



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

IN-COUNTRY PARTNER COORDINATOR, HISTAC PROJECT, PRINCIPAL'S OFFICE, COLLEGE OF HEALTH SCIENCES - AD/5/112/21 (1 POST) (CHS)

Background

The Technical Assistance Platform (TAP) is a CDC-funded project aiming to improve health informatics capacity in various countries, including Kenya. The project is implemented by three main partners — the University of California, San Francisco (UCSF), PATH and JEMBI. Collaborating with UCSF on this is the University of Nairobi, which is the entity to recruit this position. The project focuses on three technical areas: central data strategies; OpenMRS for HIV care; and policies and governance. Due to the HIS landscape in Kenya and the various stakeholders and partners, it is expected that a considerable amount of coordination between stakeholders is required to implement all the activities. University of Nairobi is seeking to recruit an Implementing Partner Coordinator (IPC) to support CDC Kenya with the coordination of TAP activities.

The Position

Reporting to the HIS Clinical Technical Lead in consultation with the Principal Investigator, the In-Country Partner Coordinator will be expected to work closely with CDC Kenya office to coordinate, support, and manage all Technical Assistance Platform (TAP) activities. This person will also be responsible for coordinating activities across all partners and will be a resource in the collaboration with University of California San Francisco (UCSF).

Responsibilities

- Assist CDC Kenya and CDC HQ to coordinate, support, and manage in-country TAP activities
- Assist with identifying and analyzing project-specific issues or concerns and their impact on operations; work with implementing partners, CDC HQ, and CDC Kenya on solutions
- Schedule, prepare, attend, manage, record, and share country-specific TAP meetings/calls such as:
 - Technical
 - Capacity development
 - Central Data Strategy Implementation
 - OpenMRS HIV Reference Implementation
 - Policy and governance
 - Monitoring and evaluation
 - Implementing partner coordination
 - Country coordination and outreach
 - Manage invitations, agenda requests, recordings, call notes, Q&A, documents, follow-up activities
- Knowledge management using Redmine project management software to capture meeting notes, recordings, and other TAP inputs and outputs using Redmine and

support CDC Kenya, Technical leads, Implementing Partners and CDC Headquarters (HQ) Point of contacts use Redmine effectively

- Assist with Ad hoc requests for country-specific project and partner coordination activities
- Follow-up on country-specific activities to ensure goals are met in a timely manner
- Tasks as requested by CDC Kenya points of contact
- Develop/provide technical documentations (e.g., concept notes, agenda, communication briefs, etc.) as requested

Required Academic Qualifications

- At least a Bachelor of Science degree in either Health Informatics, Software Engineering, Project Management or related fields.
- A postgraduate qualification in the fields above will be an added advantage.

Required Skills, Knowledge and Abilities

- Mid-level professional with at least 5 years of relevant IT project management (PM) experience in the health sector
 - Experience with health information solutions for monitoring and managing project execution, critical HIS activities, and OpenMRS interdependencies across multiple partners in Kenya.
 - Document and communicate existing or potential risks/challenges related with TAP products or artifacts in Kenya.
- Familiarity and/or experience with PEPFAR or other USG HIS, mHealth and e-health initiatives.
- Familiarity and/or experience with informatics/software system projects, activities, terminology, and practices
- Familiarity with KenyaEMR HIV platform, KenyaEMR non-HIV platform and COVID-19 OpenMRS leverage will be an added advantage.

Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

NOTES

1. Applicants should email their application letters and certified copies of certificates and CV giving details of their qualifications, experience and 3 referees indicating their telephone contacts and e-mail contacts.
2. Applications and related documents should be addressed to The Principal, College of Health Sciences and forwarded through the applicants' heads of departments, where applicable.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code as shown in the advertisement.
5. Applications should be emailed to recruit-ipchistac@uonbi.ac.ke

CLOSING DATE: TUESDAY, JUNE 8, 2021

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**