

GLOBAL PROGRAMS for Research & Training

Affiliate of the University of California, San Francisco

Vacancy Announcement

**Program Assistant
Nairobi, Kenya**

Closing Date – 7 May 2023

Background

Global Programs for Research & Training (Global Programs) is an international non-governmental organization in Kenya. Registered in 2014, Global Programs is a wholly owned and controlled affiliate of the University of California, San Francisco (UCSF).

UCSF's Global Strategic Information (GSI) has worked closely with CDC/PEPFAR for over 8 years with a focus on strategic information (SI) and development of associated Health Information Systems (HIS). Additionally, GSI has more than 10 years' experience working on HIS in over 15 countries in sub-Saharan Africa (SSA), the Caribbean, Southeast Asia, and eastern Europe, providing high-level strategic thinking, technical assistance (TA) in the development of all levels of HIS systems, data presentation and interpretation, and local capacity building. UCSF works closely with multiple stakeholders including MOHs, various funders, institutions of higher education, and implementing partners (IP).

Currently, UCSF is a partner for CDC-funded development and implementation of an OpenMRS HIV Reference Implementation (OHRI). The program seeks to create a system of global support with buy-in from six selected countries (Uganda, Kenya, Mozambique, Nigeria, Haiti and Rwanda) for OHRI and has a focus on driving data exchange and interoperability across the HIS systems to improve efficiencies for providing patient care, improving program monitoring and leveraging analytics for data driven decision making. We will be working with University of Nairobi and Makerere University to help manage developers, collaborate in a community of practice, and ultimately build capacity in more junior developers.

The Program Assistant will work closely with Global Programs and University of California, San Francisco (UCSF) colleagues, and multiple other stakeholders to support the implementation of the TAP project. They will be responsible for ensuring timely and effective communication between stakeholders, management of project workplans, coordination of various activities including meetings, conferences, travel and logistics among others. The ideal candidate will have working knowledge of PEPFAR programming and with previous roles in a similar capacity being an added advantage.

Roles and Responsibilities:

- Provide administrative support to the Program Manager, Program Associate and Project Lead, including scheduling meetings, drafting correspondence, and maintaining program files.
- Assist in logistical planning for program activities, including planning for conferences and meetings, arranging travel and accommodations for staff and partners.
- Support program implementation by assisting with training sessions, workshops, and other program events.
- Provide support to program partners and stakeholders, including responding to inquiries and providing technical assistance as needed.
- Assist in the preparation of program reports, including drafting sections of reports and compiling data.
- Maintain regular communication with program staff and partners, including responding to emails and phone calls.
- Participate in program planning and review activities.
- Support the development of program materials, including training manuals, job aids, and other resources.

Required knowledge, skills and abilities:

- Ability to work well in a fast-paced environment with cross-functional teams to accomplish objectives
- Ability to effectively prioritize and execute tasks in a timely manner
- Excellent verbal and written communication skills
- Keen attention to detail
- Highly self-motivated and directed

Qualifications and Experience:

- Bachelor's degree in a relevant field (e.g., public health, international development).
- At least 2 years of experience in program implementation, preferably in HIV or PEPFAR programs.
- Strong project management skills, with experience in managing budgets, timelines, and workplans.
- Excellent communication skills, including the ability to communicate technical information to non-technical audiences.
- Experience working with government agencies, NGOs, and community-based organizations.
- Ability to work independently and as part of a team.
- Strong computer skills.
- Knowledge of HIV and PEPFAR programming preferred.
- Ability to travel domestically and internationally.
- Experience working in Health programming will be an added advantage

TO APPLY

Qualified Kenya nationals are encouraged to apply.

Applicants must address each selection criterion detailed in the **minimum requirements** above with specific and comprehensive information supporting each item.

Applications must include a

- Cover letter
- Current CV with names and contact details of three referees

Applications should be sent by email to HR.Kenya@ucglobalprograms.org with the email subject, **Program Assistant** by **May 7, 2023**

Only short-listed candidates will be contacted.