



Health Innovations Kenya

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JOB ADVERTS

Health Innovations Kenya (HIK) is a Kenyan based Non-Governmental Organization (NGO) which was established to conduct medical and social research; provide and support the provision of holistic health care; conduct health related training; and collaborate with governments, institutions, corporations and individuals in Kenya and internationally on all of the above. To achieve some of these objectives, HIK has partnered with other organizations towards implementing **the USAID funded Kenya Health Partnerships for Quality Services (KHPQS) – OVC & DREAMS Program** upon successful award and funding. To ensure that we have an able team to lead, implement and evaluate a successful, efficient program based in **Western Kenya**, we seek to recruit the following officers:

Deputy Chief of Party - HIK/KHPQS/10082020-001

The Deputy Chief of Party (DCOP) will be 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 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.

Qualifications

- Eight years of experience in a senior role managing complex technical service delivery programs of similar scope and dollar value.
- A Master's degree in social sciences, public health, medicine, management, business administration, or a related field.
- Five years' experience in partnership building, especially with the government representatives, donors, the private sector, and local community organizations.

Key Responsibilities:

- Responsible for the day-to-day technical and program management leadership of the Program and liaison with donor, Ministry of Health (MOH) at national and county level, on administrative, financial and programmatic matters related to the program;

- Lead implementation of the Annual Program Planning cycle and the development of comprehensive annual work-plans and budgets in accordance with the USAID annual planning cycle;
- Provide technical leadership in the development and implementation of strategies, interventions and activities that address the holistic needs of vulnerable children in a friendly manner, including their health, education psychosocial, protection and economic strengthening needs.
- Build capacity of staff, implementing partners, government counterparts, and other stakeholders in working in child-related services under the project.
- Contribute to work plans, quarterly and annual reports, financial reports, and other reports and papers summarizing project results and evidence.
- Monitor and maintain relevant manuals, training materials and reports for youth interventions.
- Review the preparation of monthly, quarterly and annual program progress reports
- Contribute to the identification and prioritization of technical assistance needs at national and county levels to be supported in order to improve program performance and towards achieving the project goals and objectives
- Providing technical and operational monitoring of consultants engaged to undertake activities supported by the project
- Immediate supervision of day-to-day of performance of all program staff, including ensuring that field-based staff regularly prepare and update required performance data;
- Oversee management systems for the cost-effective implementation of all program activities;
- Initiate the development of suitable scopes of work and overseeing the execution of appropriate technical assistance contracts as needed.
- Performing any other duties assigned by the Chief of Party

The Finance and Administration Manager - HIK/KHPQS/10082020-002

The Finance and Administration Manager (FAM) reports to the COP and is responsible for overseeing all aspects of budgeting; financial management and reporting; contract/sub-award procurement and management; human resources management, asset management, logistics, and prime award compliance with terms and conditions of the award. The FAM oversees all activity operations.

Qualifications

- A Master's degree in Business Administration, Accounting, Finance, Human Resources, or other relevant fields.
- Professional accountancy qualification (Certified Public Accountants – CPA, Association of Chartered Certified Accountants – ACCA, or equivalent membership of a recognized professional accountancy organization in good standing).
- A minimum of 7 years of experience overseeing grantee compliance with donor requirements for activities of similar dollar value
- A minimum of 7 years of experience supervising overall operations of donor-funded activities (e.g. teams of human resource, logistics, grant/contract, and finance staff).

- Demonstrated financial management, strong analytical and computer skills, with emphasis on budgeting and financial analysis.

Key Responsibilities

- Establish accounting and financial systems for the project in compliance with USAID regulations and internal organization policies and procedures;
- Document, maintain and ensure compliance with finance and administration policies for entire project;
- Develop project procurement plan and ensure proper procurement policies and guidelines are followed when purchasing project services, supplies and equipment;
- Manage all banking transactions, including payments using the mobile money system;
- Maintain robust payroll system including tracking benefits and allowances, ensuring compliance with all applicable local tax laws and reporting requirements;
- Oversee preparation of all vouchers and checks for approved project expenditures;
- Review, analyze, present, and submit periodic financial reports to USAID in an accurate and timely manner;
- Collate financial reporting materials for all donor segments and oversee all financial, project/program and grants accounting;
- Manage cash flow and forecasting including preparing and submitting funds requests
- Implement a robust contract management and financial management reporting system to support operational requirements;
- Manage organizational risk and liability, particularly related to ensuring compliance with all relevant USAID regulations and local laws related to registration and taxes;
- Conduct analyses of financial data monthly to inform project management;
- Provide strategic guidance and assistance in financial and administrative operations problem solving to project leadership;
- Oversee and coordinate staff safety and security policies and implementation practices, and act as security focal point for project administrative operations;
- Supervise grants team to ensure delegation of functions and timely quality performance;
- S/he will implement fraud mitigation practices and ensure systems and processes are implemented effectively to support implementation of the award;
- S/he is responsible for the financial systems of the project, project budgeting, financial monitoring, and meeting legal, auditing and contractual responsibilities;
- Will be the principal financial representative of the project and also coordinate the financial, administrative and HR functions and support;
- Develop the project financial plan, to include monitoring and reporting systems that meet USG requirements, and manage contracting activities including sub grants.

Grants and Compliance Manager - HIK/KHPQS/10082020-003

The Grants and Compliance Manager (GCM) provides overall technical support in the management of sub-grants, facilitate training in program and finance management to sub-grantees, support sub-partners on sub-grant management and assist in reviewing sub-grants agreements. S/he is responsible for ensuring compliance with USAID rules and regulations, and legal and regulatory requirements governing the award. The GCM oversees the overall compliance in the activity implementation from the development of work plans and budgets, reporting, sub granting, and budget administration as assigned by the COP or his/her designee. The GCM is involved in developing and embedding best practices to comply with donor financial rules, supporting donor proposal budgeting, analysis of institutional income, donor contract expenditure tracking, monitoring and providing management information on key risks, contributing to the implementation of improved financial systems and processes to facilitate better donor reporting and compliance.

Qualifications

- A Master's degree in Business, Procurement, Accounting, Finance, Management, Auditing, Economics or related field
- A minimum of 7 years' experience in the NGO sector in Senior Grants/Compliance Management positions.
- In-depth understanding and experience of working with proposals and contracts from institutional donors. Experience of complex planning and budgeting processes including the ability to provide clear guidance on donor policies and procedures.

Key Responsibilities

- Perform grant-related post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, effort reporting, reconciliations, re-budgeting and grant closeout functions required by Grants and Contracts Administration.
- Prepare accurate and timely financial reports to donors and for internal management purposes.
- Work with the FAM on cash flow forecasts for programs and consortium members.
- Work with Program Team Leader, Budgeting Officer and appropriate consortium and local implementing partners in the development of forecasts, budgets and budget revisions for the program.
- Ensure compliance of grants with HIK policies/procedures and donor rules/regulations, including USAID.
- Perform ad-hoc financial analysis in response to requests or to provide support to various programs.
- Train and provide ongoing technical assistance to Consortium members and partner finance staff on best practices for financial management systems to increase capacity.
- Visit LIP and Consortium member offices in order to support financial management of grant-funded projects, conduct periodic compliance review of grant-funded projects, to include financial management overviews with field office staff and partner staff.

- Coordinate the monthly review and reconciliation of cash accounts associated with HIK Bank accounts including receipt of monthly bank statements.
- Prepare monthly reconciliations for HIK advance accounts to LIP's and Consortium members.
- Support required audits in the field and at HIK Offices.
- Identify and recommend cost savings initiatives for program activities and the organization.
- Provide strategic vision and oversight for awards management
- Responsible for the strategy, budgeting, implementation, and evaluation of sub agreements. This includes applying highly specialized acquisition and assistance knowledge, skills and abilities under USG funding.
- Maintain a comprehensive understanding of USG, rules and regulations, circulars and keep abreast of changes in USAID landscape.
- Oversee the creation and implementation of new business processes associated with suba-ward management, as well as contribute to policy and design changes.
- Provide oversight to sub grantees' sub-granting procedures and ensure that they are in compliance with USG/donor requirements and that they are trained on all policies.
- Develop and implement key performance indicators (KPI) on donors reporting, procurement efficiency, asset and inventory management.
- Design and implement a framework and process for audit corrective action
- Conduct continuous assessments on sub grantees and oversee capacity building plans and provisions in financial and grant management for all sub-grantee recipients and the project counties

Monitoring, Evaluation and Learning Specialist - HIK/KHPQS/10082020-004

The Monitoring, Evaluation and Learning (MEL) Specialist is be responsible for leading the design and implementation of the program monitoring and evaluation framework and information system to track delivery against targets, outcomes and impacts. The MEL leads the analysis of data collected for assessment of progress and areas of improvement and overall data management. S/he guides reporting processes amongst technical staff and consolidate program reports, and promotes learning and knowledge sharing of best practices and lessons learned. S/he supports all the technical staff in MEL functions and manages any MEL related staff in the program.

Qualifications

- A Master's degree in a relevant discipline, such as mathematics, statistics, informatics, or a related field with knowledge/skills of Geographical Information Systems and information technology.
- At least ten years of experience implementing monitoring and evaluating activities for complex programs in developing countries.
- Demonstrated experience in providing technical support, setting up and managing M&E systems that track performance as per the objectives of this activity (e.g. service integration and performance against each result area) and in the application of statistical methods and database management.

Key Responsibilities

- Lead MEAL-related technical, budget management, monitoring, reporting, and capacity strengthening activities through the project cycle -- start-up, implementation and close-out -- in line with HIK program quality standards and MEAL Policies, Procedures and Practices (MPPs) and PEPFAR MEAL requirements.
- Ensures both compliance to auditable requirements and implementation of good practices.
- Effectively manage talent, supervise and provide leadership to regional and county teams by providing coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports.
- Lead the development, management and periodic review of project-level MEAL systems, including MEAL documents and donor deliverables such as Performance Monitoring Plans, Performance Indicator Reference Sheets, Indicator Performance Tracking Tables, data collection instruments, and Detailed Implementation Plans which are appropriate to the scope and context of the OVC.
- Lead the analysis and evaluation of the project performance data.
- Champion the analysis and use of project performance data with project staff and partner teams to inform decision-making and identify lessons learned.
- Ensure the quality of monitoring data through regular data quality assessments. Assist with preparation of trends analysis reports and dissemination of results.
- Strengthen program and partner staff capacities in MEAL. Optimize partner participation and capacity development in the implementation of MEAL systems.
- Ensure program MEAL systems comply with HIK policies, procedures, standards, and strategic initiatives, as well as core team standards
- Ensure that all project monitoring arrangements comply with the project and donor agreements and ensure that agreements are concretely operationalized.
- Represent project related to MEAL with USAID, PEPFAR Implementing partners, relevant local partners and relevant local government and community actors for the OVC.
- Coordinate activities required for ensuring the financial, material and human resources for MEAL for the quality implementation of the project.
- Provide leadership support to donor reporting requirements in a timely manner in coordination with the Deputy Chief of Party.
- Review the OVC documentation to ensure the OVC file is complete with all required MEAL documentation and is filed per agency and donor requirements.

*Interested candidates who meet the above specifications are encouraged to send their Application and Updated CV via email ONLY to hr.hik19@gmail.com by **16/8/2020**. Indicate the **title** of the position on the **Subject Line** as on the advert. Include copies of your relevant certificates and referral letters from 2 professional referees.*

*Health Innovations Kenya is an **equal opportunity** employer. We always endeavor to make contact with all our applicants, but unfortunately, occasionally high volumes of applications make this unrealistic. If you do not hear from us within two weeks after the application deadline, kindly acknowledge that your application was not successful on this occasion but may be considered in future.*