Opening Date: May 14, 2020  
Closing Date: May 21, 2020

Program Description

Family AIDS and Education Services (FACES) is collaboration between the Kenya Medical Research Institute (KEMRI), University of California, San Francisco (UCSF) and University of Washington (UW) - and other affiliated institutions. Family AIDS Care and Education Services (FACES) program, is a comprehensive HIV prevention and Treatment program managing many sites within in Kisumu County. FACES program is seeking for a self-motivated and proactive individual to fill the vacancy below:

POSITION: SUB COUNTY MONITORING, LEARNING & EVALUATION OFFICER (SCMLE) KMR /6 (K)  
VACANCY No. FN-012-05-2020

Reports to: Sub County Coordinator  
Duty Station: Nyando/Kisumu East/West/Central (NyaKEWC) Sub County  
Duration: 4 Months

Duties and Responsibilities

• Coordinate Sub county level M&E/Data activities for HIV care and treatment, HIV testing services, Prevention of Mother-to-Child Transmission (PMTCT), Voluntary Medical Male Circumcision (VMMC), and community engagement.
• Work with the Sub County CT/EMR Officers to ensure EMR synchronization daily into central servers  
• Contribute to the development and implementation of M&E data tools for MOH and FACES program areas  
• Review and verify accuracy of MOH and program data for NASCOP, PERFAR/CDC and other stakeholders. Work closely with Sub County Health Management Team (SCHMT) to compile monthly and quarterly reports as required.  
• Manage all sub county databases including DATIM/PEPFAR/KHIS/VMMC/Lab/Pharmacy and other departmental reports.
• Build capacity through training and mentorship programs to all providers in the facilities under the sub counties supported
• Participate in stakeholder’s activities to ensure incorporation of M&E/data activities into programs for HIV prevention, care and treatment within the Sub County level
• Work closely with the ICT/EMR implementation officers to manage KenyaEMR implementation and other reporting modules within the county and sub county level
• Work closely with Sub county technical team members to manage Sub County data quality and ensure all the facilities utilize data for decision making
• Contribute to targeted public health evaluation and research including proposal, manuscript, and abstract writing, training, monitoring, analysis and dissemination of findings within the sub county level.
• Serve as a resource in the evaluation of ongoing HIV/AIDS programs and in the subsequent development of new and/or expanded programs for the care and treatment of HIV/AIDS
• Attend designated M&E/Data meetings in the national, county and sub county level
• Manage, track, and delegate data requests within the sub county level as directed by the program coordinator and technical line manager
• Work with the Data Quality Assistant to conduct systematic data verification checks and to correct data entry of data queries from two IeDEA facilities and other sites as needed.
• Contribute to overall program data quality improvements by communicating observed systematic errors to program and facility staff and working with sites on improvement.
• Provide strategies to improve systematically inconsistent data and follow through for lasting data quality improvements.

**Required Qualifications**

Bachelor’s Degree in Social Science, Applied Mathematics, Computer Science, Information Technology or Statistics or an equivalent.

**Required Experience**

- Monitoring & Evaluation training from a recognized Institution is an added advantage.
- Experience in PEPFAR reporting system is an added advantage
- Must have a minimum of 3 years M&E/data management skills in a busy HIV clinical setup
- Must be competent in computer statistical packages i.e. SPSS, SAS or STATA

**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
- Must have Certificate of good conduct
- Must have KRA Certificate of Tax compliance
- Must have Clearance Certificate from HELB
- Must have credit reference Bureau Certificate

Applications to be done through the email hrrctp@kemri-ucsf.org - (Indicate Position & Vacancy Number as the subject of your Email)

*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