

APPOINTMENTS



Catholic Relief Services Kenya Program wishes to recruit for the following positions for its ongoing and potential projects in Kenya.

Position: Regional HIV/AIDS Manager-Rift Valley (Ref No. 2006/7)

Location: To be determined with frequent travel to the field

Purpose: The Regional Manager will be responsible for providing Managerial, Representational and overall supervisory oversight as well as technical support to the implementation of APHIA's Home Based Care program (HBC). He/she will manage program officers under his/her supervision, support Partners in the field in ensuring appropriate implementation of Home Based Care programs as per the approved activities, support in preparing periodic reports, hold technical meetings, work with the Consortium members and represent CRS externally and internally to appropriate forums. Initiate collaborative activities with in-country partners, including Ministry of Health and other National organizations as appropriate.

Position: Regional HIV/AIDS Manager-Coast (Ref No. 2006/8)

Location: Mombasa with frequent travel to the field

Purpose: The Regional Manager will be responsible for providing technical support to staff managing OVC/HBC programs, support Partners in the field in ensuring appropriate implementation of OVC/HBC programs as per the approved activities, support in writing periodic reports, hold technical meetings, work with the Consortium members and represent CRS externally and internally to appropriate forums. To advance CRS desire to integrate OVC/HBC under APHIA-II with the ART (AIDSRelief) and other on-going OVC-PEPFAR programs. Initiate collaborative activities with in-country partners, including Ministry of Home Affairs Children's Department and other National organizations as appropriate.

Specific duties and Responsibilities for HIV/AIDS Manager:

- The incumbent will lend all support and advise in ensuring that the implementation of OVC/HBC programs are in accordance to the program plans, reflects CRS philosophies and guidelines, conform to other national and international standards.
- In collaboration with other consortium members and with the M&E unit at CRS Kenya, develop necessary tools and mechanisms to monitor and evaluate the progress of the set goals and objectives.
- Visit sites and provide management and administrative support and advise to improve the operational aspects of OVC/HBC activities.
- Participate in performance evaluation of sites and identify performance gaps and recommend suitable remedies for improvement.
- Work with CRS partners to identify gaps and needs to strengthen their capacity to manage current programs, develop new initiatives and strengthen essential institutional systems that underpin their programs.

Specific Qualifications:

- A Masters Degree in Social Sciences or public health, with emphasis on OVC/HBC.
- Have solid working knowledge (practical skills) in OVC/HBC Programming.
- 5 years experience managing large OVC/HBC programs.
- Familiarity with implementation of US Government-funded projects.
- Demonstrated ability to transfer knowledge through formal and informal training.
- Demonstrated ability to work in a team.
- Excellent written, oral communication and computer skills (Microsoft Office Programs).

Position: OVC Project Officer -1 position (Ref No. 2006/6)

Location: Nairobi with frequent travel to the field (1 position)

Purpose: To facilitate the implementation of OVC projects in Kenya with partners. The projects cover HIV/AIDS impact mitigation through Home Based Care, orphan support, knowledge creation, de-stigmatization, behavior change communication, VCT, ARV therapy, and other impact mitigation efforts. The Officer will assist local implementing organizations to efficiently undertake their interventions through capacity building.

Position: HIV/AIDS Project Officer-Rift Valley -2 positions (Ref No. 2006/9)

Location: To be determined with frequent travel to the field

Purpose: The Project Officer will be responsible for providing overall and technical support to the implementation of APHIA-II's Home Based Care program in the Rift Valley areas. He/she will support Partners in the field in ensuring appropriate implementation of HBC programs as per the approved activities, support in preparing periodic reports, hold technical meetings, work with the Consortium members and represent CRS externally and internally to appropriate forums.

Position: HIV/AIDS Project Officer -Coast -2 positions (Ref No. 2006/10)

Location: Mombasa with frequent travel to the field

Purpose: The Project Officer will be responsible for providing technical support to the staff managing the OVC/HBC programs, support Partners in the field in ensuring appropriate implementation of OVC/HBC programs as per the approved activities, support in writing periodic reports, hold technical meetings, work with the Consortium members and partner staff. The Project Officer with the Regional Manager's support will advance CRS desire to integrate OVC/HBC under APHIA-II with the ART (AIDSRelief) and other on-going OVC-PEPFAR programs.

Specific duties and Responsibilities for Project Officers:

- Provide technical assistance to partner organizations in key areas of OVC/HBC programming, HIV/AIDS prevention, care and impact mitigation.
- Monitor and regularly review with partner organizations the services provided to OVC/HBC.
- Participate in the planning and facilitation of technical workshops for capacity building in OVC programming, HIV/AIDS, VCT, HBC and ART.
- Represent the agency in HIV/AIDS forums.
- Ensure proper financial management, reporting and administration of the projects.
- Monitor and report on the implementation of the project.
- Participate in project evaluations and assessments.

Specific Qualifications:

- University Degree in Social Sciences.
- Have solid working knowledge (practical skills) in the following areas: OVC, HBC, VCT, and ART.
- 3 years experience implementing OVC/HBC and HIV/AIDS projects, preferably in an NGO setting.
- Experience in implementing US Government-funded projects.
- Demonstrated ability to transfer knowledge through formal and informal training.
- Demonstrated ability to work in a team.
- Excellent written, oral communication and computer skills (Microsoft Office Programs).

Written applications indicating the reference number of position applied for and location, CV including day-time contact phone numbers, as well as names and contact information of three references should reach the below-mentioned by **July 26th 2006:**

**Deputy Admin Manager I/C Personnel
Catholic Relief Services – Kenya Program
P.O. Box 49675, GPO 00100 Nairobi
E-mail: hr@crsnairobi.org**

Please note only short listed candidates will be contacted.

Chief Accountant

We are a well-established domestic airline company, operating from Wilson Airport - Nairobi, seeking to recruit a dynamic and results oriented professional to fill the position of Chief Accountant, to join our already established Finance Department.

The job holder will be responsible for the following key result areas:

- Be involved in reviewing, formulation and implementation of financial policies, systems and procedures for the Company in compliance with the international accounting standards.
- Preparation of monthly and other periodic Financial Reports
- Co-ordinate the process of financial planning, budgeting and control
- Sourcing, allocating, availing and monitoring utilization of financial resources
- Preparing the daily, weekly and monthly cash position and disseminate information to management
- Facilitate and co-ordinate the work of external auditors
- Developing, maintaining and keeping custody of all finance and accounting records/documents
- Ensuring compliance to statutory requirements and to other airline regulatory bodies.

Qualifications:

- Bachelor of Commerce (Accounting Option) or equivalent degree
- CPA(K) or equivalent qualification / MBA will be an added advantage
- Minimum of 10 years accounting experience preferably within a service industry, and at least five years in a senior position
- Must demonstrate outstanding leadership qualities and professional competence in the management of the accounting unit
- Good interpersonal and communication skills
- Knowledge of several accounting packages, Oracle and Sage preferred
- Knowledge of MS Office suite
- Motivated, dynamic and dedicated team-player
- At least 35 years of age

Applications including CV, copies of academic certificates, names and addresses of three professional referees, present position, current remuneration and day telephone/fax or email contacts should be sent by **Friday, 28th July, 2006** to:

**DN.A/ 866
P O Box 49010 - 00100
Nairobi GPO**



VACANCY

International Rescue Committee (IRC) is an International humanitarian agency that provides assistance to refugees and displaced populations around the world. IRC Kenya has recently launched a new initiative to build civil society at national and grassroots levels, committed to fighting injustice and poverty. This program will initially focus on urban refugee communities in Nairobi. IRC Kenya is looking for a suitable candidate for the following positions.

CIVIL SOCIETY MANAGER - READVERTISEMENT (Based in Nairobi)

Job Summary:

This position requires a dynamic, articulate and innovative leader, with clear vision and strong commitment to reducing inequality and poverty through sustainable community development. The Civil Society Manager is responsible for managing and strategically developing the Civil Society Development program. For the first year of the program, the focus will be on urban refugees in Nairobi. Candidates with refugee language skills (Somali, Ethiopian) in addition to English are encouraged to apply.

Required Qualifications:

- University degree in law, economics, international development or other relevant discipline (BA or equivalent and 5 years work experience, or Masters degree and 3 years work experience).
- Demonstrated experience in advocacy and the development of civil society on local and/or national level;
- Strong planning, organizational and leadership skills;
- Budgeting and/or finance skills;
- Strong computer skills including word processing, internet, and spreadsheets;
- Willingness and ability to travel to remote and difficult locations, including refugee camps in Kenya.

NB: Candidates who had applied earlier need not apply.

HIV/AIDS COORDINATOR (Based in Lodwar)

Job Summary:

The Kenya HIV/AIDS Coordinator is responsible for overall implementation and management of IRC's HIV/AIDS programs located in Turkana District. He/she is based in Lodwar and spends 100% of the time in the field coordinating HIV/AIDS program including HIV/AIDS clinical care and ART provision.

Responsibilities

- To implement the IRC/CDC cooperative agreement HIV/AIDS proposal in Turkana District.
- Coordinate with the local partners (AIC and KMH) to ensure smooth and successful implementation of HIV/AIDS programs as stated in IRC/CDC cooperative agreement.
- In collaboration with Kakuma Medical Doctors and COs in charge of HIV clinical care and ART provision, he/she will provide clinical care including ART provision to all eligible HIV patients in all the program sites.
- Prepare monthly reports to KHC and assist KHC and Grants Manager in preparation of HIV/AIDS-related donor reports.
- Supervise local partners in development and implementation of procurement and spending plans.
- Directly supervise HIV/AIDS counseling and testing manager, BCC officer, Kakuma HIV/AIDS Manager and HIV health Information officer.

Required

- Medical doctor with degree in medicine and surgery from a reputable university.
- Licensed by the Kenya Medical Practitioners and Dentist board and allowed to practice in Kenya.
- Training in HIV/AIDS comprehensive care including rational use of highly active antiretrovirals.
- At least three years experience in a busy ART clinic, International NGO or similar organization.
- Demonstrated experience in clinical and community medicine.
- Demonstrated experience managing primary health care programs.
- Word processing, spreadsheet, and HIS skills.
- ART experience and experience in design of monitoring and evaluation systems an added advantage.

Applications including a cover letter and curriculum vitae should be received by the undersigned **not later than 26th July 2006.**

**Human Resource Manager
International Rescue Committee
P.O. Box 62727 – 00200
NAIROBI**



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