

# 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)

15<sup>th</sup> 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: PROGRAM ASSISTANT**  
**JOB GRADE: BJ 5**  
**REF NO: UBJ/PA/K 2/2022 (1 POSITION)**  
**COUNTY: KISUMU**

### JOB PROFILE

Reporting to the Chief of Party; and to be based in Kisumu County UBJ Office; the incumbent will take responsibility of the following duties but not limited to;

### SPECIFIC RESPONSIBILITIES:

1. Screen visitors and calls for the Chief of Party.
2. Prepare and share the highlights of the Chief of Party's diary.
3. Sit in meetings with the Chief of Party and record the proceedings of the meetings and share feedback.
4. Monitor and manage all correspondence and ensure timely and appropriate response.
5. Collect, edit, and prepare documentation of key achievements for the USAID quarterly reports.
6. Maintain the Chief of Party's calendar and daily schedule, arrange meetings and plan his itineraries.



7. Ensure timely follow-up and delivery of materials and information related to the functions of the Chief of Party.
8. Take responsibility for coordinating the Office of the Chief of Party, Senior Management team, and the team leaders' logistics. Provide programmatic, logistical and administrative support for all County and national activities and meetings, Local Implementing Partners (LIPs), Project's Chief of Party (CoP), Senior Management Team (SMT), Technical Leads, developed meeting agendas and followed up on action points. Participated in all the meetings.
9. Plan and coordinate, and schedule meetings with partner representatives, officials from relevant government ministries, donors, and individuals of interest to the program
10. Sets up and maintain files, prepares reports, presentations, and graphics, , performs data entry, proofreads, and compiles special reports.
11. Serve as a member of Project Management and implementation team.
12. Act as a focal point for the Project Advisory Committee (PAC), Project Advisory Board (PAB) and Senior Leadership Team (SLT) and ensure they have the reports/minutes needed to provide technical guidance on project implementation.
13. Provide administrative and logistical support for the USAID Boresha Jamii Project including development of project annual and quarterly work plans, managing calendar of activities and called to attention the Chief of Party and County Managers when activities were due.
14. Prepare activity budgets for crosscutting events and for the Senior Management Team.
15. Monitor activity budgets and called to attention the Finance manager in case of any risks, collectively addressed any budgetary gaps.
16. Continually liaise with County Teams (CHMT) and County Manager to ensure adherence to specific donor requirements and project standards and proactively identified any issues.
17. Provide administrative support in the design, implementation and monitoring of project activities including but not limited to development of monthly Chief of Party (COP) bulletin, contributed to weekly donor bulletins, monthly and quarterly reports and identified project-branding needs.
18. Draft program reports, correspondence, letters and agenda items for all county level activities.
19. Support with the documentation of County's Monthly progress and LIPs' reports by liaising with sub county technical teams to obtain information. Assisted program teams to submit required technical reports on time.
20. Facilitate information exchange between the Senior Management Team and field offices/staff.
21. Provide support with travel logistics, specifically flight booking, airport transfers and hotel booking for USAID Boresha Jamii staff and activity participants.
22. Will Support the Learning Agenda of the project by ensuring documents are made available ,printed bound and delivered to the relevant Review Boards on time. Supported collection of Monitoring and Evaluation data (both quantitative and qualitative) for any research or assessment activities and ensured study tools are available on time.

### **MINIMUM JOB REQUIREMENTS**

1. Bachelor's Degree in either of the following disciplines: Social Sciences, Secretarial, International Development, Development Economics, Business Administration, Public Relations or another related field from a recognized institution.
1. At least Five Years' Experience in a similar position in an NGO Set Up is a MUST.
2. Have Sound analytical, writing, listening and communication skills with fluency in written and spoken English.
3. Registration with relevant Professional Body is a MUST.
4. Evidence of Computer Proficiency with focus on MS Office.
5. A broad grasp of socioeconomic policy issues with respect to social/economic development, HIV/AIDS, OVC, Adolescents in both rural and urban settings;



6. Detailed understanding and experience of gender and diversity issues and commitment to addressing inequalities in all the key areas of responsibility;
7. Proven ability to work in a complex environment with multiple tasks;

### **Terms of Service**

The successful candidate will be employed on an initial contract upto **30<sup>th</sup> September,2022;** with a possibility of renewal on 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 forward their application to the **Chief of Party -UBJ Program through the email address indicated below:**

Applications will only be received in **soft copy** including an up-to-date curriculum vitae, details of current remuneration, certified copies of academic and professional certificates /practicing license and testimonials as well as names and contacts (including postal and email addresses, and daytime telephone numbers) of three referees to reach us on or before **Friday, 25<sup>th</sup> February, 2022 at 17:00PM Nairobi Time to the below email address:**

**NB: REF Number for the Position advertised MUST be captured as an email subject-UBJ/PA/K 2/2022**

**[recruitment@boreshajamii.or.ke](mailto:recruitment@boreshajamii.or.ke)**

**and a copy to:**

**[vc@jooust.ac.ke](mailto:vc@jooust.ac.ke)**

**Additionally, please note that:**

**After the interviews, 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. Loaneer Compliance Certificate to confirm if a candidate is up to date with the loan repayment. Non- Loaneer 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 contracted.**

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