINESS DEVELOPMENT COORDINATOR -BD/LVCT/02/2018
REPORTING TO: BUSINESS DEVELOPMENT MANAGER
LOCATION: NAIROBI

JOB PURPOSE

LVCT Health has a Training Institute which is registered by the Ministry of Higher Education, Science and Technology. The Training Institute is accredited by; NASCO to offer HIV related courses and by Kenya Counselling and Psychological Organization for counselling training programmes. The Institute is also registered as an examination center for the Kenya National Examination Council with an approved KIE curriculum. This arm of business also coordinates workplace wellness services and manages consultancies in relevant areas.

The incumbent will be responsible for coordinating and marketing LVCT training institute self-sponsored trainings, consultancies and Workplace Wellness (WEMA KAZINI) services.

KEY ROLES AND RESPONSIBILITIES

1. To generate revenue through Trainings, consultancy and Work place Wellness (WEMA Kazini) services

- Achieving set sales targets and revenue from the revenue streams which include consultancies, trainings and workplace wellness services
- Coordinate and implement trainings and consultancy services
- Coordinate and deliver workplace wellness (WEMA Kazini) services
- Managing the entire sales cycle from finding a client to securing business
- Unearthing new sales opportunities through networking and turn them into long term partnerships
- Writing concept notes and proposals to potential clientele
- Offer technical expertise in the development and review of Business Development marketing materials (IEC materials) and in curriculums
- Carry out business to business engagements
- Lead generation by carrying out marketing activations
- Participate in stakeholder forums and partner collaboration forums and identify business opportunities
- Making cold calls or reaching out to prospects
- Presenting and demonstrating the value propositions to prospective buyers

- Developing sales strategies and setting quotas.
- Manage recruitment and selection of participants for all the trainings
- Develop and maintain ties with the LVCT alumni and other stakeholders

2. Coordinate all LVCT Health related contractual obligations in trainings and curriculum development/review

- Work with program teams to identify contractual training requirements feeding into business development work plan
- Deliver on contractual trainings and sensitizations as per the SOPs
- Support in curriculum review of the contractual trainings

3. To strengthen the Business Development systems for provision of quality services that meets market demand

- Creating detailed business plans to facilitate the attainment of goals and quotas
- Maintaining a database of clients and prospects contact information.
- Building long-lasting, mutually beneficial relationships with external contacts and internal departments to create a better customer experience.
- Handling complaints and negotiations.
- Ensure all trainings and WEMA Kazini services are implemented as per the standard operating procedures
- Periodically develop and review annual academic calendar
- Ensuring all relevant documentation is done for business engagements as per organizational standards
- Manage BD data and M&E requirements; submit monthly, quarterly and annual data submission to BD manager
- Review and conduct assessment of services offered to inform continuous quality improvement

REQUIREMENTS

- A Bachelor's degree in Marketing, Social Sciences or a Business field
- Minimum 3 years' experience in business development in a service industry/NGO
- A Certified trainer/TOT in health related courses, preferably HTS
- Ability to build, consolidate and strengthen partnerships for business
- Have a business acumen and passion
- Good communication, report writing, presentation and training skills
- Computer literacy

POSITION: DATA OFFICERS -

DT/LVCT/02/2018

REPORTING TO: SITE IN CHARGES

LOCATION: 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 at the site level.

KEY TASKS AND RESPONSIBILITIES

- Ensure timely and correct data capture, analysis and reporting as per the data management SOP
- Timely updating of the site level performance dashboard.
- 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.
- 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
- 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/Compute 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

Further details can be obtained from our website: www.lvcthealth.org

Interested and qualified candidates are invited to submit their applications and CV along with a cover letter expressing interest and indicating **Salary history** and **expectations** to recruitment@lvcthealth.org . The position applied for and reference number and desired location should be clearly indicated on the subject line and cover letter. Applications should reach us NOT later than **February 28, 2018**

LVCT Health is an equal opportunity employer