



HJF MEDICAL RESEARCH INTERNATIONAL, INC.

VACANCY RE-ADVERTISEMENT

POSITION: CLINICAL CARE & TREATMENT PROGRAM MANAGER

The Henry M. Jackson Foundation Medical Research International (HJFMRI) provides scientific, technical and programmatic support services to global medical research programs. HJFMRI in collaboration with The Walter Reed Project, HIV Program-Kericho carries out HIV / AIDS vaccine and therapeutic research, and with PEPFAR supports HIV prevention, care and treatment programs in South Rift Valley. HJFMRI / Walter Reed Project- Kericho is seeking to fill the above position.

JOB SUMMARY:

The HIV Clinical Care & Treatment Program Manager, South Rift Valley is responsible for effective planning, budgeting, implementation, management, and monitoring of the Care and Treatment program of the U.S. President's Emergency Plan for AIDS Relief (PEPFAR), of the South Rift Valley (SRV) program through the Henry Jackson Foundation Medical Research International, Inc. (HJFMRI). S/he provides technical assistance and strategic direction in HIV Care and Treatment to ensure that PEPFAR/ SRV program achieves annual targets and results in four counties. In addition, s/he provides supervision to Clinical Program Officers/ Coordinators; and mentors health care providers in SRV treatment facilities; and supports 15 partners in delivering quality clinical care services.

RESPONSIBILITIES:

A. I. Primary Position Responsibilities:

This is a senior program position that designs sectoral program initiatives to support broader country program goals; Assesses project proposals for relevance and coherence and; Organizes project execution consistent with program objectives engaging national counterparts and building reputation for quality design and reliable delivery.

1. Oversee the planning, implementation, and monitoring performance of care and treatment program in four counties. This includes working closely with program staff, partners and major hospitals, health centers and dispensaries in Kericho, Bomet, Nandi, and Narok counties.
2. Provide technical assistance and mentorship to improve management and retention of patients in care and treatment
3. Responsible for the strategic design, implementation oversight, and scale up of Care and Treatment interventions to ensure results are on trajectory to meeting agency and partner-level annual Country Operation Plan (COP) targets.
4. Ensure all patients in Care and Treatment are monitored according to the Ministry of Health (MOH) and PEPFAR guidelines and are aligned with relevant SOPs.
5. Ensure that up-to-date ART guidelines and SOPs are implemented across all SRV care and treatment facilities.
6. Investigate and encourage innovative approaches in program implementation in improving retention and viral suppression rates
7. Provide mentorship to identified clinicians in care and treatment and management of complicated HIV cases.

8. Support the roll out of up-to-date HIV training curricula (on the job training and self-directed learning) and other relevant trainings
9. Liaise with the Strategic Information team for real-time data analysis of Care and treatment, MER, EMR, and SIMS to improve program performance.
10. Provide on-going guidance to Care and Treatment clinical staff on the utilization of data of electronic medical record (EMR) system for cohort analysis to improve treatment outcomes.
11. Assist the team to develop annual work plans and budgets; review and approve ad hoc budgets and other reports, as required.

A.II: Supervisory Responsibilities:

12. Supervise and mentor Program Officers/ Coordinators to successfully provide technical assistance to partner facility staff, including:
 - Assessing staffing needs for the department
 - Assisting in recruitments
 - Mentorship and performance improvement plans (PIPs)
 - Supervision to ensure targets achievements
 - Appraisals to program staff.

B. Additional Responsibilities within SRV:

13. Participate in Site Improvement through Monitoring System (SIMS) and quarterly site supervision in line with the PEPFAR Monitoring and Reporting requirements.
14. Participate in Expenditure Analysis interpretation, contribution to IHPT and PEPFAR's quarterly reports and data calls, and other ad hoc taskers
15. Assist in partner contract management, including reporting and performance monitoring and remediation.
16. Assist in undertaking research, as appropriate.

C. National Responsibilities:

17. Represent DoD/ PEPFAR in the Inter-Agency Technical Team (ITT), Country Operational Plan (COP) processes, preparation and follow-up of POART calls, as may be required.
18. Represent DoD/ PEPFAR/ HJF-SRV in MoH technical working groups at national and county levels.
19. Represent DoD/ PEPFAR/ HJF-SRV in national, regional or international technical/scientific meetings/ workshops/conferences.

JOB SPECIFICATION:

Minimum Educational Requirement: Degree in Medicine, Pharmacy, Nursing or related fields with Advanced HIV training. Master's Degree in Public Health, or related field is a distinct advantage.

Registration and Licensure: The individual must be registered with the appropriate professional board and have the relevant current practicing licenses.

Experience:

- At least five years of experience in HIV Prevention, Care and Treatment programs for large USG funded programs

- Experience and/ or Training in Program Management
- Demonstrated experience in providing HIV care and treatment in clinical settings
- Experience and/ or Training in Data Analysis, Interpretation, and Use for Decision-making.
- Experience in Training and Mentoring clinicians.

Skills and Knowledge:

- Strong organizational skills and ability to lead and work in a diverse team as well as independently.
- Proficiency with computer application such as Word, MS Excel, and other applications.
- Excellent interpersonal communication skills.
- Ability to work under pressure and complete tasks to meet strict timelines

Supervisory Controls: The incumbent will be under the supervision of the PEPFAR Program Director, South Rift Valley (SRV).

Terms of Employment: 1-year renewable contract. The first three months will be probation period.

How to Apply: Interested and qualified candidates should submit their application letters, updated CVs and contacts of three referees not later than **June 21, 2019** to: recruiting@hjfmri.org

Candidates who had applied earlier need not re-apply.

Only shortlisted candidates will be contacted.

HJFMRI is an equal opportunity employer.