MOI TEACHING AND REFERRAL HOSPITAL

VACANCIES

USAID AMPATH *Uzima* and USAID *Dumisha Afya* are Kenya Health Partnership for Quality Services (KHPQS) programs funded by the United States Agency for International Development (USAID) and managed by Moi Teaching and Referral Hospital (MTRH). These Programs partner with Trans Nzoia, Elgeyo Marakwet, Uasin Gishu, West Pokot counties (USAID AMPATH *Uzima*), and Bungoma and Busia counties (USAID *Dumisha Afya*) to provide HIV prevention, care, and treatment services.

MTRH is pleased to invite applications from suitably qualified candidates for the following vacant positions.

1) POSITION : DEPUTY CHIEF OF PARTY

   LOCATION: AMPATH CENTRE (1 POST) AND BUNGOMA TOWN (1 POST)

   JOB GROUP: RS 16

**Overall Job Function**

Reporting to the Chief of Party Project, the successful candidate will perform duties which include but are not limited to the following:

- **Roles**

  The Deputy Chief of Party (DCOP) will be responsible for the overall technical oversight of the project and is specifically responsible for project implementation that relates to facility and community-level service delivery. The DCOP reports directly to the COP and will take a leadership role in ensuring technical implementation of high impact, proven interventions and ensuring the project meets stated goals and reporting requirements. S/he will assume the responsibilities of the COP in the absence of the COP. S/he will coordinate among USAID and key stakeholders and other implementing partners and will interact with numerous GoK institutions and representatives, particularly at the county-level. S/he will be knowledgeable about current implementation science and state-of-the-art service delivery approaches.

- **Duties and Responsibilities:**

  - Serve as the custodian of the vision for the project as it seeks to improve the health and wealth of the population of western Kenya and seek extramural funding on an ongoing basis to support this vision.
  - Serve as the Deputy to the Chief of Party Project.
• Assist the Chief of Party to implement the activities funded by the grant and in ensuring that all goals and objectives are achieved.
• Assist the Chief of Party to oversee administrative fiduciary responsibility for implementing the proposed activities.
• Encourage and assist Project to complete accurate and timely Programmatic (Technical) reports.
• Assist the Chief of Party to ensure that Project initiates timely expenditures and ensure that these are allowable, allocable, reasonable, and supported within the limits of the budget as approved by the donor.
• Represent the Project in international, national, and local meetings including County Government, Ministry of Education, Ministry of Health and other stakeholder meetings where applicable.

c) Qualifications & Experience:
• Eight years of experience in a senior role managing complex technical service delivery programs of similar scope and dollar value.
• A Master’s degree in social sciences, public health, medicine, management, business administration, or a related field.
• Five (5) years experience in partnership building, especially with government representatives, donors, the private sector, and local community organizations.
• Meet requirements of Chapter 6 of the Constitution and will be required to have a clearance certificate from KRA, Police Clearance Certificate, EACC, CRB and HELB clearance.

Terms of Employment
The successful candidate will be employed on 1-year renewable contract terms with competitive salary and allowances. Candidates who meet these requirements and are interested should submit their applications, copies of certificates together with detailed Curriculum Vitae giving details of their current remuneration on or before 2nd March, 2022 to the email address below:

The AMPATH Executive Director, Care
P.O BOX 4606 -30100,
Eldoret.

Applications can also be received at: recruitment@ampath.or.ke
2) POSITION: INFORMATION COMMUNICATION TECHNOLOGY- DIRECTOR – 1 POST  
LOCATION: AMPATH CENTRE - ELDORET  
JOB GROUP: RS 15

Overall Job Function  
Reporting to the Chief of Party, USAID AMPATH Uzima, the successful candidate will perform duties which include but are not limited to the following: -

a) Duties and Responsibilities:  
- Participate in agency-wide information technology strategic planning activities.  
- Identify and define short and long-range automated system requirements.  
- Coordinate departmental input and technology planning processes.  
- Develop and recommend organization-wide information technology goals, objectives, policies and priorities.  
- Analyze and assess current and proposed information technology plans; direct, oversee and manage the development, design, implementation and maintenance of automated information systems to ensure the achievement of strategic technology requirements and needs.  
- Monitor and evaluate the efficiency and effectiveness of information technology methods and procedures; develop, maintain and implement programming standards, quality control procedures and related processes to ensure that all information technologies comply with, department and/or mandated standards.  
- Directs feasibility studies pertaining to the development, upgrading and/or replacement applications systems; evaluates user requirements; consults with managers and staff to research, review, investigate, evaluate and select new technologies for current and future needs including computer systems equipment, hardware and software; identifies system integration and modification requirements; prepares and/or directs the development of program and System specifications.  
- Serves as project manager on information technology projects; reviews and approves project plans; designs project and resource plans and schedules; develops proposals using cost/benefit analyses; analyzes and recommends equipment purchase or lease; coordinates the installation and evaluation of proposed hardware and software to ensure compatibility with existing systems; coordinates and directs programming activities; manages and resolves network performance and capacity issues; analyzes and recommends contractor and/or vendor services as appropriate; directs,
coordinates, monitors and evaluates contractor and vendor performance; directs members of the project team; resolves difficult and complex technology issues; ensures compliance with budget and project goals/objectives;

- Oversees and participates in the development of Information Technology budget, including capital expenses pertaining to Technology projects; develops forecasts for funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures and implements/authorizes budget adjustments; analyzes major technology purchases to determine their effect on the existing environment and their compatibility with strategic directions; reviews contracts for capital equipment and Information technology services to help ensure agency-wide consistency with standards.
- Serves as Information Technology representative on a variety of information technology-related committees and task forces; coordinates and communicates with management regarding technology-related developments and their potential impact on activities.
- Works with service line manager to discover, design and implement information technology process improvements, streamlining department functionality.
- Managing the department’s communication.

b) Qualifications & Experience:
- Master’s degree in Information Technology/Computer Science/Engineering, Health Informatics from a recognized Institution.
- Bachelor’s degree in Information Technology, Computer Science or Business Information Technology from a recognized Institution.
- Minimum of ten (10) years experience and at least seven (7) years in the grade of ICT Manager.
- At least five (5) professional certifications in any of the following: Certified Computer Network Professional (CCNP), CCNA, MCSE, MCSA, MCSD and Microsoft Certified databases Administrator MCDBA or their equivalent from a recognized institution.
- Member of an ICT professional body.
- Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), HealthCare Information Security and Privacy Practitioner (HCISPP), Certified Professional in Healthcare Information &Management Systems (CPHIMS), Certified Professional in Health Information Technology (CPHIT); ITIL Master Certification, Certified in the Governance of Enterprise IT (CGEIT), Control Objectives for Information and Related Technologies (COBIT), Certified in Risk and Information Systems Control (CRISC), Project Management Institute – Risk Management Professional (PMI-RMP); Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), Certified Ethical Hacker, CompTIA Security+; Project Management Professional (PMP), Certified Associate in Project Management (CAPM), CompTIA Project+;
Cisco Certified Network Associate (CCNA): Routing and Switching / Cisco Certified Network Professional (CCNP): Routing and Switching, CompTIA Network+; Microsoft Certified Solutions Associate (MCSA) / Microsoft Certified Solutions Expert (MCSE), Linux Professional Institute Certification I/II/III, Red Certified Systems Administrator / Engineer (RHCSA / RHCE);

- Attended the Strategic Leadership Development Programme from a recognized institution.
- Meet requirements of Chapter 6 of the Constitution and will be required to have a clearance certificate from KRA, Police Clearance Certificate, EACC, CRB and HELB clearance.

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3) POSITION: GRANTS & COMPLIANCE MANAGER – 1 POST
LOCATION: BUNGOMA TOWN
JOB GROUP: RS 14

Overall Job Function

Reporting to the Finance and Administration Director, the successful candidate will perform duties which include but are not limited to the following:

a) Roles

The Grants and Compliance Manager (GCM) will provide overall technical support in the management of sub-grants, facilitate training in program and finance management to sub-grantees, support sub-partners on sub-grant management and assist in reviewing sub-grants agreements. The incumbent will be responsible for ensuring compliance with USAID rules and regulations, and legal and regulatory requirements governing the award. The GCM will oversee the overall compliance in the activity implementation from the development of work plans and budgets, reporting, sub granting, and budget administration as assigned by the COP or his/her designee. The GCM will be involved in developing and embedding best practices to comply with donor financial rules, supporting donor proposal budgeting, analysis of institutional income, donor contract expenditure tracking, monitoring and providing management
information on key risks, contributing to the implementation of improved financial systems and processes to facilitate better donor reporting and compliance.

b) **Duties and Responsibilities:**

- Ensure that there are up to date and approved policies and procedures for the general operation of the Grant, Contracts and Compliance section as well the AMPATH program that is related to activities within the program to ensure responsible conduct and use of funds in the program.
- Maintain day-to-day compliance control of all activities within the program by ensuring adherence to all donor, country and program regulations, policies and contractual obligations.
- Be up to date with the changing / current donor/agency rules and regulations and advise management and other staff members through appropriate forums.
- Collaborate with other departments within the Program to direct compliance issues to appropriate existing channels for investigation and resolution.
- Consult with the legal Office of MU /MTRH as needed to resolve legal compliance issues.
- Assist in the investigation of an alleged violation of rules, regulations, policies, procedures, and Standards of Conduct and recommend to the AMPATH Executive Committee on the action plan for the handling of such violations.
- Monitor and as necessary, coordinate compliance activities of other departments to remain abreast of the statuses of all compliance activities and to identify trends.
- Provide reports on a regular basis, and as directed or requested to keep Program Management informed of the operation and progress of compliance effort.
- Maintain all Institutional databases that include System for Award Management (SAMS), ERA Commons, Grants.gov, DUNs and Bradstreet, NCAGE Codification, Client Connection, Clinical trials.gov and other relevant databases.
- Ensure coordination of Pre-Award activities within the program from Conceptualization to Submission.
- Provide oversight and insight on all contractual elements/documents and advise management on the appropriate course of action. This includes but is not limited to follow-up progress and attainment of the set and agreed upon contractual obligations.
- Coordinate all Performance contracting and ISO activities within the program.

c) **Qualifications & Experience:**

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[Stamp: 01 FEB 2022]

[Stamp: APPROVED]
• Master's degree in Business, Procurement, Accounting, Finance, Management, Auditing, Economics or related field.
• A minimum of seven (7) years experience in the NGO sector in Senior Grants/Compliance Management positions.
• In-depth understanding and experience of working with proposals and contracts from institutional donors. Experience in complex planning and budgeting processes including the ability to provide clear guidance on donor policies and procedures.
• Meet requirements of Chapter 6 of the Constitution and will be required to have a clearance certificate from KRA, Police Clearance Certificate, EACC, CRB and HELB clearance.

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4) POSITION: ICT OFFICER - 1 POST
STATION: BUNGOMA
JOB GROUP: RS 9

Duties & Responsibilities:
Reporting to the Senior System Administrator, the successful candidate will among others be responsible for the following:

Key Duties and Responsibilities:
• Installing and configuring computer hardware operating systems, Networking equipment and applications.
• Monitoring and maintaining computer systems and networks.
• Guiding staff/clients through a series of IT actions, either face to face or over the telephone.
• Troubleshooting system and network problems, diagnosing and solving hardware/software faults.
• Replacing hardware/software parts as required.
• Providing support, including procedural documentation.
• Following diagrams and written instructions to repair a problem or set up a system.
• Supporting the roll-out of new applications;
• Setting up new user accounts and profiles and dealing with password issues.
• Responding within agreed time limits to call-outs.
• Working continuously on a task until completion (or referral to third parties, if appropriate).
• Prioritizing and managing many open cases at one time.
• Testing and evaluating new technology.
• Conducting electrical safety checks on computer equipment.
• On-call when needed.
• Maintaining inventory of ICT equipment and supplies (cables, adapters, etc.);
• Undertaking day to day operations of backup systems including rotation of backup tapes.
• Any other duties as may be deemed necessary by your supervisor.

Qualifications and Experience:
The ideal candidate should:

• Hold a Bachelor of Science in Information Technology or Computer Science or related field from a recognized institution.
• Have at least three (3) years of practical experience in the field or related area.
• Demonstrate knowledge of commonly used concepts, practices, and procedures within IT;
• Meet requirements of Chapter 6 of the Constitution and will be required to have a Clearance Certificate from KRA, Police Clearance Certificate, EACC, CRB and HELB Clearance.

Terms of Employment
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MTRH-AMPATH is an equal opportunity employer. Please note only shortlisted candidates will be contacted.