

Employment Opportunities

The Respiratory Society of Kenya (ReSoK) is a professional association with a mission to promote better lung health in Kenya. The organization is seeking applications from suitably qualified candidates to fill the following positions in a public-private mix (PPM) for tuberculosis prevention and care project funded by the Global Fund through Amref Health Africa in Kenya. The project to be implemented in 9 high TB burden counties with high urban population will focus on the engagement of non-state healthcare providers including chemists and stand-alone laboratories. The objective is to improve access to quality tuberculosis services in the non-state sector while contributing to finding the missing persons with TB.

Job Title:	Research Assistants (76 positions)
Reports to:	Project Officer
Location:	Nairobi, Kiambu, Murang'a, Machakos, Kitui, Makueni, Meru, Mombasa or Kilifi
Contract type	Temporary / short-term
Overall job function:	
This role involves conducting interviews to collect relevant information from providers to establish capacity and willingness of the provider to participate in TB prevention and care activities	
Roles:	<p>The Research Assistant will</p> <ol style="list-style-type: none"> 1. Develop or assist in the development of interview schedules; contact potential key informants to introduce and explain objectives of the activity and to arrange interviews 2. Schedule appointments with providers 3. Conduct interviews and review/extract data from facility records. 4. Review and edit data to ensure completeness and accuracy of information; follows up with subjects to resolve problems or clarify data collected 5. Submit data collected from providers using an electronic online tool 6. Invite participants to stakeholder meetings and follow up by conducting phone calls and/or face-to-face visits 7. Performs other related duties as assigned that are logically related to the position.
Qualifications & experience	<ul style="list-style-type: none"> • Diploma in Nursing (KRCHN), Clinical Medicine, Public Health, or related health discipline • Proven experience and familiarity with the private healthcare system • Familiarity with the project area of interest. Applicants must reside in the counties they choose to apply for • Access to a smart phone
Required skills	<ul style="list-style-type: none"> • High level of integrity • Computer literacy and ability to use electronic data collection apps • Energetic and positive attitude with strong interpersonal skills • Close attention to detail • Ability to communicate verbally effectively and professionally. • Ability to clearly and effectively present information one-on-one and in groups. • Ability to work independently and as part of a team

Job Title:	Project Assistant - (28 positions)
Location(s)	Nairobi, Kiambu, Murang'a, Machakos, Kitui, Makueni, Meru, Mombasa or Kilifi
Reports to:	Project Officer
Contract type	Part-time/ Locum
Roles & responsibilities	<p>The Project Assistant will:</p> <ol style="list-style-type: none"> 1. Prepare work schedules in order to achieve objectives 2. Conduct site visits to engage and sign MoUs with health care providers 3. Offer regular technical support and/or mentorship to engaged healthcare providers on the programmatic management of TB and TB/HIV 4. Identify training needs/gaps, and in consultation with the project officer, plan and coordinate relevant training for health care providers in the project area 5. Establish/ strengthen linkages between facilities for effective referral of clients. Ensure providers get feedback on their referrals 6. Review clinical records to ensure accurate recording and reporting, and complete documentation of TB and TB/HIV data at facility level 7. Liaise with the Sub-County TB Coordinator to ensure notification of all TB patients diagnosed and/or managed in by private providers 8. Play a facilitative role in formation and organizing meetings of TB patient psychosocial support groups 9. Maintain appropriate documentation, prepare, and submit quality reports of all project activities 10. Collect any material, information, and data useful for the development/ documentation of best practices 11. Provide support to and coordinate facility-based and /or community-based TB case finding activities 12. Support the collection and/or transportation of client samples to diagnostic sites and dissemination of results to the referring provider 13. Perform other duties that may be assigned by the supervisor
Qualifications & experience	<ul style="list-style-type: none"> • Minimum of a Diploma in Clinical Medicine or Nursing (KRCHN) with at least 3 years' working in a TB/HIV project or hands-on clinical experience in TB, TB/HIV service delivery • Good clinical knowledge of the current management of TB/HIV • Knowledge of Ministry of Health policies on the management of TB/HIV • Good understanding of TB/HIV indicators and reporting • Experience working with in/with the private sector is an advantage • Familiarity with the project area of interest. Applicants must reside in the counties they choose to apply for
Required skills	<ul style="list-style-type: none"> • Good communication skills • Excellent organizational skills with an ability to prioritize • Proficiency in the use of MS Office suite and Internet • Energetic and positive attitude with strong interpersonal skills

Job Title:	Monitoring and Evaluation Officer (MEO) (1 Position)
Location:	Nairobi
Reports to:	Programs Manager
Roles & responsibilities	<p>The M&E Officer</p> <ol style="list-style-type: none"> 1. Work with key staff to develop a detailed monitoring plan, monitor project implementation across project areas and report progress, impact and best practices 2. Review and build capacity of project staff on M& E deliverables in the Project to enhance participatory monitoring 3. Provide technical support in monitoring and evaluation during implementation of the project 4. Ensure availability and utilization of monitoring tools (including MoH tools) within the projects 5. Manage a beneficiary data base of those trained and are receiving services from project 6. Ensure timely data collection, data entry, analysis and interpretation of project data 7. Prepare and submit timely quality monthly, quarterly, annual and other relevant reports as per the requirements of the donor 8. Support development and sharing of success stories 9. Disseminate project information related to M&E to staff and other stakeholders 10. Ensure regular DQA to assess reliability of data to ensure that verifiable data is supplied, analyzed and reported. 11. Collaborate with SCHMT and CHMT on supervision, monitoring and evaluation of TB, TB/HIV data 12. Perform any other duty as may be assigned by supervisor from time to time 13. Provide substantive support to committees and task forces as required
Qualifications & Experience	<ul style="list-style-type: none"> • Bachelor's degree in Monitoring & Evaluation, Statistics, Health Information Management or related field with IT skills • Minimum of three (3) years' experience in M&E successfully overseeing monitoring and evaluation tasks for health and/or development projects • Experience working with a donor-funded project is an added advantage • Good understanding of TB/HIV indicators and familiarity with MoH reporting tools • Energetic and positive attitude with strong interpersonal skills
Required Skills	<ul style="list-style-type: none"> • Excellent written, oral communication skills • Ability to work with minimal supervision • Proficiency in Computer packages (strong Excel skills) • Attention to details even under pressure • Time management skills with the ability to meet deadlines • Excellent presentation skills • Good statistical analysis and Data quality audit

Job Title:	Project Officer (3 Positions)
Location:	Nairobi, Mombasa or Kiambu
Reports to:	Programs Manager
Supervisory responsibilities	Project Assistants and other lower cadre project staff
Key roles & responsibilities	<p>The Project Officer will:</p> <ol style="list-style-type: none"> 1. Plan, organize and coordinate project work including establishing and maintaining linkages with participating health facilities and other stakeholders 2. Directly supervise and provide effective leadership to project assistants 3. Coordinate needs assessment in target facilities / providers within the project area and develop customized action plans 4. Identify training needs/gaps and plan for relevant training of health care providers in the project area 5. Supervise, monitor and support the implementation of all the activities of the project staff under their supervision 6. Ensure availability, dissemination and promote the use of relevant policies, disease management guidelines and recording and reporting tools by private providers 7. Train and provide technical support to project assistants and healthcare providers in the network to ensure high-quality TB care and services in target facilities 8. Work with County & Sub-County teams to ensure optimal implementation of project activities and achievement of project targets 9. Build solid relationships with key county and subcounty partners/ stakeholders. Collaborate and communicate regularly with these stakeholders to help inform and support the realization of the project goals and objectives 10. Document best practices and important learnings from the project 11. Participate in and provide substantive support to relevant stakeholder forums, share learnings, best practices, and experiences from the project 12. Prepare and share regular reports on project activities and results with the ReSoK management 13. Document best practices by different providers and share these for dissemination and cross learning within the project 14. Represent the organization in county and sub-county stakeholder forums relevant to the project 15. Perform other duties that may be assigned from time to time
Qualifications & experience	<ul style="list-style-type: none"> • A bachelor's degree in Nursing/Clinical Medicine/Public Health or equivalent • At least 5 years' experience working in a TB/HIV project/ program • Training in project management • Good clinical knowledge on the current management of TB/HIV and other common respiratory conditions • Valid license to practice the profession

Required Skills	<ul style="list-style-type: none"> • Excellent organizational skills with an ability to prioritize, work under pressure and manage multiple time-sensitive priorities • Team and leadership skills • Energetic and positive attitude with strong interpersonal skills • Excellent analytical and problem-solving abilities • Attention to details • Time management skills with the ability to meet deadlines • Documentation management and ability to use project management tools • Computer proficiency in the use of Office Suite • Excellent presentation skills
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Application Information:

If your profile fits any of the above positions, please submit your application including a detailed Curriculum Vitae and cover letter, summarizing your suitability for the position and salary expectations. Include your email address, telephone contacts and names and contacts of three (3) Referees (at least one must be a professional who has supervised you at some point).

Submit applications to recruitment@resok.org indicating your name and the job title on the email subject line. Hand delivered applications will NOT be accepted.

Deadline for applications

The deadline for application is **18 March 2022**.

Terms and conditions

- Only candidates shortlisted for interviews will be contacted
- All employment decisions are made on the basis of job requirements, qualifications and merit.
- Canvassing will lead to automatic disqualification