



Centre for Health Solutions - Kenya

Preferred Partner for Health Solutions

CAREER OPPORTUNITY

Centre for Health Solutions – Kenya (CHS) is an indigenous, not-for-profit organisation that utilises local expertise and strategic partnerships to ensure the implementation of evidence informed solutions and interventions to existing and emerging public health concerns.

CHS is currently sourcing for high calibre, self-motivated and dynamic individuals to fill the following positions in Siaya County: -

1. DREAMS Biomedical Officers (13 Positions) : CHS/HR/STP/DBMO/001/2023

Overall Job Function

Reporting to the DREAMS Technical Officer- Biomedical, the Biomedical Officer will provide and lead biomedical interventions at the DREAMS ward to eligible adolescent girls and young women (AGYW); including but not limited to; HIV testing services, Condom promotion and provision, STI screening and management, contraceptive method mix, Gender based violence screening and provision of post violence care services, PEP, PrEP and ensure effective referral and linkage to other biomedical services.

Key Responsibilities

- Provide comprehensive biomedical interventions including HIV testing services, contraceptive method mix, STI and GBV screening, Post Rape Care services, male sexual partner services, PrEP and linkage of AGYW to other clinical services
- Support and track referral completion for male sexual partners linked to biomedical services including ART, VMMC and HTS.
- Coordinate and implement all biomedical services in the safe spaces
- Support in identification and enrollment of eligible AGYW and ensure structured layering and graduation from the program
- Ensure proper case management and continuity of biomedical services
- Conduct site level support supervision and mentorship to ensure that biomedical interventions are implemented according to national guidelines.
- Ensure proper documentation, tracking of biomedical services and retention of PrEP
- Ensure real time, correct update of biomedical services in the DREAMS database

- Ensure proper biomedical commodity management and accountability in the safe spaces
- Provide post violence care services and participate in community violence response sensitization
- Coordinate violence response activities within the safe space in collaboration with SASA! Coordinators
- Link AGYW to other HIV prevention programs and services
- Lead site level continuous quality improvement projects and track performance in the digital platform
- Maintain proper medical records on the type of services given and ensure client confidentiality
- Support data management to ensure regular and timely collection, entry and accurate reporting
- Ensure availability all clinical standard operating procedures (SOPs), tools and guidelines.
- Support access to comprehensive HIV care and treatment for AGYW who sero -convert while in the program
- Prepare site biomedical activity report on a monthly, quarterly and annual basis
- Any other duty as may be assigned by your supervisor

Person Specification

- Diploma in Nursing or Clinical Medicine
- Registered by the Clinical officers or Nursing council of Kenya
- Demonstrated 2 years' experience in HIV programs
- Training in NASCOP certified HIV prevention and STI management will be an added advantage
- Possess skills on youth friendly services
- Experience in DREAMS program will be an added advantage
- Familiarity with donor funded HIV program implementation, documentation and reporting.

2. DREAMS Data Officer (13 Positions) - CHS/HR/STP/DDO/002/2023

Overall Job Function

To oversee data management, verification, analysis, and reporting at the sub county level while providing data accountability and ensuring an effective and efficient flow of reports from the site level to the program level.

Key Responsibilities

- Support DREAMS data cleaning and monitoring of data entry into the DREAMS data capture systems through regular data quality audit for quality client management and reporting

- Consolidate, validate and merge databases sent from the wards to ensure the availability of clean and up-to-date databases
- Conduct routine (quarterly) data quality assurance assessments on intervention M&E tools, client records, and electronic databases to ensure data completeness, accuracy, and consistency. Sample at least 30% of the data forms for validity check with what is already entered in the database(s) during supervision
- Participate in the Preparation of data-related standard operating procedures (and update them periodically) and train program and data management staff on the same
- Coordinate, supervise, and mentor data management team (including field data collection teams) to ensure up-to-date skills on data management through on-job training as required and monitor the progress of the team.
- Perform various data analysis, and generate weekly and monthly data reports, data dashboards, and tables as required to track implementation progress at the program level.
- Maintain (up-to-date and clean) internal data asset library, data management plans, and syntaxes for complex data analysis
- Implement and enforce regular data security activities such as storage, backups, archiving and user administration, and resolving queries that arise
- Prepare monthly/quarterly/annual/ad hoc reports within the agreed timelines.
- Support the implementation of web-based and mobile DREAMS specific solutions to facilitate real time data transmission and reporting
- Participate in data review meetings and validation of web-based tools and registers
- Support the team in utilization of data base insights and data
- Generate AGYW priority lists and share with relevant team members
- Carry out any other duties as may be specified by the supervisor

Qualifications and Requirements

- Diploma in, Health records, Statistics, Biostatistics, IT and other related fields
- Two (2) years' experience in a similar position
- Analytical and conceptual skills
- Ability to extract data from systems
- Decision making skills
- Good Interpersonal / Communication skills
- Good report writing skills
- Relevant computer skill (Microsoft Word, Excel, Power Point)
- Monitoring and Evaluation skills

3. HTS Counselors (20 Positions) -CHS/HR/STP/HTSC/003/2023

Overall Job Function

The HTS Counselors will be responsible for the implementation of Comprehensive HIV prevention services at the DREAMS safe spaces. S/he will undertake quality implementation of HIV testing services, TB, GBV and STI screening, Condom promotion and provision, PrEP and Contraceptive information, education and counselling and other biomedical services for adolescent girls and young women and their male sexual partners

Key Responsibilities

- Ensure quality HIV testing services (HTS) are provided as per the National Testing Algorithm across all service delivery points in allocated sites.
- Ensure HTS testing protocols are followed with fidelity: 6Cs, Safe and ethical index testing.
- Support HTS counselors to enhance risk-based/eligibility screening and testing of all clients at the safe spaces
- Support referral and linkage of all high-risk negative clients to high-impact prevention services including VMMC, PrEP, PEP, and OVC.
- Enhance uptake of high-yielding HTS testing strategies such as index testing and elicitation of sexual partners and biological children of index clients, OVC testing, SNS, HIVST for AYP and KP/VP s
- Assess and document all referrals, make follow-up and report on referral outcomes.
- Compile and submit monthly HTS reports.
- Participate in the site HTS QA/QC processes i.e., proficiency testing, direct observed practice sessions, self-assessment and support supervision.
- Conduct CQI activities to improve gaps identified based on data
- Support the health facility they are attached to achieve their HTS targets (HIV TST, HTS Pos, HTS index/SNS, HTS Recent, and HIVST) by providing HIV testing 3 days a week.
- Ensure monthly forecasting, quantification, and reporting of Rapid Test Kits (RTKs) is done according to the guidelines and raise a 1-month Early Warning alert for expected RTK shortage.
- Work in close collaboration with the SCASCO and the CHS-TOIL to ensure continuity of services
- Work closely with the DREAMS program team to screen AGYW for GBV, TB and STIs and PrEP eligibility.
- Support the M&E framework by updating and reporting of HTS registers/EMR, wall charts, Data entry, reports, timeliness, and accuracy.
- Utilization of the DAR for RTK to account for RTK utilization
- Participate in monthly counselor supervision meetings and review individual counselor performances against the target.
- Conduct any other duty as may be prescribed by the supervisor.

Qualifications and Requirements

- Diploma in Counselling Psychology, Social work, Community health, Public Health or any other health related course.
- Possess skills on youth friendly services
- Certificate in HTS Counselling (NASCOP Certified) Training
- Experience in HIV counselling and testing
- Experience in DREAMS program will be an added advantage
- Facilitator or Trainer of Trainers in any of the following Evidence Based Interventions, SHUGA, MHMC, HCBF, FMP. Will be an added advantage.
- Proficiency in computer packages like MS Excel, MS Word, MS PowerPoint
- Familiarity with donor funded HIV program implementation Diploma or certificate in social sciences

4. DREAMS Mentors (152 Positions) - CHS/HR/STP/DMS/004/2023

Overall Job Function

A DREAMS Mentor is community based young woman who support the empowerment of vulnerable adolescent girls and young women by helping them to prevent HIV infection through continuous motivation, counselling, guiding, training, coaching, linking to services, follow-up. CHS Shinda Tena DREAMS Program is looking to recruit community mentors across Siaya County with the following attributes.

Key Responsibilities

- Assisting in identification, screening and enrolment of the most at risk AGYW into the program.
- Participate in the identification of safe spaces together with AGYW and other stakeholders.
- Assist in the documentation of AGYW priority needs/case management plan.
- Participate in preparation and execution of joint safe space work plans.
- Identify AGYW/households for relevant services based on identified priority needs and vulnerability levels.
- Track participation of AGYW in the program i.e. weekly update of safe space register.
- Ensure 90% of AGYW are accessing services on a monthly basis.
- Ensure AGYW access a minimum of 6 services per quarter i.e. behavioral, biomedical, social protection and post GBV care.
- Ensure participation of AGYW, AGYW caregivers or partners in relevant program activities through mobilization and continuous follow up.
- Perform home visit to track AGYW especially in follow up with the absentee AGYW
- Attend safe space sessions when AGYW are in session.
- Participate in monthly ward level data review meetings.

- Mentors will be expected to meet their weekly set program targets as per respective ward. Be a role model to AGYW.

Qualifications and Requirements

- Live in the same ward as the DREAMS AGYW
- Able to read and write in English (Completed at least Form 4 secondary education).
- Able to speak the local language of AGYW especially in the rural areas where DREAMS is implemented.
- Able to speak in Swahili and or English in the urban areas where there may be AGYW of different ethnic groups.
- Ability to communicate with parents and guardians of AGYW, stakeholders in government, faith-based organizations and other civil society organizations, and male sex partners of AGYW;
- Has knowledge of the local government structure in the Ward; Knowledge of community assets where AGYW may get services including police stations, health facilities, schools and colleges, Huduma Centres, Children's department etc.
- Comfortable with adolescent sexual reproductive health issues, including learning, teaching and referring AGYW for access uptake Sexual Reproductive Health services (experience working in Sexual Reproductive Health as CHVs, facilitators, ambassadors, volunteer etc. will be added advantages).
- Is youth-friendly and approachable by AGYW (please note that AGYW may also recommend a mentor that they prefer for the project).
- 18 – 35 years of age. AGYW who are currently active or graduated from DREAMS will be considered for recruitment as mentors as a priority.
- Community women 18-35 who have made achievements in their lives e.g. in health, education, business, leadership, advocacy etc. will have an added advantage to be selected as mentors.

5. DREAMS Office Assistant (20 Positions) - CHS/HR/STP/DOA/005/2023

Overall Job Function

The DREAMS office assistant, will be responsible for performing exceptional clerical tasks within the office set up to support daily operations.

Key Responsibilities

- To undertake front office duties, including meeting, greeting and attending to the needs of clients, to ensure a superb customer service experience.
- To assist in dealing with customer enquiries or complaints in an effective and courteous manner, providing or seeking solutions as quickly as possible.
- Cleaning of offices and compound;
- Recording and dispatching letters, files and documents;

- Collecting, assembling and disposing waste.
- To ensure the smooth running of the reception area.
- To report any maintenance, breakage or cleanliness problems to the relevant Ward Case Manager.
- Performs a variety of routine assignments; operates a computer to draft basic correspondence, enter data, and print and photocopy documents.
- Run various routine errands as required by CHS.

Job Requirements

- High School Certificate.
- Certificate in computer packages
- Current DREAMS AGYW who meet the above criteria.

6. EBI Facilitator (6 Positions) CHS/HR/STP/EBIF/006/2023

Overall Job Function

The EBI facilitator will be responsible for the recruitment and implementation of HCBF, MHMC, SHUGA, FMP, or SASA EBI at the ward level to the targeted AGYW beneficiaries. S/He will work together with the ward case manager to ensure AGYW are reached with age appropriate EBIs and their service uptake forms filled appropriately.

Key Responsibilities

Program implementation and training.

- Roll out and implement Evidence Based Interventions targeting Adolescent girls and young women.
- Support in identification of AGYW eligible for DREAMS from health facilities, child and community welfare settings.
- Work with other service providers to ensure that AGYW receive age appropriate service layering.
- Ensuring that the EBIs of Healthy Choices for a Better Future, My Health My Choice, SHUGA, SASA, FMP, Sinovuyo are implemented to reach the targeted AGYW.
- Liaise with link health facilities to facilitate referrals and outreaches for biomedical services and commodities availability and that AGYW are receiving youth friendly adolescent services.
- Conduct male sexual partners mapping and outreach services to reduce risk of male sexual partners of AGYW.
- Producing Monthly Ward Narrative and Data Reports
- Assist in office administrative issues, including records keeping, payments, and other key issues.

- Ensure Provision of Economic Strengthening Interventions to all AGYW aged 18 – 24 yrs. Including Entrepreneurship training, Business startup kit support, Youth Saving and Loaning and linkage to Microfinance
- Identify and develop Program human success stories to share on the organization’s social media platform and with partners.

Program Monitoring & Evaluation

- Ensure that all EBI sessions are documented in the appropriate EBI register
- Conduct routine service uptake documentation on ODK.
- Ensure that the activity registers and AGYW files are well documented and secured at the safe space.
- Work with the program M&E to track the layering of services.
- Track and implement graduation readiness for AGYW in the program.
- Assisting in data keying in, preparing activity reports and monthly reports in time for team reflection.
- Conduct HIV testing and screening services for eligible AGYW in the safe spaces.
- Carry out any other duties as may be assigned by your supervisor from time to time.

Qualifications

- A minimum of Certificate in Social Sciences, Community Development, or related field. Bachelor’s Degree is added advantage.
- Must be Trained Facilitator or Trainer of Trainers in an EBI.
- A minimum of one-year experience implementing adolescent focused programs is required.
- Should be Computer Literate, work well with MS Word and MS Excel and Internet research methods.
- Highly motivated to learn and work in a high-performance environment.
- Willingness to learn, tackle challenges and seek creative solutions in everyday assignments.
- Demonstrates well-developed interpersonal skills, excellent communication skills, both Verbal and written.
- Must be able to meet urgent and last-minute deadlines, work with grace under pressure, and function well in a high-performance team.
- NASCOP HTS training certificate will be an added advantage

7. Field Assistants (4 Positions) - CHS/HR/STP/FAS/007/2023

Overall Job Function

Reporting to the site in charge/KVP coordinator, the KVP field assistant will be responsible for the coordination of comprehensive community-based HIV prevention services through peer education, micro planning and integrated outreaches for HIV prevention at the hotspots and beaches. The Field assistant will supervise and oversee peer educators and peer navigators to ensure optimum program coverage in clusters and beaches.

Key Responsibilities

- Identify and map different categories of Key and Vulnerable Population (KVP) in the targeted geographic areas in the County – Map hotspots and beaches by typology and KP clusters
- Coordinate comprehensive community-based HIV prevention services through Peer education and outreach for behavioral HIV prevention among KVPs at hotspots.
- Provide comprehensive prevention package of services at facility and community level for HIV negative KVPs.
- Provide information and training on the use and promotion of male/female condoms and lubricants (demonstration, skills building in negotiating condoms with sex partners, and ensure easy access to uninterrupted supply of condoms and lubricants).
- Prepare work plans for clinical outreach activities to mapped KP hotspots and beaches and prepare summary reports after every planned outreach.
- Ensure HIV prevention commodities (condoms, lubricants, NSP) stock is available at service delivery points at all times.
- Expand and improve uptake of testing services for Key and Vulnerable Populations (KVP) using targeted outreach strategies as per the national guidelines
- Support early enrollment into Anti-Retroviral Treatment (ART) for KVPs and monitor viral load (VL) suppression in the established cohorts in collaboration with health facilities (Support initiation and retention of KPs on ART under the new National guidelines of Treatment as Prevention (TasP)).
- Provide and facilitate access to Post Exposure Prophylaxis (PEP) and Pre-Exposure Prophylaxis (PrEP) to KVPs in need in all health facilities.
- Support referral and linkage of all high-risk negative clients to high-impact prevention services including VMMC, PrEP, PEP, OVC, DREAMs
- Provide index testing and elicitation of sexual partners and biological children of index clients, OVC testing, SNS, HIVST for AYP and KP/VPs
- Utilize EMR to assign all KVP PE their respective cohorts and document all clients tested, review entries made, and upload eHTS data to the national data warehouse.
- Facilitate and monitor GBV, working with CSOs and other stakeholders to reduce structural barriers including Stigma reduction, violence prevention and response for KVP.
- Participate in CQI activities related to KVP services.
- Enhance scale-up and uptake of HIV recency testing for all clients testing HIV positive in the facility by applying the LRSRF for recency eligibility and referral
- Enhance support for known positives who had disengaged treatment and ensure they reinitiate care through the utility of UPI with referrals to treatment.
- Support the M&E framework by reviewing and maintenance of relevant registers/EMR, wall charts, Data entry, reports, timeliness, and accuracy.
- Support peer educators to conduct micro planning while ensuring availability of all relevant tools.
- Conduct any other duty as may be prescribed by the supervisor.

Qualifications and Requirements

- Diploma in relevant Community Health, Public Health or Social Sciences,
- MUST be trained on KVP sensitivity, KVP Micro planning and understand KVP Micro planning tools as per NASCOP SOP
- Must be willing to undertake extensive travels within KVP hotspots and beaches on a daily basis (This role is intensive requiring working in extra hours and odd hours to meet KVP Peer Educators at the hotspots)
- Proficiency in computer packages like MS Excel, MS Word, MS PowerPoint
- 3 years' experience working with KVP micro planning, peer education and Outreach model

8. KP Health Records Information Management Assistant (HRIMA)- CHS/HR/STP/HRIMA/008/2023

Overall Job Function

To oversee data management, verification, analysis, and reporting at the DiCE and sub county level while providing data accountability and ensuring an effective and efficient flow of reports from the site level to the program level.

Key Responsibilities

- Support DiCE to manage, maintain, and organize clients' medical records.
- Ensure a well-streamlined appointment management system.
- Ensure timely and accurate KP data collection, cleaning and reporting to the sub county through KHIS and to the program through CRIS and 100% utilization of all the EMR modules.
- Conduct monthly data validation and routine (quarterly) data quality assurance assessments on registers and EMR to ensure data completeness, accuracy, and consistency.
- Perform various data analysis, and generate weekly and monthly data reports, data dashboards, and tables as required to track implementation progress at the Dice.
- Support micro planning meetings through provision of data of select indicators for review
- Track tools availability and utilization at Dice level through a Dice level tools inventory. He/she will also ensure timely requisition of tools.
- Effectively communicate to the KP program supporting the team on matters relating to M&E needs and reporting tools requirements.
- Report all M&E activities in the DiCE and generate a list of action items requiring program interventions and support.
- Participate in quality improvement, quality assurance, and management functions
- Initiate and track CQI projects within the Dice and ensure routine tracking and updating on the online platform.
- Take lead in weekly and monthly data review at the Dice and ensure all progress charts are updated

Qualifications and Requirements

- Diploma in Health records and information management from a certified institution.
- Two (2) years' experience in a similar position is desired
- Experience in KP related work is an added advantage
- Experience in using Electronic Medical Records will be an added advantage
- Analytical and conceptual skills
- Ability to extract data from systems
- Good report writing skills
- Relevant computer skill (Microsoft Word, Excel, Power Point)
- Monitoring and Evaluation skills

9 HTS Counselor (1 Position) - CHS/HR/STP/HTSC/009/2023

Overall Job Function

The HTS Counselors will be responsible for the implementation of Comprehensive HIV prevention at the supported sites/facility, hotspot and beaches. S/he will undertake quality implementation of HIV testing services, TB, VMMC, PrEP, STI and other biomedical services for Key and Vulnerable Populations (KVP)

Key Responsibilities

- Provided HIV testing services (HTS) in accordance with the National Testing Algorithm at outreach and facility for KVP.
- Ensure HTS testing protocols are followed with fidelity: 6Cs, Safe and ethical index testing.
- Conduct risk-based/eligibility screening and testing of all clients at the OPD, DICEs, and community.
- Support referral and linkage of all high-risk negative clients to high-impact prevention services including VMMC, PrEP, PEP, OVC, DREAMs
- Provide index testing and elicitation of sexual partners and biological children of index clients, OVC testing, SNS, HIVST for AYP and KP/VPs
- Participate in EQA activities including observed practice and proficiency testing.
- Enhance scale-up and uptake of HIV recency testing for all clients testing HIV positive in the facility by applying the LRSRF for recency eligibility and referral
- Utilize Afya stat to document all clients tested, review entries made, and upload eHTS data to the national data warehouse.
- Enhance support for known positives who had disengaged treatment and ensure they reinitiate care through the utility of UPI with referrals to treatment.
- Ensure Intra and interfacility referral and linkages for all newly identified clients and ensure their longitudinal follow-up for up to one year
- Utilization of the DAR for RTK to account for RTK utilization

- Support the M&E framework by reviewing and maintenance of HTS registers/EMR, wall charts, Data entry, reports, timeliness, and accuracy.
- Participate in monthly counselor supervision meetings and review individual counselor performances against the target.
- Conduct any other duty as may be prescribed by the supervisor.

Qualifications and Requirements

- Diploma in Counselling Psychology with training on counselling psychology and adherence counselling.
- Certificate in HIV Testing services
- MUST be trained on Key and vulnerable population sensitivity, KVP Micro planning and understand KVP Micro planning tools as per NASCOP SOP
- 2 years' experience working with Key and Vulnerable Populations on comprehensive HIV prevention.
- Must be willing to undertake extensive travels within KVP hotspots and beaches on a daily basis (This role is intensive requiring working in extra hours and odd hours to offer biomedical services to the KVP at the hotspots and beaches)
- Proficiency in computer packages like MS Excel, MS Word, MS PowerPoint

10. Nurse Counselor (2 Positions) CHS/HR/STP/NUC/0010/2023

Overall Job Function

The Nurse Counselors will be responsible for the implementation of Comprehensive HIV prevention at the supported sites/facility, hotspot and beaches. S/he will oversee quality implementation of comprehensive HIV Care and Treatment, eMTCT, TB, STI and other biomedical services for Key and Vulnerable Populations.

Key Responsibilities

- Ensure weekly multi-disciplinary team meetings (MDTs) are held to discuss complicated cases and minutes are available
- Conduct bi-annual standard of care measures to assess the quality of HIV services and take lead in implementation of targeted interventions
- Conduct monthly continuous medical education for site staff and ensure the site attends central site CME
- Develop a site work plan for HIV prevention services in line with Annual Work Plan and CHS scope of work
- Ensure the minimum package of TB/HIV care is implemented in line with the National guidelines
- Take the lead in attainment of the priority indicators for HIV care and Treatment, PMTCT and TB/HIV program
- Conduct HIV testing for patients with unknown status.

- Support expansion and access to HIV clinical care and treatment services, including STI, violence prevention and TB/HIV services, and for reducing the dual stigma and discrimination associated with HIV among KVP.
- Offer comprehensive STI screening and treatment for the KVP including audit of all the STI positives identified.
- Offer comprehensive PrEP serviced to KVP including DSD models that support the different populations types
- Offer comprehensive SRH services for the female KVP while ensuring duo protection for female KPs with FP services.
- Account for all KVPLHIs taking ART on and offsite for treatment outcomes
- Ensure complete documentation and timely reporting
- Conduct any other duty as maybe prescribed by the supervisor.

Qualifications and Requirements

- Diploma in Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery, or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized
- Registration Certificate issued by the Nursing Council of Kenya
- MUST be trained on Key and vulnerable population sensitivity, KVP Micro planning and understand KVP Micro planning tools as per NASCOP SOP
- 2 years' experience working with Key and Vulnerable Populations on comprehensive HIV prevention.
- Valid practicing license from the Nursing Council of Kenya;
- Certificate in computer application skills from a recognized institution;
- Demonstrate understanding of the commitment of the National values and principles of Public Service Governance as espoused in the Constitution of Kenya 2020, Article 10 and 232
- Must be willing to undertake extensive travels within KVP hotspots and beaches on a daily basis (This role is intensive requiring working in extra hours and odd hours to offer biomedical services to the KVP at the hotspots and beaches)
- Proficiency in computer packages like MS Excel, MS Word, MS PowerPoint

11. Ward Case Manager (5 Positions) – (CHS/HR/STP/WCM/0011/2023)

Overall Job Function

The main role of the Ward Case Manager is ensuring the implementation of the DREAMS core package of interventions at the ward level. S/he is responsible for the achievement of dreams targets and objectives.

Key Responsibilities

Program implementation and training.

- Roll out and implement Evidence Based Interventions targeting Adolescent girls and young women.
- Lead the identification of AGYW eligible for DREAMS from health facilities, child and community welfare settings.
- Responsible for overall management of the DREAMS program and adolescent safe spaces at the ward level.
- Lead the identification of safe spaces in collaboration with AGYW and other stakeholders and ensure that the safe spaces are equipped and stocked with commodities, safe and well branded.
- Work with service providers to ensure that AGYW receive age appropriate service layering.
- Ensuring that the EBIs of Healthy Choices for a Better Future, My Health My Choice, SHUGA, SASA, FMP, Sinovuyo are implemented to reach the targeted AGYW.
- Liaise with link health facilities to facilitate referrals and outreaches for biomedical services and commodities availability and that AGYW are receiving youth friendly adolescent services.
- Facilitate male sexual partners mapping and outreach services to reduce risk of male sexual partners of AGYW.
- Facilitate mentorship session for AGYW and high achiever mentors.
- Support in the identification of mentors.
- Coordinating the work of mentors and facilitators in the ward, keeping records of their activities and work plans.
- Represent the program in meetings at the ward or sub county level.
- Producing Monthly Ward Narrative and Data Reports
- Facilitating monthly review meeting with Mentors and facilitators
- Assist in office administrative issues, including records keeping, payments, and other key issues.
- Ensure Provision of Economic Strengthening Interventions to all AGYW aged 18 – 24 yrs. Including Entrepreneurship training, Business startup kit support, Youth Saving and Loaning and linkage to Microfinance
- Coordinate Provision of Social asset Building services at the Safe spaces by the assigned mentors
- Ensure that all enrolled AGYW are provided with age appropriate Financial Literacy Training

Communication

- Identify and develop Program human success stories to share on the organization's social media platform and with partners.

- Work with the program's communication officer to develop program communication materials and organization's brand enhancement

Program Monitoring & Evaluation

- Ensure that all activities are reported as per the M&E SOP.
- Orient mentors and facilitators on enrolment and service uptake documentation on ODK.
- Ensure that the activity registers and AGYW files are well documented and secured at the safe space.
- Work with the program M&E to track the layering of services.
- Track and implement graduation readiness for AGYW in the program.
- Assisting in data keying in, preparing activity reports and monthly reports in time for team reflection.
- Responsible for all safeguarding issues in the safe spaces
- Carry out any other duties as may be assigned by your supervisor from time to time

Qualifications and Requirements

- A minimum of Diploma in Social Sciences, Community Development, or related field. Bachelor's Degree is added advantage.
- Must be Trained Facilitator or Trainer of Trainers in an EBI.
- A minimum of one-year experience implementing adolescent focused programs is required.
- Should be Computer Literate, work well with MS Word and MS Excel and Internet research methods.
- Highly motivated to learn and work in a high-performance environment.
- Willingness to learn, tackle challenges and seek creative solutions in everyday assignments.
- Demonstrates well-developed interpersonal skills, excellent communication skills, both Verbal and written.
- Must be able to meet urgent and last-minute deadlines, work with grace under pressure, and function well in a high-performance team.
- Able to clearly communicate in written and spoken English and Kiswahili

Interested and qualified applicants are invited to email their applications and detailed CV with contact details to vacancies@chskkenya.org clearly quoting the position you are applying, and reference number as indicated in the subject line. Applications close on **October 6, 2023 at 5.00 PM** CVs will be reviewed on a rolling basis.

Centre for Health Solutions - Kenya is an equal opportunity employer.

Only shortlisted candidates will be contacted for interviews. Canvassing will lead to automatic disqualification.