

USAID BORESHA JAMII

Kisumu Town Campus, Along Ojijo Oteko Road,
Milimani – Kisumu.
P.O. Box 210 - 40600, Bondo, Kenya.



JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY
(JOOUST)

15th February, 2022

JOB ADVERTISEMENT

USAID BORESHA JAMII is a five-year (2021-2025) project implemented by Jaramogi Oginga Odinga University of Science and Technology (JOOUST) as its Prime with PATH Kenya and SCORE Kenya as its Sub Awardees in Kakamega, Kisumu, Vihiga and Nyamira counties, with funding from the United States President's Emergency Plan for AIDS Relief (PEPFAR) through the United States Agency for International Development (USAID).

The aim of the Program is to provide interlinked activities to achieve the Kenya Health Partnerships for Quality Services (KHPQS) goal and objectives, building on USAID's investment in HIV service delivery and supporting the Ministry of Health in achieving journey to self-reliance (J2SR) in Cluster 5 Counties of Western Kenya Region. The focus is to increase use of Quality County led health and social services in the following programmatic areas; HIV care and treatment, Family Planning, Reproductive Health, Maternal, Neonatal, Child and Adolescent Health and Nutrition (FP/RHMNCAH), Water and Sanitation (WASH), and mitigating social determinants that affect Orphans and Vulnerable Children (OVC), Key and Priority Population (KP/PP) and Voluntary Medical Male Circumcision (VMMC).

USAID Boresha Jamii Program (UBJ) is seeking to recruit qualified, dedicated and competent individuals to fill the following vacant position within the Program: -

POSITION: DATA CLERKS

JOB GRADE: JG G

POSITIONS: SEVEN (7)

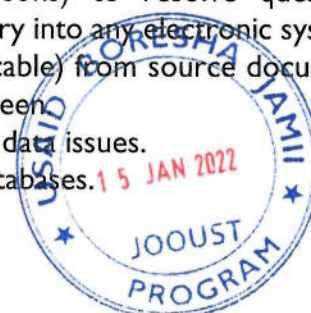
COUNTY: KISUMU (1), NYAMIRA (2), KAKAMEGA (2), VIHIGA (2)

REF NO: UBJ/DA/2/2022

JOB PROFILE:

Reporting to the Senior Data Officer through Sub County MEL Officer; the incumbent will among others be responsible for the following but not limited to;

1. Offer services in a high-volume facility to ensure that documentation and reporting is done as per the set standards and guidelines.
2. Ensure that clients' files in Kenya EMR and hard copies are complete and updated.
3. Works with primary service providers (or the M&E focal persons) to resolve questions, inconsistencies or missing data and verifies accuracy of data before entry into any electronic systems.
4. Ensure prompt entry of both summary and client level data (as applicable) from source documents into summary registers or databases following format displayed on screen.
5. Generates summary reports and responds to inquiries regarding EMR data issues.
6. Maintains confidentiality of information on source documents or in databases.



7. Assists in establishing and maintaining an effective and efficient records management system with good audit trail.
8. Assist in management of client personal records including retrieval and filing of folders.
9. Assist the Facility M&E focal person in keeping track of summary data and source documents (patient/client forms, registers and summary forms and assist in updating service registers and preparation of summary reports during reporting period and when necessary.
10. Ensure that EMR data is uploaded into the National Data warehouse on time.
11. Ensure that the EMR is upgraded to the most current version and all the MHealth products are adopted in the facility
12. Carry out other M&E related duties assigned to you from time to time by the immediate supervisor.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

1. A Minimum of a Certificate in Health Records, ICT, Statistics or any other related field from a recognized Institution.
2. Minimum of one year experience in Kenya EMR or related Medical Records System is a **MUST**.
3. Knowledge of Medical Records Management, Procedures /Processes and Health Program activities, is desired.
4. Evidence of computer skills with ability to operate various Microsoft word-processing software, spreadsheets, and database programs.
5. Demonstrated ability to work in a team and exhibit strong interpersonal relationships.
6. Efficient and effective communication skills.
7. Ability to multi-task effectively and adhere to timelines. with demonstrated ability to multi-task.
8. Ability to follow instructions provided in verbal or written format.
9. **MUST** be able to abide by medical records confidentiality Rules and Ethics.
10. Excellent organizational skills and ability to prioritize tasks in a timely manner.
11. Strong critical thinking and creative problem-solving skills with demonstrated ability to work with and in teams.

Terms of Service

The successful candidates will be employed on an initial contract term ending **30th September, 2022** with a possibility of renewal with a competitive remuneration package subject to satisfactory performance, availability of funds and need for the service.

How to apply

Candidates who satisfy the requirement stated above and interested, should address their application to the **Human Resources Manager-UBJ Program** through the email address captured below;

Note:

REF Number for the Position advertised MUST be captured as an email subject-UBJ/DA/2/2022.

Candidates who satisfy the requirement stated above and interested, should forward their application in **soft copy only** (including an up to date curriculum vitae, details of current remuneration, **Specify preferred county**, attach certified copies of academic and professional certificates, and testimonials as well as names and contacts (including postal and email addresses, and daytime telephone number) of three referees to reach us on or before **Tuesday ,22nd February, 2022 at 17:00PM Nairobi Time to the below email address:**



recruitment@boreshajamii.or.ke

and a copy to vc@jooust.ac.ke

Additionally, please note that:

After the interview, the successful Candidate will be expected to submit the following as part of meeting the requirements of Chapter 6 of the 2010 Constitution of Kenya:

1. Valid Certificate of Good Conduct from the Directorate of Criminal Investigations,
2. Loanee Compliance Certificate to confirm if a candidate is up to date with the loan repayment. Non- Loanee Compliance Certificate for those who have never benefited from HELB Loan.
3. Tax Compliance Certificate from KRA
4. Clearance from Ethics and Anti-Corruption Commission
5. A Clearance Certificate from an approved Credit Reference Bureau CRB.

USAID Boresha Jamii Program is an equal opportunity employer.

Only shortlisted candidates shall be contacted.

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