



JARAMOGI OGINGA ODINGA

UNIVERSITY OF SCIENCE AND TECHNOLOGY (JOOUST)

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) wishes to recruit qualified and dedicated persons for the JOOUST-USAID *BORESHA JAMII* Program funded by the United States Agency for International Development (USAID) to implement Kenya Health Partnerships for Quality Services (KHPQS) in Kakamega, Kisumu, Nyamira and Vihiga counties. The focus is to increase use of Quality County led health and social services in the following programmatic areas; HIV care and treatment, FP, Reproductive Health, Maternal, Neonatal, Child and Adolescent Health (FP/RHMNCAH), Nutrition, Water and Sanitation (WASH), and mitigating social determinants that affect Orphans and Vulnerable Children (OVC), DREAMS, Key and Priority Population (KP/ PP) and Voluntary Medical Male Circumcision (VMMC).

We are seeking to recruit qualified and competent individuals to fill the following vacant positions in JOOUST-USAID-*Boresha Jamii* Program:

A). FINANCE AND ADMINISTRATION

1. POSITION: FINANCE MANAGER- GRADE 14 - JOOUST/ UBJ/F&A/1/2021

Reports to Finance and Administration Manager

Job Summary

Apply principles of accounting to analyze financial information and prepare financial reports by compiling information, preparing consolidated financial statements, and developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. Will also be responsible for the maintenance of its fiscal records, the preparation, promotion and interpretation of financial reports for management, USAID and the Oversight Board (s). This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting-ad-hoc, monthly, quarterly, year-end audit preparation and the support of budget and forecast activities.

Roles and Responsibilities

- Manage the preparation of business plans, budgets and rolling forecasts.
- Monitor financial details, payments to ensure compliance to all the cost principles and the standard mandatory provisions.
- Supervise finance and accounting staff
- Oversee banking and treasury management, creating and maintaining a good internal control environment.
- Analyze and track variance, efficacies, utilization, and risk/opportunities to the Director Finance and Administration in an appropriate and timely manner.
- Manage and report on the cost center performance for the program, analyzing and tracking costs by Program Area, County and by Sub-Purposes.
- Producing financial reports related to the budget, account payables, account receivables and expenses.
- Assist the Finance and Administration Manager to develop and maintain accounting procedures to deliver integrity of cost, income, forecasts, and budgets.
- Complete all technical accounting tasks in line with USAID rules and regulations.
- Be the focal point during internal and external audits and follow up on the audit recommendations
- Resolve accounting discrepancies, review the ERP functionality and updating the chart of accounts.
- Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
- Approve on ERP supplier bills and obligations and ensuring daily postings and reconciliations are undertaken.
- Compile advance requests, all liquidation reports including for LIPs and ensure timely disbursement of funds to the sub-recipients
- Upload reports on DATIM and as when required.
- Any other duties as will be assigned from time to time.

Minimum Requirements

- Must have a Master's Degree in Accounting or Finance or Equivalent, from a recognized University
- B.com (Accounting) or equivalent from a recognized University
- CPA (K) or ACCA (UK) or CIMA (UK) or equivalent
- At least twelve (12) years relevant experience in financial management.
- Three (3) experience at the level of Senior Accountant Grade 13 in an equivalent setting.
- Must possess working knowledge of computerized financial management systems. ACCPAC, Sage, Pastel, Great Plains Microsoft Dynamics
- Must be a member of an accounting professional body recognized by the prevailing Accountants Act of at least three (3) years in good standing since registration
- Must be registered with ICPAK.
- Knowledge of finance, accounting, budgeting, and USG cost control principles including Generally Accepted Accounting Principles/IFRS
- Knowledge and experience of Navision is a must.
- Knowledge of US federal financial regulations and financial regulations of other major donor funding agencies

- Ability to analyze financial data and prepare financial reports, statements and projections.
- Willingness to work a flexible schedule.
- Knowledge of Kenyan Law affecting financial transactions e.g. Income Tax Act, Employment Laws, NSSF Act, NIHF Act
- Active Listener, Critical Thinker, able to Monitor/Assess performance of oneself, other individuals, or organizations to make improvements or take corrective action, good Judgment and Decision Making, Active Learner and ability to Communicate effectively in writing as appropriate for the needs of the audience.
- Must have served in a similar position with an elaborate track in donor fund management stretching over 12 years.
- Proficiency in Microsoft Word, Outlook Access, PowerPoint preferred and relevant accounting software are a necessity for this position.
- Applicants with experience in managing USAID/NIH/CDC program would have an advantage

2. POSITION: SENIOR ACCOUNTANT- GRADE 13- JOOUST/ UBJ/F&A/2/2021

Reports to Finance Manager

Job Description

- Perform accounting functions as assigned including, but not limited to book keeping, reconciliations and reporting
- Develop, implement, modify, and document record keeping and accounting systems, making use of Navision.
- Assist the Finance Manager to develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
- Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.
- Appraise, evaluate, and inventory real property and equipment, recording information such as the property's description, value, and location.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- Analyze and review budgets and expenditures for donations, contracts, and sub-contracts.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Supervise the input and handling of financial data and reports for the company's automated financial systems.
- Interact with internal and external auditors in completing audits.
- Responsible for DA1 filling and reporting
- Review daily transactions via internet Banking portal for all bank accounts.
- Any other duties as will be assigned from time to time.

Minimum Requirements

- Must have a Master's degree in accounting or finance, from a recognized University
- Must have a Bachelor's degree in accounting or finance, from a recognized University
- Must be a certified public accountant CPA (K), ACCA (UK) or CIMA (UK) or equivalent
- Knowledge of finance, accounting, budgeting, and USG cost control principles including Generally Accepted Accounting Principles/IFRS
- Knowledge and experience of Navision
- Knowledge of US federal financial regulations and financial regulations of other major donor funding agencies will be an added advantage.
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Must have served in a similar position with an elaborate track in donor fund management stretching over 7 years.
- Applicants with experience in managing USAID/NIH/CDC program would have an advantage.
- Proficiency in Microsoft Word, Outlook Access, PowerPoint preferred and relevant accounting software.

3. POSITION: ACCOUNTANT -GRADE 12 - JOOUST/ UBJ/F&A/3/2021

Reports to Senior Accountant

Job description

- Undertake postings on the Navision ERP, reconciliations and reporting.
- Preparation, analysis and review of budgets and preparing periodic internal reports that compare budgeted costs to actual costs as per donor requirements.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts and document business transactions.
- Working with county coordinators to ensure timely receipt of accounting returns and updating of the online systems.
- Establish, maintain and coordinate the implementation of accounting control procedures.
- Prepare and review budget, revenue, expense, payroll entries, invoices and other accounting documents.
- Generate and review accounting and related system reports for accuracy and completeness.
- Input and handling of financial data and reports from the ERP.
- Actively assist in preparation of monthly project reports and accompanying schedules, worksheets and narratives, including "Budget vs. Actual" analysis
- Provide follow-up and documentation of significant variances.
- Participate in completion of monthly, quarterly and annual regulatory filings; preparation of Quarterly and Annual Statutory Statement /Schedules.
- Coordinate and resolve various reconciliation items with bank and taking timely corrective measures.

Minimum Requirements

- Masters degree in Finance or Accounting or its equivalent
- Bachelor's Degree (Finance or Accounting) or its equivalent from a recognized institution;

- CPA (K) or ACCA (UK) or CIMA (UK) or equivalent
- Knowledge and experience of Navision is a must.
- Knowledge of US federal financial regulations and financial regulations of other major donor funding agencies will be an added advantage.
- Must have served in a similar position with an elaborate track in donor fund management stretching over 5 years.
- Applicants with experience in managing USAID/NIH/CDC program would have an advantage.
- Proficiency in Microsoft Word, Outlook Access, and PowerPoint preferred and relevant accounting software.

3. POSITION: ACCOUNTS /ADMIN ASSISTANT- GRADE 5- JOOUST/ UBJ/F&A/4/2021

Reports to the Senior Accountant

Job description

- Undertake postings on the Navision, reconciliations and reporting.
- Preparing RTGS and Swift payments where applicable and handling of petty cash payments.
- Payment of cash to imprests, claims and staff travel.
- Safe custody of cheques and payment documents.
- Filing of payment records
- Reconciliation of payments i.e. from MPESA accounts, B2C and cashbooks.
- Posting of approved Payment vouchers on the MPESA payment on the B2C platform and following up with the approvers.
- Submit the returns to the Kisumu Head of office in a timely manner
- Be the first contact to review payments after compliance checks to ensure key audit trails have been obeyed.
- Support the program officers to liquidate the advances as appropriate.
- Review claims from CHVs, and related and make payment or disbursement as per laid down procedures.
- Assist with the automation of cash system into cashless system and periodic communication of process challenges.
- Support all the administrative functions in the office.

Minimum Requirements

- Accounting Technician/Accounts Assistant II
- Certified Public Accountant (CPA) 1 with evidence of progress in Part 2 from a recognized institution
- Must have served in a similar position with an elaborate track in donor fund management stretching over 3 years.
- Applicants with experience in managing USAID/NIH/CDC program would have an advantage.
- Proficiency in Microsoft Word, Outlook Access, and PowerPoint preferred and relevant accounting software.

4. POSITION: DRIVERS-GRADE 6 - JOOUST/ UBJ/F&A/6/2021

Reports to Administration and Logistics Officer

Job description

- Drive University vehicles to the field for program related activities and carry out all errands wherever needed.
- Undertake ad hoc assignments or duties assigned by management when required.
- Ensure periodic service and maintenance of the vehicle
- Identify and communicate vehicle maintenance needs.
- Picking quotations and invoices from designated vendors for basis of vehicle servicing and forwarding them to Administration and logistics officer.
- Ensure the University vehicle comply with the traffic rules all the times
- Complete fuel payment receipts and ensure completeness of work tickets indicating details of distance covered versus fuel consumption and submit documentation to the Administration and Logistics officer for payments.
- Load and offload items into and from the vehicle
- Adhere to standard operations procedure manuals

Minimum Requirements

- KCSE Grade C or its equivalent
- Clean valid driving license classes ABCE and PSV
- Passed in Occupational Test Grade I
- Certificate in First Aid
- At least five (3) years satisfactory previous driving experience as Driver II Grade 5
- Suitability test from public works or relevant body.
- Current certificate of good conduct is a must.

5. POSITION: OFFICE ASSISTANT- JOOUST/ UBJ/F&A/7/2021

Reports to Administration Officer

Job Description

- Carry out office cleaning services and ensure that this is done upholding health and safety standards at all times.
- Clean all office and meeting rooms, floors, desks, shelves, windows (from inside) and the surface of office equipment.
- Ensure constant availability of accessories such as toiletries and hand washing soap
- Clean all common areas and storages, corridors and reception area.
- Clean toilets and water closets and ensuring that they are clean at all times.
- Empty waste paper bins and shredder trays in designated places
- Ensure the furniture in the office is arranged in the required manner at all times
- Assist in setting up meeting rooms, preparing cups, glasses, plates, water, tea and coffee
- Prepare refreshments and servings as required, cleaning and collecting used cups and washing them, keeping the kitchen clean.
- Provide services that include scanning, photocopying, shredding, laminating etc. from time to time as directed.
- Any other duties as may be assigned.

Minimum Requirements

- KCSE C or equivalent.
- Certificate in front office operations or any relevant certificate

- Served in a program for 2 years in the same or related capacity
- Excellent organization and interpersonal skills

6. POSITION: PROCUREMENT MANAGER-GRADE 14 - JOOUST/ UBJ/F&A/8/2021

Reports to the Chief of Party

Job Summary

The position has overall responsibility for the operations of the supplies and procurements of the program, ensuring adherence to the statutory guidelines, USAID rules and requirements, Procurement Policies and the PPAD Act and regulations.

Roles and Responsibilities

- Planning and coordinating of the supplies management function.
- Managing the tendering process and contracts
- Train and guide user departments on effective and efficient procurement procedures as applicable to USAID programming.
- Ensure timely and efficient availability of supplies by enabling contractual relationships with external suppliers while minimizing undue exposure to litigation.
- Enforcement of procurement regulations as articulated in the policies, systems and procedures and updating management in changes as and when they happen.
- Advice administration on various procurement regulations as and when required.
- Attend to all memos marked to the department for further action.
- Be available as a key stakeholder during internal and external audits.
- Supervise staff and manage their performance ensuring they meet standards.
- Consolidate procurement plans and liaising with the program teams to ensure the requests have clear specifications.

Minimum Requirements

- Master's degree in Supply Chain Management or Procurement Management, from a recognized University
- Bachelor's degree in Supply Chain Management or Procurement Management, from a recognized University
- Professional qualification in Purchasing & Supply
- Minimum twelve (12) years' relevant experience as a Senior Procurement Officer or equivalent
- Be a member of KISM or a professional procurement body recognized by law
- Possess in-depth knowledge of prevailing Public Procurement and Disposal Act and PPD Regulations
- Knowledge and experience of ERP or any other procurement application software.
- Willingness to work a flexible schedule.
- Served in a similar position with an elaborate track in procurement management stretching over 8 years.

- Knowledge of US federal procurement regulations other major donor funding agencies will be an added advantage
- Applicants with experience in managing USAID/NIH/CDC program will have an advantage.

7. POSITION: LOGISTIC AND ADMINISTRATION OFFICER – GRADE 9 - JOOUST/UBJ/F&A/9/2021

Reports to the Procurement Manager

Job Summary

The incumbent will provide efficient and effective logistical and administrative support in all program areas

Roles and Responsibilities

Logistics Support:

- Ensure the county offices maintains adequate policies, systems and best practices for logistics and administrative functions.
- Liaise with the county offices and all HoD's to ensure efficient and timely and collaborative way to ensure systems work and the supply chain maintained.
- Supervise the drivers and track costs related to transport and assure the work tickets are filled and fuel consumption monitored and ensure the transport procedures are followed
- Work with the program staff to ensure vehicles are rented properly and that proper procedures are used.

Administrative Support

- Ensure proper running and maintenance of office premises and county spaces where staff sit.
- Organize transport and accommodation for visitors
- Work with the procurement manager to assure proper management of supply and service contracts, framework agreements in liaison with the procurement manager and the Director Finance and Administration.
- Attend to the specifics requests from county offices as raised by the admin and accounts assistants.

Minimum Requirements

- Must have a Bachelor's degree in Supply Chain Management or Procurement Management or its equivalent from a recognized University
- Membership of KISM or its equivalent will be an added advantage.
- Knowledge and experience of ERP or any other procurement application software is a must.
- Knowledge of US federal procurement regulations other major donor funding agencies will be an added advantage
- Willingness to work on a flexible schedule.

- Must have served in a similar position with an elaborate track in procurement management stretching over (5) years.
- Applicants with experience in managing USAID/NIH/CDC program will have an advantage

B). MONITORING AND EVALUATION

MEL MANAGER – GRADE 13 - JOOUST/ UBJ/M&E/1/2021

Reports to MEL Specialist.

Job summary

The MEL Manager will support the MEL Specialist in designing a robust donor compliant MEL system that ensure reporting quality and timely HIV services data in all program counties, S/he will oversee routine data quality assessment (DQA), data audits and feedback to the Project, MoH & other partners on progress, data quality and promote information use for decision making. S/he will lead Electronic Medical Records (EMR) implementation to full functionality and assist with learning, documentation and knowledge management at county level. S/he will be responsible for submitting comprehensive and timely MEL performance reports for JOOUST-USAID *Boresha Jamii* program as required.

Duties and Responsibilities

- Take part in the design, development and use of data capture tools and user guides to meet project requirements with a view to minimizing the data collection and reporting burden.
- Support in tracking implementation of the approved work plan and M&E plan at cost, time, and quality. Lead in implementing M&E plan in JOOUST-USAID *Boresha Jamii* program i.e., performance reviews, developing plans, quarterly reports, participating in field visits, initiating regular performance reviews and contributing to program evaluations
- Monitor the use of data quality assessment tools by project and implementing partner staff.
- Guide the DMU on database development/adoption and maintenance. Conduct routine data quality assessments on program databases and provide ongoing support to implementing partners to do the same.
- Support to Ensure compliance in donor reporting on a Quarterly and annual basis through submission of quality Front office, quarterly progress, program specific and annual reports.
- Ensure timely and quality reporting by the sub-Awards on a quarterly and annual basis.
- Conduct analysis for routine donor reporting and ad hoc requests including special analysis such as gender and sustainability in the wake of Journey to Self - Reliance.
- Operationalize a project collaborative learning and adaptive (CLA) approach by supporting its implementation as per the M&E plan and regularly share the same with the donor as part of progress reporting.
- Support in Development/review Standard Operating Procedures for M&E Officers for field visits and provide technical assistance to implementing partners and Monitor use of standard operating procedures for field visits by M&E Officers and document the process. Oversee EMR rollout and maintenance across the program.
- Conduct routine data quality assessments on program databases and provide ongoing support to implementing partners to do the same.
- Monitor implementation of learning agenda for identification of best practices and lessons learned and for adaptive management (quarterly).
- Support development of the project work plan; external evaluation, operational research.

- Provide Technical assistance to develop and implement project data collection processes that may include annual pulse assessments, County Transition readiness assessments, data-informed annual work planning, qualitative Index monitoring of the project sustainability and maturity plans.
- Assist the MEL Specialist to track and provide status on project evaluation and performance management plan, and mid-term and end-term implementation of the same. Provide a Quarterly progress on the project PMP/ITT.
- Support project work planning to ensure it adheres to the PMP.
- Support to Project Knowledge management and communication.
- Take lead in documentation of lessons learnt and best practices as well as dissemination on the same.
- Establish and maintain project management information systems (MIS). At all times ensure project management tools such as Daily tracker, Work plan Trackers, Annual Benchmark Tracker, among others are updated on-time, provide regular updates to the entire project team on a weekly, monthly etc.
- Ensure implementation of the project data quality assurance and improvement processes and intervention for the programs including digital health solutions (Maintaining of the standards).

Minimum Requirements

- Master's Degree in Public Health, M&E,
- Work Experience: At least 8 years' experience in monitoring and evaluation or Medical research.
- Demonstrated experience in Data Management.
- Experience on the use of M&E systems to support a learning agenda and evolve a theory of change to maximize impact.
- Strong Research and Evaluation skills.
- Experience in Grants and proposal writing.
- Experience in Preparing and piloting data extraction forms; development of research protocols and data collection instruments; and preparation of IRB documentation.
- Excellent verbal, written communication and presentation skills.
- Excellent analytical, oral and report writing skills.
- Training Skills: Able to transfer technical knowledge and skills.
- Computer literacy, particularly in the use of MS Word, PowerPoint, Excel, Access and SPSS/STATA
- Ability to multitask and prioritize in order to meet program and/or organizational objectives.
- The ability to work well under pressure and skilled in change management, crisis management, and problem solving.
- Ability to manage several major activities simultaneously.
- Strong team Management and coordination skills.

C). NUTRITION

POSITION TITLE: NUTRITION COORDINATOR JOOUST/ UBJ/RMNCAH/1/2021

Job Summary

To provide direct oversight for the JOOUST-USAID *Boresha Jamii* Nutrition portfolio. The Nutrition Coordinator is expected to support the counties to mainstream nutrition as part of the standard package of care for all the target population including PLHIV across all sites. The holder will provide the nutrition-sensitive technical support to county departments and other stakeholders involved in multi-sectoral nutrition in all JOOUST- USAID Boresha Jamii Supported Counties and program areas (HIV, OVC, KP, RMNCAH). The Nutrition coordinator will develop packages to train HCWs to deliver high-impact nutrition interventions (HINI) and linking facilities to commodities with strengthened recording and reporting of nutrition services. The incumbent will provide TA and mentorship to County and Sub County HIV, OVC, KP and RMNCAH coordinators to support integration of routine nutritional assessment for all clients during every visit. The core accountabilities will include: Co-planning with government, programme planning, quality improvement, monitoring and evaluation and reporting

Minimum Requirements

- Bachelor's degree in Nutrition and Dietetics is required. A Master's Degree in Nutrition Sensitive, Public Health, Social Sciences or a related field is an added advantage.
- Five (5) years of progressively responsible experience implementing multi-sectoral nutrition initiatives. Experience working effectively in partnership with staff, collaborating organizations and Communities in scaling up nutrition sensitive initiatives.
- Be fluent in English and have proven ability to communicate quickly, clearly and concisely both orally and in writing.
- Demonstrated ability to produce professional quality technical and analytic materials.
- Strong knowledge of multi-sectoral nutrition programming and coordination mechanisms, including the health system; health facility and community-based nutrition services.
- Strong knowledge of health and nutrition policy(s), health systems strengthening, quality improvement, quality assurance, behavior change communication, community development and food security.
- Superior analytical and communication skills.
- Demonstrated ability to establish and maintain relationships across government entities, donor organizations, bilateral and multilateral agencies and private-sector organizations.
- Ability to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports is required.
- Ability to assist in the development of revised public policies.
- Skills in conceptualizing project programming, policies and plans and developing strategies for their implementation is required.
- Ability to work effectively in a team environment and proactively work to achieve consensus on policy, project and administrative matters is required.
- Strong computer skills and knowledge of software program applications use, such as Word, Excel, PowerPoint or other database software, and word processing programs are also necessary.

Terms of Service

The successful candidates will be employed on an initial two-year contract term with a possibility of renewal with a competitive remuneration package.

How to apply

Candidates are advised to visit Jaramogi Oginga Odinga University of Science and Technology website www.jooust.ac.ke for respective positions applied for.

Candidates who satisfy the requirement stated above should forward their application both in **soft and hard copy**, quoting the reference number for the specific position applied for including up to date curriculum vitae, details of current remuneration, certified copies of academic and professional certificates, and testimonials as well as names and contacts (including postal and email addresses, and daytime telephone numbers) of three referees to reach the under-mentioned So as to be received on or before **Monday 23rd August 2021** by 5.00 pm.

Applicants should also meet the requirements of chapter six (6) of the Constitution of Kenya 2010.

Vice-Chancellor
Jaramogi Oginga Odinga University of Science and Technology
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TEL. 057 – 2501804
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Only successful candidates shall be contacted

Jaramogi Oginga Odinga University of Science and Technology is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply.

NOTE: This advertisement dated 7th August 2021 supersedes any other earlier advertisement or communication regarding the above positions

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