



**VACANCY ANNOUNCEMENT**

The National AIDS Control Council (NACC) is a state Corporation whose mission is to provide policy and strategic framework for mobilizing and coordinating resources for the prevention of HIV transmission and provision of care and support to the infected and affected people in Kenya. More details of our mandate and contacts can be found in the website [www.nacc.or.ke](http://www.nacc.or.ke). In our efforts to fulfil this mandate, the NACC seeks to recruit suitable candidates for the following position:

<b>Job Title</b>	<b>REGIONAL DATA OFFICER (1 Position)</b>
<b>Reports to</b>	<b>REGIONAL HIV COORDINATOR</b>
<b>Grade</b>	<b>NACC 7</b>
<b>Department</b>	<b>POLICY, MONITORING &amp; RESEARCH</b>
<b>Business Purpose/Objective</b>	The Regional Data Officers will assist County Monitoring and Evaluation teams in developing and fully operationalizing County HIV M & E Plans. This will allow full alignment to the County Specific HIV Plans and guarantee; Prompt evidence, timely accountability for KASF results and related documentation, Regular (monthly) data verification, cleaning and data capture for the various sub-systems linked to the Situation Room.
<b>Accountabilities (Responsibilities)</b>	
<ul style="list-style-type: none"> <li>a) Supporting Counties in developing, reviewing and implementing County HIV M&amp;E Plan that is fully aligned to the County HIV Plan and the Country’s M&amp;E Framework</li> <li>b) Follow-up on data with each M&amp;E Subsystem at County level, in line with the County M&amp;E Plan and County HIV Plan and to ensure that the relevant data cleaning and verification is carried out promptly.</li> <li>c) Ensure verified/cleaned data on a monthly basis for each County M&amp;E Sub-Systems is captured to support the Situation Room</li> <li>d) Support the County teams in identifying priority data gaps and facilitate taking of appropriate action</li> <li>e) Conduct data mining from various M&amp;E subsystems.</li> <li>f) Develop the County HIV performance score card.</li> <li>g) Undertake quarterly data validation for the COMMUNITY AIDS PROGRAM REPORTING (CAPR), public &amp; private sector at the County level with the respective technical officers.</li> <li>h) Compile quarterly data from M&amp;E sub-systems and present to the KASF County monitoring committee and during County ICC meetings.</li> </ul>	

	<ul style="list-style-type: none"> <li>i) Update the County HIV information hub with quality and timely data on quarterly basis.</li> <li>j) Populate KASF/County plans M&amp;E indicators with data on quarterly basis.</li> <li>k) Compile County level HIV program data to inform County, Country and Global Report including GARPR, HIV County profiles and County HIV Estimates.</li> <li>l) Conduct quarterly Data Quality Audits and Feedback on HIV related sub-systems at County level.</li> <li>m) Identify and compile County level KASF research priorities as defined by the research agenda on a quarterly basis.</li> <li>n) Responsible for system trouble shooting and IT related support at County level.</li> </ul>
<b>Educational</b>	<ul style="list-style-type: none"> <li>• At least an advanced Diploma in Monitoring and Evaluation (M&amp;E), Statistics, Biostatistics, IT (with bias to Data Management), Public Health or Demography.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• For a Degree Holder: At least two (2) years' experience in HIV M &amp; E, HIV data management, analysis and report writing.</li> <li>• For an advanced Diploma Holder: At least three (3) years' experience in HIV M &amp; E, HIV data management, analysis and report writing.</li> </ul>
<b>Key competencies</b>	<ul style="list-style-type: none"> <li>• Demonstrable proficiency in IT including MS Excel &amp; common statistical packages</li> <li>• Understanding of HIV policy and strategy issues in Kenya</li> <li>• Understanding of rights-based approaches in strategy development.</li> <li>• Fluency in written and verbal communication including in cross-cultural contexts.</li> <li>• Ability to coordinate multi-sectoral engagements</li> </ul>

The above position is on three (3) year contract basis renewable subject to satisfactory performance through a formal appraisal. The individual recruited shall be of high integrity and able to work within a team. If you fulfil the above requirements, you are invited to submit an application letter together with an up to date CV, copies of certificates, testimonials, names and contacts of three professional referees in a sealed envelope by **Thursday, September 20, 2018**.

NACC is an equal opportunity employer and does NOT discriminate any applicant on the basis of their HIV status, ethnic background, sex, religion, disability, or marital status yet is attentive to gender, regional and ethnic balance. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

**The Chief Executive Officer**  
**National AIDS Control Council**  
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**KENYA**