Background Information:
The Kenya Medical Research Institute (KEMRI), in collaboration with the Washington University in St. Louis (Wash U) is currently conducting research projects that include the ADAPT-I (Adaptive Strategy for Preventing and Treating Lapses of Retention in Adult HIV Care (ADAPT-R) Study and ADAPT-R-II. The ADAPT studies utilise the novel sequential multiple assignment randomized trial (SMART) approach to assess the effectiveness and cost efficiency of a family of sequential strategies to prevent initial lapses in HIV retention and to treat those that occur.
We have the below vacancies in the ADAPT-R-II study.

1. PEER NAVIGATOR COACH (1 POSITION) KMR/ 7 VACANCY NO. FN-013-05-2020

Reports to: Study Coordinator

Location: Kisumu

Duration: 1 Year Renewable Contract as per KEMRI Scheme of Service. The first 3 months is a probation period

Position Summary:
The Navigator mentor will work with a multi-disciplinary, Washington University in St Louis, University of Colorado and the KEMRI team, on ADAPT for Adolescent study (A44). This person will be responsible for recruiting, training and coaching peer navigators

Duties and Responsibilities:

- Serve as a peer navigator mentor for all study sites for two intervention arms of the study i.e. electronic navigation (E-Nav) and In Person navigation (IP-Nav) – overseeing site-level peer navigators arms study intervention and peer navigators.
- Train and supervise peer navigators on study arm operational procedures as well counseling skills including: verbal communication, motivation interviewing, and behavior change model application to help peer navigators to identify, address, and work with adolescents and young adults to problem solve barriers to re-engage them in care.
- Supervision includes routine session observations, weekly meetings, documentation review, and skill assessment with feedback for improvement.
- Lead weekly meetings and capacity building sessions with peer navigators to review cases and to practice and strengthen counseling approaches suited for adolescents and young adults.
- Guide peer navigators on fostering a therapeutic relationship with peer navigator study arm participants, in compliance study protocol and arm procedures.
- Train peer navigators on study documentation, including case report forms at each session, thorough note-taking, and other related intervention delivery documentation.
- Monitor peer navigation intervention delivery and documentation, ensuring compliance with protocol.
- Support recognizing participants with mental health crisis and facilitate appropriate referral or additional counseling.
- Mentor peer navigators on case presentation structure to facilitate case review discussions.
- Conduct frequent site visits to Ahero, Lumumba and Kisumu county hospitals to support peer navigator arm implementation.
- Be available as needed for peer navigators’ queries and support.
- Participate in SOP development, orientation and rollout.
- Participate in study progress reporting.
- Participate in ADAPT study meetings (in-person, Skype, conference calls); including flexibility for off hours to due time differences between U.S. and Kenya.
- Write up reports, findings, and work with investigators on the implementation of the study.
- Participate in the human centered design (HCD).

**Qualifications**

- A higher diploma in counseling or social science-related field
- At least 2 years of experience working as a counselor
- Counseling supervision tasks implementation experience is an added advantage
- Demonstrated knowledge and experience with motivational interviewing and behavior change models.
- Preference for health research experience (e.g. patient recruitment and data collection)
- Preference for experience with adolescents and young adults in HIV care patient populations, community outreach, ideally involving patient tracing or home-based care
- Excellent verbal and written communication skills
- Works well under minimal supervision and under pressure
- Ability to manage and keep meticulous site level study records
- Excellent computer skills
- Understanding of stigma and risks associated with accidental disclosure
- Strong knowledge of local community, culture and geography
- Excellent interpersonal and communication skills

**Additional desirable qualities**

a) High qualities of public relations and able to work with little or no supervision.
b) Ability to communicate effectively and timely both verbally and in writing with staff in all cadres.
Reports to: Study Administrator  
Location: Kisumu  
Duration: 1 Year Renewable Contract as per KEMRI Scheme of Service. The first 3 months is a probation period

Overall job description
Provides efficient cleaning and messenger services focusing on achievement of great results.

Duties and Responsibilities
- Collection and delivery of mail and other materials as required from and to the post office, courier and other institutions like Kenya Power, KIWASCO.
- Ensure the office surfaces, furniture, walls, doors, windows, curtains, kitchen, utensils, corridors, toilets and training venues are kept clean at all times.
- Cleaning office toilets and ensuring availability of toilet the rolls, soaps, washing liquid and hand towels when required.
- Opening and closing of the office premises on time, and ensuring that all the office doors are securely locked when not in use closed.
- Remain flexible and work additional hours when required
- Provide efficient organization and cleaning services
- Paying attention and ensuring hygienic standards of sanitary facilities at all times.
- Maintaining the office garden, cutting grass short and trimming flowers.
- Maintaining cleanliness of the entrance and office environment.
- Report on the stock status of the toilet rolls, and detergents.
- Maintaining the organization of paper, documents and clean desks and offices
- Photocopy and duplicating services
- Ensuring that tea, water and refreshment are served and provided to the study staff as requested.
- Supporting office hospitality during trainings and meetings.
- Perform work related errands as requested.

Required Qualifications
- Minimum O-Level; with short training in any course,
- Computer training as an added advantage

Required Experience
At least one year of work experience preferably with a busy office environment.

Other Required Skills
- Understanding of the study site operations, procedures and requirements
- Efficiency in the delivery of all the listed services’
- Focuses on results for the site and responds positively to feed back.
- Flexible and highly organized.
- Consistently approaches work with energy and a constructive positive attitude
- He/ She demonstrates client oriented approach, high sense of responsibility, courtesy and ability to work with people from diverse backgrounds.
Applications to be done through the email hrrctp@kemri-ucsf.org - (Indicate Position & Vacancy Number as the subject of your Email).

Applicants should attach the following:

- Letter of Application (Indicate Vacancy Number) and date available to start working for the study
- Current Resume or Curriculum Vitae with Telephone number and e-mail address
- Two letters of reference with contact telephone numbers
- Copies of Academic Certificates and Transcripts
- A copy of the latest pay slip (if applicable)
- A copy of National Identity card or passport

*KEMRI or any of its programs, Studies or Projects does not solicit for Money or any form of reward for a Job applicant to be considered for employment. Any such requests should be immediately reported to the HR department. Canvassing will lead to automatic disqualification.*

*KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY.*

Only short-listed candidates will be contacted.