

## **JOB ADVERTISEMENT**

Blue Cross Nyatike (BCN) is currently implementing a 5-year USAID-funded Orphans and Vulnerable Children (OVC) Project called USAID - Nuru Ya Mtoto in Partnership with PATH - Kenya. The project focuses on improving the well-being of children orphaned and made vulnerable by HIV, including children of female sex workers (FSW), survivors of sexual violence, and HIV positive adolescent and young mothers through case management service delivery approach. This is achieved by increasing access to and demand for quality HIV prevention and treatment, linking households to government services, providing tangible services, and raising awareness about best practices across all eight sub-counties of Migori County to promote self-reliance.

BCN is seeking to recruit qualified and competent individuals for the USAID Nuru Ya Mtoto Project, to fill the following vacant positions, to operate in Rongo, Awendo, Uriri, Kuria East and West Sub Counties.

**Case Managers** – 4 posts

**MEL Assistants** – 3 posts

**HES officer** – 1 post

### **OVC Case Manager**

**BCN/ADV/CM/010/2024 (4 Posts)**

Duration: 1 year renewable based on performance and availability of funds

#### **Job Summary:**

The position is part of the Blue cross agenda of Strengthening Case management, welfare & protection systems, and the cross sectorial linkages and coordination between stakeholders to ensure quality service delivery for OVC and their family structures within the 5 Sub Counties of Migori County. The successful candidate will be reporting to Programs Coordinator, work and coordinate closely with other Nuru Ya Mtoto Project staff, key staff from the relevant ministries and other stakeholders, Case Workers, and Link Desk Persons to contribute to a holistic, integrated, and comprehensive project implementation.

#### **Job Responsibilities:**

- ✓ Support the coordination of line listing and enrolment of CALHIV, HEIs, PMTCT mothers, and ensuring adherence to JUA MTOTO initiatives, conduct home visits and monitoring of all OVCs, CALHIV, HEI PMTC and other assigned project activities as outlined in the BCN Detailed Implementation Plan in line with organizations principles and standards, donor and GOK requirements, and good practices.
- ✓ Mentor /train caseworkers on various project concepts and approaches (case management, Jua Mtoto wako initiatives, OVC PMTCT intergartion)
- ✓ Collaborate with health facilities to effectively monitor and document valid viral loads on monthly basis for CALHIV.

- ✓ Collaborate with health facilities to develop and implement MDT,OTZ,EAC among other interventions
- ✓ Provide technical support and monitor capacity building and technical support activities to the LCHVs, CHVs and Link Desk Persons to ensure effective and quality service provision.
- ✓ Active engagement in MDTs, implementation of actions and effective documentation of findings in case plans and CALHIV files.
- ✓ Represent the organization and USAID NYM project in meetings at county, sub county, ward and locational levels, working groups, and other events as requested, to support forging relations with the GOK, other stakeholders, the community and project beneficiaries.
- ✓ Ensure all CALHIV enrolled in health facilities honour their TCA, Identification of CALHIV with interrupted treatment and tracking them back to care
- ✓ Utilization of relevant SOPs and tools in overall project implementation
- ✓ Effectively monitor case plans implementations to enhance HHs bench mark achievement and graduation through case plans achievement
- ✓ Conduct regular home visits with the Case workers and LDPs to ascertain service provision to the project beneficiaries as well as providing support to the volunteers as package for care of carers
- ✓ Timely CPARA assessment , use of CPARA gaps to inform case plan development and monitoring of HHs achieving 17 benchmark for graduation.
- ✓ Conduct age appropriate PRS and ensure complete referrals for testing
- ✓ Support DREAMS –OVC integration (co-enrolment and service layering)
- ✓ Undertake any other duty appropriate within your competence as required by your supervisor from time to time.

## **Required Qualifications and Experience:**

### **Education and Experience**

- Bachelor's degree in Social Science, Community Development or a related field or a Diploma holder with 3 years' experience
- At least 2-3 years of work experience in project support in the field of OVC, HIV/AIDS and other health-related projects in Kenya and for an NGO.
- In-depth understanding of program results, outcomes, impact, and reporting.
- Experience in participatory action planning and engagement of stakeholders at various levels.
- Experience monitoring projects and collecting relevant data preferred.
- Excellent understating of GOK and PEPFAR OVC guidelines and standards.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

### **Skills and Abilities**

- ◆ Observation, active listening and analysis skills with ability to make sound judgment
- ◆ Good relationship management skills and the ability to work closely with GOK, non-GOK partners and community members and beneficiaries with minimal supervision
- ◆ Attention to details, accuracy and timeliness in executing assigned responsibilities
- ◆ Proactive, results-oriented and service-oriented
- ◆ Ability to work under deadlines and meet strict donor deadlines
- ◆ Ability to ride a motorbike and Working knowledge of CPIMS is an added advantage

## **OVC MEL Assistants BCN/ADV/MEASS/10/2024 (3 Posts)**

### **Job Summary:**

Reporting to project MEAL Officer, the MEAL Assistant is primarily responsible for data entries of F1A, F1B & HES data into CPIMS. The role also includes continuous data cleaning, verification, validation and updating of the CPMIS database.

### **Specific Responsibilities:**

- Ensure data is analysed to inform programming
- Ensure proper filling system is in place in accordance with PATH file management SOP;

- Receive completed forms, verify and validate for completeness, accuracy and integrity;
- Enter data from paper formats into computer files or database systems- CPIMS
- Update existing data whenever required;
- Retrieve data from the database or electronic files as requested;
- Perform regular backups to ensure data preservation;
- Sort and organize paperwork after entering data to ensure it is not lost;
- Conduct data verifying and validation from the field and conduct data reviews, RDQA and SIMS.
- Perform regular data cleaning to ensure quality OVC data in CPMIS;

### **Required Qualifications and Experience:**

#### **Education**

- At least a Diploma in a related field. Degree will be an added advantage

#### **Knowledge and experience**

- Experience in data analysis and reporting.

Proven experience as data entry or equivalent for at least 2 years

- Familiarity and experience with CPIMS in OVC programming
- Data entry & data cleaning experience in USAID OVC project would be an added advantage
- Experience in training CHVs in OVC data collection tools is a plus
- Fast typing skills; Knowledge of touch-typing system is strongly preferred
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Basic understanding of databases and positive attitude & an open mind.

## **Household Economic Strengthening Officer(HES) BCN/ADV/HES/10/2024 (1 Post)**

### **Job Summary:**

Reporting to the LIP Project Coordinator, the HES project officer is responsible for overall roll out of economic strengthening activities, ensuring the project meets its objectives and targets. The HES officer working closely with relevant government ministries and other technical agencies and private sector to provide training and technical support to Field agent supervisors with focus in implementing SILC activities, financial education to the caregivers, support caregivers initiate Income Generating activities, profiling of smallholder farmers to increase production and engage with markets. The HES Officer directly supervises a team of Community based Trainers (CBTs). He/She will develop HES operational plans, monitors their execution, and prepares periodic project performance reports.

### **Specific Responsibilities:**

#### **Project Coordination and Supervision**

- ✓ Takes lead in the implementation of the House hold Economic strengthening approaches to OVC and their households
- ✓ Conduct household assessments with liaison with case managers to ensure sustainable and resiliency is achieved.
- ✓ Supports HES project team members to work with the Case workers /Managers to deliver services to OVC caregivers. These services shall include but not limited to trainings on SILC /VSLA PSP/CBT model, SMART skills modules, Financial literacy and marketing.
- ✓ Link with relevant stakeholders for project beneficiary service referrals.
- ✓ Works with the project team members to develop responsive monthly workplans and ensures prudent allocation and utilization of resources.
- ✓ Holds regular staff and community meetings to review progress, address emerging issues and plan for subsequent actions.
- ✓ Coordinate all support supervision activities by CBTs ensuring that field agents are adequately provided with the support they need to undertake their roles.
- ✓ Communicates to the project Coordinator and NYM technical officers on project progress, challenges and support required to deliver on the project objectives.
- ✓ Work closely with the project Coordinator, Case Management and System strengthening Project Officers to develop case plans and support implementation of HES interventions.
- ✓ Works with the DCS and Private Sector Actors to advocate for linkage of caregivers to GOK cash transfers, in kind agricultural support , business boosts and other subsidies.
- ✓ Works with GoK departments and county government departments to offer extension services to strengthen the capacity of producer groups and VSLA farmer groups.

- ✓ Supports project team members to identify, document, and disseminate knowledge products to build on evidence based practices in Household Economic strengthening initiatives.
- ✓ Responsible for timely monthly and quarterly donor reporting. Ensures that the M and E team effectively utilize SAVIX IMS, and manage data and use data for decision making.

## **Required Qualifications and Experience:**

### **Academic Qualifications**

A diploma (with at least 3 years of relevant experience) or a Bachelor's degree (with at least 2 years' experience') in Social Sciences, Agriculture, Micro Finance, Business Administration, project Management or related field from a recognized institution of learning.

### **Knowledge and Experience**

- Specialized knowledge of and experience with savings group programming—with a preference for community-agent and/or fee-for-service approaches.
- Relevant experience in Community development focusing on sustainable livelihood approaches, project monitoring, evaluation, accountability and learning.
- Familiarity with integrating savings groups in OVC programming.
- Knowledge on OVC Case management and reporting
- Excellent analytic and computer skills; skilled in MS Office Suite including Word, Excel, PowerPoint and Access.
- Experience in Community loaning and saving mechanisms.
- Knowledge on the SAVIX usage and reporting.

### **Skills and Abilities**

- ✓ Excellent oral and written communication skills with proven Leadership ability and strong interpersonal skills.
- ✓ Excellent organizational skills, team work and ability to prioritize tasks in a timely manner
- ✓ Sound coordination skills and a demonstrated ability to multi-task. Should demonstrates diplomacy, flexibility, and resourcefulness.
- ✓ Excellent computer skills (Microsoft Office).
- ✓ Excellent English verbal and written communication skills, professional proficiency in one or more local languages of the operational area.
- ✓ Ability to ride a motorcycle – (Added advantage)



7<sup>th</sup> October 2024

**Disclaimer:**

This jobs descriptions are not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**APPLICATION PROCEDURE**

Interested candidates are invited to submit their application and updated CV stating full name, email and telephone contacts of three referees to electronically to the BCN HR Department quoting the reference number of the position applied for to [vacancy.bluecrossnyatike@gmail.com](mailto:vacancy.bluecrossnyatike@gmail.com) copy [procurement@bluecrossnyatike.org](mailto:procurement@bluecrossnyatike.org) on or before 18<sup>th</sup> October 2024.

***Kindly indicate current/last salary on your CV***

**NB:** We do not charge any fee for receiving your CV or for interviewing

***KINDLY SCAN AND SEND THE ATTACHMENT AS ONE PDF DOCUMENT FOR EASY RETRIEVAL***

Only shortlisted candidates will be contacted

*Blue cross Nyatike is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Blue Cross Nyatike is an equal opportunity employer and has a non-smoking environment policy.*