

VACANCY ANNOUNCEMENT: CLINICAL OFFICER

3rd January 2023

HOPE *worldwide* Kenya has a vacancy for a Clinical Officer within the GF NFMIII Project who will be based in Nakuru. This position will report to the GF Project Coordinator.

1. JOB SUMMARY – PURPOSE

The position is responsible for providing a combination of prevention services to Key Populations (KP) at KP Drop-in center (DICE) and during outreach sessions. This position works with other DICE staff in liaison with the CASCO, other government officers, and stakeholders at County/Sub-County levels.

2. DUTIES AND RESPONSIBILITIES

R1. Project implementation & reporting

- T1. Provide overall coordination of the Center, including supervision of staff as per the standards provided by the NASCOP.
- T2. Mentor and support staff for effective service delivery contributing to target achievement
- T3. Ensure the provision of quality clinical services to include comprehensive Biomedical, behavioral and structural interventions to Key Populations.
- T4. Screen for and address reproductive health needs of key population clients both at the static and outreach service delivery points.
- T5. Conduct routine physical examinations of the key population clients and provide treatment as provided in the nationally approved guideline
- T6. Establish and document an effective referral directory/ SOP to meet the needs of the key population clients.

R2. Partnership with government agencies and other stakeholders

- T1. Create and enhance partnerships for effective service delivery to beneficiaries
- T2. Work closely with the CHMT (County health medical team) to facilitate support supervision and mentorship.
- T3. Work closely with the SCASCO/SCHRIO to facilitate up-to-date data collection and reporting tools.
- T4. Submit program reports to SCASCO/SCHRIO within established timeframes.
- T5. Represent the organization in stakeholder/community forums.

R3. Monitoring, Evaluation, Reporting, and Learning

- T1. Ensure availability and adherence to the National Key Population NASCOP guidelines, tools, the Quality Management Framework, and any other necessary service delivery guidelines/tools.
- T2. Establish and chair the continuous quality improvement (CQI) committee at the DIC.
- T3. With the support of the other members of the team, Support the maintenance of quality clinic data and adequate commodities consumption records, calculate consumption and make requisitions on time to avoid stock-outs.
- T4. In liaison with the M&E team, ensure monthly KP data is captured, collected, verified, collated, analyzed, and interpreted, and analytical quantitative and qualitative program performance reports are generated, including Lessons learned, Challenges, success stories, and Best Practices.

- T5. Proper storage of client information to ensure confidentiality is maintained.
- T6. Conduct routine data quality checks/assessments to ensure all data reported is accurate, of high quality, and correctly filed

R4. Perform any other duties and responsibilities which may be assigned by the Supervisor from time to time.

3. KNOWLEDGE, SKILLS, AND ABILITIES

(The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training)

a. Level of Education/Academic Qualification

- A Diploma in Clinical Medicine from a recognized medical training institute.

b. Specialized Training/Professional Qualifications

- Valid registration with the Kenya Registered Clinical Officer is required.
- Valid HTS certificate certified by NASCOP is desired

c. Competencies/Abilities/Skills Required

- Ability to work and deliver results with minimum supervision.
- Good oral and written communication skills (English and Swahili)
- Computer literacy in the use of MS Windows, Word, Excel, PowerPoint, and Outlook is desired
- Able to work in a community setting and provide KP-friendly services.
- Good record-keeping skills
- Maintain effective communication with colleagues, both junior and senior
- High level of integrity and honesty
- Utilize systems effectively to ensure economical use of equipment and supplies.
- Commitment to and understanding of HOPE worldwide Kenya's vision, mission, and core values.

d. Relevant Work Experience

- At least 3 years' experience working in a busy clinic or hospital site. Experience working with KPs is desired

To apply, please send your application letter, a detailed CV with 3 referees, your e-mail address, and telephone contacts to: hr@hopewwkenya.org by 5.00 pm on 13th January 2023.

Your application will not be considered if it does not meet all of the above requirements.

Only shortlisted candidates will be contacted.

HWK is an Equal Opportunity Employer and does not request applicants to pay for consideration for employment.