



**JARAMOGI OGINGA ODINGA  
UNIVERSITY OF SCIENCE AND TECHNOLOGY  
OFFICE OF THE VICE CHANCELLOR**

18<sup>th</sup> November, 2022

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) wishes to recruit qualified and dedicated persons for the JOOUST-USAID *BORESHA JAMII* Program funded by the United States Agency for International Development (USAID) to implement Kenya Health Partnerships for Quality Services (KHPQS) in Kakamega & Kisumu Counties.

The aim of the program is to provide integrated activities to achieve the Kenya Health Partnerships for Quality Services (KHPQS) goal and objectives, building on USAID's investment in health systems strengthening and FP/RMNCAH/WASH and Nutrition through 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 the use of Quality County led health and social services in Reproductive Health, Maternal, Neonatal, Child and Adolescent Health and Nutrition (FP/RHMNCAH), Water and Sanitation (WASH) in a bid to increase access, demand for quality services and Strengthened capacity of County Health Systems, Local Partners and Communities to deliver quality health services.

We are seeking to recruit qualified and competent individuals to fill the following vacant position in JOOUST-USAID-*Boresha Jamii* Program:

**A.**

**POSITION:** DEPUTY CHIEF OF PARTY /SENIOR TECHNICAL ADVISOR,  
**GRADE:** 16  
**STATION:** KAKAMEGA  
**JOB REF. NO:** JOOUST/ UBJ/DCOP/11/2022

**JOB SUMMARY:**

The Deputy Chief of Party (DCOP) is responsible for the overall technical oversight of the project and is specifically responsible for project implementation that relates to facility and community-level service delivery.

The DCOP reports directly to the Chief of Party (COP) and takes a leadership role in ensuring technical implementation of high impact, proven interventions and ensures the project meets stated goals and reporting requirements. S/he assumes the responsibilities of the COP in the absence of the COP. S/he coordinates among USAID and key stakeholders and other implementing partners and interacts with numerous GOK institutions and representatives, particularly at the county-level.

S/he is knowledgeable about current implementation science and state-of-the-art service delivery approaches.

**SPECIFIC RESPONSIBILITIES:**

- Assist the COP with strategic and operational planning, including work planning, and ensure project compliance with all contractual reporting and financial requirements of USAID and USAID Boresha Jamii Program.
- Assist the COP in creating and maintaining good working relationships with USAID, civil society organizations, media, and other program partners.
- Manage staff, partners, and operations ensuring close coordination and collaboration between the project's various teams.
- Manage deadlines, draft reports, maintain records, and monitor achievement of benchmarks in the agreement.
- Serve as acting COP in their absence.
- Work closely with appropriate project personnel to develop solicitations approved by UBJ and USAID.
- Publicize and promote the solicitations through various media channels: process and prepare all necessary documentation, in collaboration with project personnel.
- Follow-through and complete all approval processes.
- Mentor and manage staff in a respectful and transparent manner, working with local staff to build their technical and administrative capacity.
- Perform any other programmatic duty as may be assigned by the supervisor.

**KEY WORKING RELATIONSHIPS:**

***Internal:***

- COP and the Technical teams in RMNCAH/WASH & Nutrition

***External:***

- Collaboration with the county's department of health leadership including the CDH, COH and CEC-H.

**MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:**

1. Eight years of experience in a senior role managing complex technical service delivery programs of similar scope and dollar value.
2. A Master's degree in social sciences, public health, Obstetrics-gynecology, Nursing & Midwifery, Business Administration, or a related field.
3. Five years' experience in partnership building, especially with the government representatives, donors, the private sector, and local community organizations.
4. Working knowledge of USAID policies and procedures.
5. Knowledge of administration, human resources (HR) practices, budget management.
6. Experience recruiting, forming, and successfully managing teams and ensuring the quality of their products.
7. Demonstrated success in multicultural environments is required.
8. Strong written and verbal communication skills in English required
9. Solid understanding of Kenya's devolved health systems, both national and county systems.
10. Demonstrated analytical and problem-solving skills, capacity building skills, communication, and interpersonal skills, and providing technical assistance.
11. Ability to cultivate, develop, and maintain good relationships with the county government

and staff, colleagues, private sector, and partners.

12. Knowledgeable about current implementation science and state-of-the-art service delivery approaches.

**B.**

**POSITION: SUPPORT STAFF/CLERK (ONE POST)**

**GRADE: 3**

**STATION: KISUMU**

**JOB REF. NO: JOOUST/ UBJ/SS/C/11/2022**

**JOB SUMMARY:**

Reporting to the Human Resources /Administrator, Support Staff / Clerk is responsible for the general cleaning of the Offices and perform a variety of clerical administration tasks to support daily Program operations.

**SPECIFIC RESPONSIBILITIES:**

1. Clean and dust offices and meeting rooms/conference: floors, desks, shelves, glass doors, windows and office equipment.
2. Refill accessories such as toiletries and hand washing soap in staff washrooms.
3. Clean common areas and corridors.
4. Tidy & Set up conference room for different meetings as may be required;
5. Empty all wastepaper bins and shredder trays to the designated places;
6. Ensure that furniture in the office is arranged in the required manner at all times.
7. Prepare refreshments and servings as required for different meetings.
8. Provide services that include scanning, data entry, photocopying, shredding and laminating services from time to time as directed.
9. Receive and refer guests to the respective offices.
10. Support Finance Team, HR/Administrator, Procurement Officer in performing clerical duties.
11. Collecting and distributing couriers or parcels of employees and other offices.
12. Carry out any other assignment relating to daily operations in HR Department as may be guided by supervisor.

**MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:**

1. Certificate in Business Management/Administration, Front Office Operations, Public Relations, Human Resources Management, Information Technology or related field from a recognized institution.
2. Candidate must possess a minimum of KCSE Certificate with a mean Grade of D Plus and above.
3. Served in a similar capacity for a minimum of one year, preferably an NGO setup will be an added advantage.
4. Excellent office management skills, organization, interpersonal and communication skills.
5. Computer literacy is mandatory.
6. Demonstrate critical thinking and creative problem-solving skills with ability to make sound judgment.

C.

**POSITION:** DRIVER (ONE POST)  
**GRADE:** 5  
**STATION:** KISUMU  
**JOB REF. NO:** JOOUST/ UBJ/DRV/11/2022

**JOB SUMMARY:**

Reporting to the Human Resources Officer/Administrator; this position entails supporting the Project team by ferrying them to different locations as required.

**SPECIFIC RESPONSIBILITIES:**

1. Support the Project activities by ensuring that staff are driven to designated areas on time to undertake program related assignments.
2. Undertake ad hoc assignments as guided by management when required.
3. Ensure that the work tickets and other related documents are properly filled and approved before embarking on any assignment.
4. The safety of the vehicle and the passengers on board is your sole responsibility.
5. Ensure that the vehicle is always in good condition neat and clean at all times and communicate vehicle maintenance needs.
6. Always ensure compliance with traffic regulations and the Program Policies.
7. You will be expected to submit vehicle reports on monthly basis for verification by the supervisor/Finance /Compliance teams.
8. Undertake ad hoc duties assigned by Management when required.
9. Notify supervisor of periodic vehicle services and maintenance before they fall due. That includes reporting any matter relating to maintenance of vehicle and regular services & insurances renewal.
10. Ensure compliance with the traffic rules all the times and adhere to related SOPs & Policies;
11. Complete fuel payment receipts and ensure completeness of work tickets indicating details of distance covered versus fuel consumption and submit documentation.
12. Load and offload items into and from the vehicle

13. Should there be need to drive the vehicle past the normal hours of work, you are required to seek approval prior.
14. Submit timely requests to ensure vehicle fueling and fuel card replenishing is done promptly to avoid interruption of service delivery.
15. Ensure safe custody of the vehicle keys in designated office.
16. Notify immediate supervisor of any eventuality while on duty.
17. Carry out any other related assignment as may be assigned from time to time by the immediate supervisor.

**MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:**

1. KCSE Mean Grade of C Plain or its equivalent.
2. Valid driving license; classes ABCE. PSV license will be an added advantage.
3. Defensive Driving certification
4. Suitability Grade Test III
5. Certificate in First Aid
6. Knowledge in motor vehicle maintenance is an added advantage.
7. At least five (5) years satisfactory previous driving experience preferably an NGO set-up.
8. Current certificate of good conduct is a must.
9. Excellent office management skills, organization, interpersonal and communication skills.
10. Demonstrate critical thinking and creative problem-solving skills with ability to make sound judgment.

**Terms of Service**

The successful candidate will be employed on an initial **one (1)-year** contract term with a possibility of renewal with a competitive remuneration package subject to availability of funds, satisfactory performance and need for the service.

**How to apply**

Candidates who satisfy the requirement stated above and interested, should forward their application in **soft copy only**, including up to date curriculum vitae, details of current remuneration, certified copies of academic and professional certificates, and testimonials as well as names and contacts (including postal and email addresses, and daytime telephone numbers) of three referees to reach the under-mentioned so as to be received on or before **Wednesday 29<sup>th</sup> November, 2022 by 5.00 PM.**

*Please convert all your documents into ONE MERGED PDF and Quote the specific Job Reference number on the email subject before sending to:*

**Vice-Chancellor  
Jaramogi Oginga Odinga University of Science and Technology  
P.O. Box 210 – 40601, BONDO, Kenya  
TEL. 057 – 2501804.**

**Through:  
Email –**

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

**And a copy to**

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

The job advert is also available at JOOUST Website. ([www.jooust.ac.ke](http://www.jooust.ac.ke))

**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.
3. Non- Loanee Compliance Certificate for those who have never benefited from HELB Loan.
4. Current Tax Compliance Certificate from KRA
5. Clearance from Ethics and Anti-Corruption Commission
6. A Clearance Certificate from an approved Credit Reference Bureau CRB.

Only successful candidates shall be contacted.

**Jaramogi Oginga Odinga University of Science and Technology is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply.**