



REPUBLIC OF KENYA
The National Treasury and Economic Planning
Global Fund Program
Vacant position

The Global Fund (GF) is a financing mechanism that seeks to rapidly raise and disburse funding for programs that reduce the impact on HIV/AIDS, TB and Malaria in low and middle income countries. Kenya has benefitted from Global Fund grants since its inception in the year 2002.

The National Treasury and Economic Planning, the state Principal Recipient (PR) for Global Fund grants is seeking a qualified and dynamic person to fill a vacant position in its Global Fund Project Management Unit on a three (3) years contract, renewable subject to performance and availability of funds.

Position: Program officer – HIV Monitoring and Evaluation

Reporting to the Senior Program officer, the holder of the position will oversee the implementation of HIV grant, with specific focus on M&E activities.

Key responsibilities

1. Participate in annual budgeting, monitoring and evaluation processes for Global Fund HIV /AIDS grant managed by the Principal Recipient – The National Treasury and Economic Planning
2. Organize and carry out grant implementation oversight for purposes of analyzing and troubleshooting implementation challenges; and ensuring effective and efficient implementation of grant activities
3. Provide technical leadership in preparation of grant quarterly and semester reports; with emphasis on data and information accuracy and reliability.
4. Review routine grant reports to ensure accuracy and quality before submission to relevant parties and stakeholders
5. Prepare indicator based grant management reports with analysis of trends and achievement of grant outputs, outcomes and impacts against targets for relevant stakeholders
6. Provide technical guidance and maintain frequent communications with HIV grant sub-recipients (SRs), and other relevant stakeholders
7. Participate in technical support and oversight field activities
8. Carry out any other tasks assigned by the Supervisors

Qualifications

1. Should be a health professional with a bachelor's degree in medicine, nursing, clinical medicine, biostatistics or any other health science from a recognized University in Kenya or equivalent. A master's degree in public health, project management or other project management related elated disciplines will be an added advantage.
2. Should have knowledge of structure and operations of public health service delivery system in Kenya, including the devolved health system
3. Should have good knowledge of HIV&AIDS programming, monitoring, evaluation and reporting; with at least eight (8) years' experience in the health sector, five (5) years of which should be with a national or sub-national organization implementing a large-scale HIV&AIDS program. Experience in the implementation of donor funded HIV projects in general; as well as Global Fund grants will be an added advantage
4. Demonstrable experience in working with MOH data collection tools, including DHIS 2 platform
5. Demonstrable capacity to prepare timely and quality reports
6. Possession of basic management skills, including capacity to organize and conduct meetings
7. Competency in ICT with good computer skills, including Word, Excel and Power Point; among others
8. Excellent written and oral communication skills
9. Self-motivated individual with proven ability to work with teams, meet deadlines and perform multiple tasks

How to apply

Interested candidates should make their applications and attach the following documents:

Certified copies of their certificates and testimonials, curriculum vitae, their telephone contacts and email addresses by Friday, 20th January, 2023 to:

THE PRINCIPAL SECRETARY/ THE NATIONAL TREASURY
ATTN: GLOBAL FUND COORDINATOR
THE NATIONAL TREASURY AND ECONOMIC PLANNING
GLOBAL FUND PROGRAM
P.O. BOX 30007-00100
NAIROBI.

Or

Hand delivered to the National Treasury and Economic Planning, Global Fund Program, Treasury Building 11th Floor, Room 1105. Only shortlisted candidates will be contacted.