



Preferred Personnel

AFRICA

The right staff...for the right people



Our client, the International Training and Education Center on HIV (I-TECH) is a PEPFAR-funded project which supports health systems in 25 developing countries acutely impacted by the global AIDS pandemic. I-TECH currently supports 10 international offices and approximately 500 staff worldwide. I-TECH is an initiative of the University of Washington in partnership with the University of California, San Francisco.

I-TECH is looking for a highly qualified individual to join its team to assume the following key and rewarding role;

I-TECH Kenya Country Director

Position Purpose: The Country Director will have primary responsibility to fulfill I-TECH's work plan developed in collaboration with CDC/Kenya, NASCOP and the Ministry of Health HMIS (Health Management Information Systems) unit

Overall Responsibility:

- Technical and Programmatic Leadership- Provide technical leadership for I-TECH's role in HMIS in Kenya
- Program Management & Administration- In collaboration with I-TECH Seattle HQ leadership, guide strategic planning and provide leadership in the development, implementation and regular monitoring of the I-TECH Kenya work plan.
- Reporting, Monitoring & Evaluation- Communicate regularly and substantively with I-TECH headquarters on all program activities, and respond in a timely manner to reporting requests from CDC-GAP Kenya and other local partners.

Minimum Education & Experience:

- Masters degree in health or informatics related field.
- Experience and/or formal education in both: a) public health/ health administration/ health research and b) informatics/ computer science.
- A minimum of five years' experience in high-level, multi-faceted program management.
- Demonstrated ability to bring together diverse professionals into a functioning unit and be able to facilitate communication in order to keep partners working together effectively.
- Strong familiarity with international public health and/or HIV/AIDS issues.
- Working knowledge of administrative mechanisms for government contracting and procurement so that project needs can be met in a timely way.

- Excellent writing and communication skills in English; ability to interact with persons from a variety of professional disciplines and from different levels of society in a tactful, diplomatic, and culturally-appropriate manner.
- Ability to work independently, and give close attention to detail.
- Demonstrated experience in the supervision of staff, including managers, technical experts and support staff.
- Program monitoring and evaluation experience.
- Fiscal monitoring experience.
- Computer skills including MS Word, PowerPoint, Excel and Access.

Work conditions: This is a full-time position, based in Nairobi, Kenya. Must be available and willing to travel within Kenya, with occasional international travel. No relocation package is provided.

APPLICATION PROCEDURES: Applicants should email or drop off their applications attaching a detailed curriculum vitae and a letter indicating why they are interested in and qualified for the position and the names of three referees who can provide confidential assessment of their capabilities to a Search Committee. All communications relating to applications for this position should be addressed to: **The Recruitment Team, Preferred Personnel Africa Limited, P.O. Box 53385-00200 Nairobi, email address: cvs@preferredpersonnel.co.ke. or drop off at 13th floor, Ambank House, University Way. Applications should be received by 5 pm on Sept 30th 2009. Only shortlisted candidates will be contacted.**