



FIELD EPIDEMIOLOGY SOCIETY OF KENYA
P.O BOX 22313-00100, NAIROBI

Job Opportunity

JOB DESCRIPTION

POSITION TITLE: Project Assistant

LOCATION: Nairobi

POSITION DURATION: Fixed Term Contract (Dec 2017 – April 2019)

Background

The Field Epidemiology Society of Kenya (FESK) is a registered network of medical and laboratory epidemiologists who have graduated from the Kenya Field Epidemiology and Laboratory Program (FELTP). Its mission is to provide a resource pool of epidemiology experts who can provide solutions to many of the public health challenges affecting Africa. FESK works with the Ministry of Health and other partners to strengthen health systems through innovative approaches. FESK has received a grant from Bill and Melinda Gates Foundation to develop an innovative and cost effective electronic system that will act as a vaccine registry. This system will use the simplest of technology and can therefore be deployed to any health facility. The purpose of this system is to digitize and centralize birth and vaccination data in order to improve documentation, timeliness of routine immunization as well as increase vaccine coverage.

Position overview

The purpose of the position is to assist FESK and the Ministry of Health in coordinating the project. The successful candidate will report to the project coordinator and will be responsible for managing the day to day activities of the project.

Duties and Responsibilities

- Act as the liaison officer between FESK, Ministry of Health and other partners
- Coordinate the day to day activities of the project
- Assist in planning, implementation and monitoring of the project activities
- Keep track of the work plan to ensure activities are conducted as planned
- Assist to organize meetings with various stakeholders such as MOH and County
- Participate in field activities (e.g. training, review meetings) to implement and test the system in one Sub County.
- Manage field logistics such as distributing phones and airtime to participating health facilities
- Maintain technical and financial returns after each activity
- Assist in data cleaning and initial analysis of the system data
- Keep track of all reported system challenges from the field and assist the health workers to find solutions
- Participate in the preparation of monthly and quarterly reports
- Carry out any other duties as may be assigned



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Qualifications

- A diploma in Health Records and Information Technology from Kenya Medical Training College.

Experience working with the Ministry of Health

- A strong team player with excellent interpersonal skills and the ability to work in a high profile, fast paced environment.
- Strong written and oral communication skills
- Self-motivated, proactive, and a positive attitude to work requiring minimum supervision
- Computer literate with experience working with Microsoft Office specifically Excel, Word and power point

Remuneration

The successful candidate will be paid a stipend commensurate with qualifications and experience.

Application Process

Interested candidates should submit a cover letter and a resume to hr@feltp.or.ke with a subject heading of Program Assistant so as to reach by 5pm on 23rd November 2017

Report to: Project Manager

*ONLY successful candidates shall be contacted for an interview.