



Ministry of Health



Council of Governors

VACANCY ANNOUNCEMENT

Transforming Health Systems for Universal Care Project (THS-UC) is a 5 year project [2016 – 2021] jointly implemented by the Ministry of Health and the Council of Governors. The project aims to improve utilization and quality of Primary Health Care services with a focus on Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCAH) services in the country through improving access to and demand for and quality of PHC services; strengthening institutional capacity in selected key areas to improve utilization and quality of Primary Health Care services and provide cross-country and intergovernmental collaboration in the devolved Kenyan health system.

The Ministry of Health [MoH] jointly with the Council of Governors [CoG] is recruiting experienced individuals with excellent organizational and technical skills, team players, dedicated, hardworking and have the ability to work in a high pressure environment to fill the following positions:

1. Program Coordinator [1 post]
2. Program Assistant [4 posts]
3. Drivers [3 posts]

Program Coordinator Job Group Q - One (1) post (89,748 x 4,487 – 94,235 x 4,712 – 98,947 x 4,947 – 103,894 x 5,195 – 109,089 x 5,454 – 114,543 x 5,727 – 120,270)

The Program Coordinator will be based at the CoG Offices to coordinate with the Program Assistant in supporting County Health Management Teams [CHMTs] for timely and effective implementation of the project. He/She will be reporting to the Chief Executive Officer, Council of Governors.

Job Description

1. Support orientation and capacity building of County Health Management Teams on the project and its implementation.
2. Facilitate, in collaboration with Heads of Planning, dissemination of Annual Work Plans and budgeting guidelines and tools for the project.
3. Support Counties in formulation and consolidation of evidence-based and budgeted AWP and timely submission of reports.
4. Support establishment and capacity building of county peer verification teams for the project.
5. In collaboration with M&E unit of the project, support coordination of annual peer verification among counties using established teams during life of the project.
6. Ensure collaboration between the 4 Program Assistants and CHMTs in identifying areas for development of proposals for cross-county and intergovernmental collaboration and sharing the same with PMT

7. Ensure timely submission of technical and financial reports from Counties and any other reports as may be required from time to time.
8. Liaise with other stake holders in the implementation of the project

Job Requirements

- Master's degree in health, economics, or development related field from a recognized university.
- First Degree from a recognized university.
- Minimum 8 years of relevant experience working in the health or related sectors
- Hands on experience in PFM - planning, budgeting, implementing, monitoring, and reporting
- Hands on experience in M&E especially Health Management Information Systems and Data Quality Assurance
- Understanding of health in the context of devolution
- Must have high level of integrity as provided for in chapter 6 of the constitution
- Demonstrate good leadership and management skills
- Able to work in multicultural environment

Program Assistants 94 Clusters) (Job Group N) – Four (4) posts (48,190 x 2,400 – 50,590 x 2,550 – 53,140 x 2,700 – 55,840 x 3,000 – 58,840 x 3,150 – 61,990 x 3,300 – 65,290)

The Program Assistants will be based at the CoG offices and report to the Program Coordinator. Each will Program Assistant will manage a cluster of counties.

Job Description

1. Provide support to County Health Annual work planning activities,
2. Coordinate with Counties to ensure timely and complete data is provided and uploaded on the Health Information System
3. Support counties to prepare quarterly technical and financial progress reports and ensure timely submission
4. Support and facilitate cross-county peer review verification
5. Support and facilitate the development of cross-county proposals
6. Support sensitization of Counties on project Implementation
7. Provide link between counties and Project Management Team.
8. Provision of Technical Assistance(TA) to Counties on project implementation

Job Requirements

1. Bachelor's degree in health, economics, or development related field from a recognized university.
2. Minimum 3 years of relevant experience working in the health sector at the implementation level.
3. Hands on experience in Public Finance Management - planning, budgeting, implementing, monitoring, and reporting
4. Hands on experience in M&E especially Health Management Information
5. Understanding of health in the context of devolution

6. Must have high level of integrity as provided for in chapter 6 of the constitution.

Principal Driver (Job Group J) – Three (3) posts (24,662 x 1,233 – 25,895 x 1,285 – 27,180 x 1,340 – 28,520 x 1,398 – 29,918)

Job Description

1. Driving the assigned vehicle as authorized;
2. Carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake, systems, etc.
3. Detecting and reporting malfunctioning of the vehicle systems;
4. Maintenance of work ticket(s) for vehicle(s) assigned;
5. Ensuring security and safety of the vehicle on and off the road;
6. Overseeing safety of the passengers and/or goods therein;
7. Maintaining cleanliness of the vehicles(s).
8. Trained in defensive driving.
9. Any other duty assigned by the Supervisor

Job Requirements

- Have Kenya Certificate of Secondary Education mean grade D plain or its equivalent
- Have at least three (5) years active driving experience;
- Have valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- Have adequate knowledge of the Highway Code;
- Have passed the Suitability Test for Drivers Grade II from the Ministry of Roads and Public Works;
- Have certificate of good conduct from the Kenya Police;
- Have a First Aid certificate from St. Johns Ambulance or KHIBIT
- Have excellent interpersonal, presentation and communication skills;
- Have excellent communication skills
- Be a citizen of Kenya.

Interested and qualified candidate should submit their application in hard copy so as to reach the address shown below (**Clearly stating the reference in the letter and on the envelope**) by close of business on 24th April, 2017 at 5.00pm. Applications to include CVs with details of daytime contacts, notice period required to take up appointment, names and contacts of three referees. Applicants must also attach copies of all certificates/testimonials and copy of National Identification/Passport.

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