

Terms of Reference
Health Care Workers for the Kenya COVID-19 Health Emergency Response Project

Background

The Kenya COVID-19 Health Emergency Response project is the Phase 1 of the Multi-Phase Programmatic Approach for Strategic Preparedness and Response Program. The proposed project aims to assist Kenya in its efforts to prevent, detect and respond to the threat posed by COVID-19 and strengthen national systems for public health preparedness.

With the surging number of covid-19 cases in Kenya, and the projected spike expected in mid-September 2020, the country will need to deal with the increasing number of patients requiring testing, facility isolation and care. There is a requirement to recruiting additional staff to man the isolation centres to be established within the Nairobi metropolitan area and the existing institutions of learning; to increase port health personnel to assist in disease surveillance at the ports of entry; and to increase the staffing levels for the laboratory testing facilities across the country.

As part of the scale up plans the Public Health Emergency Operations Centre (PHEOC) requires to be strengthened with two (2) logistics officers to manage planning and coordination of the provision for commodities such as PPE, laboratory requirements at the National and sub-national level.

A. Public Health Emergency Operations Centre (PHEOC) - Logistics Manager (2 positions)

The Ministry of Health is seeking to hire a Logistics Manager to oversee COVID-19 logistic requirements Located at the National Public Health Emergency Operations Centre (PHEC), and responsible to the PHEC manager he will be responsible for providing oversight, operations and day to day management of logistics in response to COVID-19.

Scope

The logistician will be in charge of managing COVID-19 related supplies and logistics which will include but not limited to fleet management, laboratory commodities, Personal Protective Equipment, Hospital supplies such as isolation beds and hospital capacities in all the 47 counties, oxygen supply, ventilators among others. The person will be the link person between the COVID-19 Incident Command System at the PHEC, with the Head of Supply Chain Management at the Ministry, Donations committee, KEMSA and other organizations dealing with COVID-19. The officer will be stationed at the PHEOC and will report directly to the incident manager and the Head Directorate of Public Health.

Responsibilities;

- a. Serve as the overall national technical advisor to Incident Manager for the management of COVID-19 supplies and logistics.
- b. Lead the national and county committees and technical working in planning, forecasting and quantifying for equipment and consumables required across all 47 counties in the country
- c. Provide the necessary technical specification for any procurement items required within the COVID-19 response plan
- d. Review received consumables and equipment after procurement or donations to ensure standards are met
- e. Coordinate requests, distribution and accountability of all PPE supplies, laboratory testing kits and other consumables/equipment required by the national and county counties.
- f. Ensure proper inventory management

- g. Provide monthly and quarterly reports on the status of supplies
- h. Fleet management support and advise to COVID-19 response teams
- i. Provide data analysis and recommendations to the national technical teams and counties on the most appropriate and efficient logistics to adopt for COVID-19 testing
- j. Coordinate with all testing labs at the counties to ensure testing is not interrupted and reporting for both testing and commodity reporting has been submitted
- k. Follow through with testing labs on efficient relay of results to quarantine sites and individual cases and effectively address any concerns on delayed TATs of results
- l. Track and monitor key indicators as defined by the national technical team on COVID-19 testing
- m. Support national technical team with providing TA to support with the quantification and procurement of COVID-19 testing commodities and reagents
- n. Any other assignment that might be assigned to him/her by the COVID-19 team

Qualifications:

Minimum qualifications:

- a. Bachelor's degree in Supply Chain Management or medical logistics plus
- b. 10-15 years' work experience.
- c. Minimum 3- year Experience in medical logistics
- d. Past experience working with Enterprise Resource Plans (ERP) tools is an added advantage
- e. Excellent written and verbal communication skills, including the ability to prepare and deliver compelling presentations
- f. Strong analytical, problem solving, and quantitative skills
- g. Ability to think strategically, handle ambiguity and work in a fast-paced, limited-structure, multicultural environment
- h. Ability to learn on the job quickly
- i. Detail-oriented with strong coordination skills
- j. Ability to handle multiple and evolving workstreams simultaneously and work independently
- k. Available for up to 75% travel
- l. High level of proficiency in Microsoft Excel, PowerPoint and Word

Applications should include the following; Cover letter and current CV with names and telephone contacts, Copies of academic and professional certificates, Photocopy of ID and Testimonials/ Recommendation

Terms of service:

6-month contract

Reporting arrangements

The Logistics Officers will report to the Head, Directorate of Public Health/Incident Manager who will assign all activities under the contract.

B.

C. Laboratory Technologists (108)

Overview

Following the outbreak of COVID-19, the government of Kenya, through the Ministry of Health brought together different agencies to coordinate response to and management of this pandemic. Laboratory testing of suspect cases and their contacts is a major component of this coordination. Since the testing the first case, the number of testing laboratories has risen from one (1) to about 30 as per June 29th 2020. The major challenges the laboratories have faced include a shortage of information management officers. The Ministry

of Health is seeking to recruit 108 Laboratory Technologists/officers who will be responsible for managing specimen and carrying out testing in any laboratory located in the republic of Kenya. The officers will report directly to the managers in respective laboratories.

Minimum requirements

- a. Bachelor of Science in a biomedical subject
- b. Sufficient knowledge on molecular testing procedures, analysis and interpretation
- c. Knowledge in data management software such as ODK, Epicollect, LIMs and other digital platforms
- d. Competence in computer packages including MS excel, word and PowerPoint
- e. Minimum data analysis techniques including MS Excel, STATA, R, SPSS, will be an added advantage
- f. Previous attachment, internship or employment in a molecular biology laboratory conducting PCR, ELIZA and related tests is an added advantage.
- g. Registered with relevant registration body.
- h. Basic skills in trouble shooting equipment failures

Key Responsibilities

- a. Reception and preparation of sample for testing and their digital indexing into relevant data bases
- b. To develop, curate and maintain hardcopy and digital databases related to sample testing and archival of primary samples and biological materials generated in the laboratories through testing
- c. To Analyze clinical specimen
- d. To manage and supervise removal and destruction of laboratory wastes
- e. To validate, Interpret and collate results using established algorithms and the transmit these results for rely the patient and to the National data center
- f. To carry out internal/external Quality Controls
- g. To keep an inventory of laboratory reagent and materials needs, use and requests.
- h. Development, improvement and updating laboratory Standard Operating Procedures related to data management
- i. Do any other duty assigned by the laboratory head

Scope of work

- a. Accurate data generated using the right SOPs
- b. Updated testing and result release SOPs
- c. Properly generated laboratory data that is accurately linked to patient metadata
- d. Catalogue of list of samples received and the results released
- e. Accurate results communicated back to the person who submitted the samples.
- f. Mentoring other staff working in the testing laboratory in testing techniques

Terms of employment

- a. 6 months contract

Reporting arrangements

The Laboratory officer will be stationed in any COVID-19 testing laboratory located in Kenya and supported in the Ministry of Health.

D National Laboratory Services (NLS) Liaison Officer (3 positions)

Overview

Following the outbreak of COVID-19, the government of Kenya, through the Ministry of Health brought together different agencies to coordinate response to and management of this pandemic. Laboratory testing of suspect cases and their contacts is a major component of this coordination. Since the testing the first case, the number of testing laboratories has risen from one (1) to about 30 as per June 29th 2020. In order to ensure that laboratories run efficiently, it is important to is monitor commodity distribution and use in all the testing laboratories and ensure that issues that can interrupt testing and data generation are dealt with in a timely manner. The Ministry of Health is seeking a laboratory expert who will be the key liaison person to fill the gaps in effective management of sample collection, testing and coordinating of sample referral networks with the aim of addressing the long turnaround time in relaying results. The person holding this position will report directly the Head, National Laboratory Services and Logistics manager on COVID-19 response. The officers will be stationed at the department of the National Laboratory Services and will report directly to the Head of the Department.

Minimum requirements

- a. Bachelor of Science in a biomedical subject
- b. Sufficient knowledge on molecular testing
- c. Sufficient knowledge in molecular reagent supply chain
- d. Competence in computer packages including MS excel, word and PowerPoint

Responsibilities

- a. Coordinate with all testing labs on sample transport, reception and results dissemination to all the counties and quarantine sites
- b. Establish and manage a hardcopy and digital sample management system
- c. Set up an alert mechanism to communicate sample receipt, status of testing and relaying of results including anticipated delays in relaying of results
- d. Coordinate the function of the Laboratory Information management officers in the various laboratories
- e. To manage the inventory of laboratory reagents and materials needs, use and requests.
- f. To liaise with the Logistics manager, National Laboratory services and KEMSA during procurement of laboratory reagents and related supplies
- g. In liaison with Logistics manager and KEMSA, inspect the waybills for laboratory supplies in order to ensure that shipment consignments are complete as per the order details
- h. In liaison with the Logistics manager, NLS, KEMSA and KEMRI, ensure that laboratory materials are supplied in the right conditions include the right cold-chain characteristics
- i. In liaison with the Logistics manager, NLS, KEMSA, monitor commodity security and advise the commodity allocation committee on modalities of allocation and distribution of laboratory reagents
- j. Serve as the point of contact for all counties who require to be trained on sample collection and reporting for COVID-19 testing
- k. Coordinate with national technical teams on reporting and data management systems required for accountability purposes
- l. Support and provide TA to the national technical team on the most effective mechanism to enhance sample referral for COVID-19 testing across all 47 counties in the country
- m. Any other assignment that might be assigned to him/her by the COVID-19 team

Scope of Work.

- a. Testing kits delivered to the laboratory on time
- b. Laboratory reagents and kits distribution and depletion in all testing laboratories done in a timely manner

- c. Accurate advice given to the head, The NLS, for early procurement of kits and reagents and other laboratory supplies
- d. Minutes of meetings attended with other stakeholders including donors who support COVID-19 testing

Terms of employment

- a. 6 months' contract

Reporting Arrangements.

The officers shall report to the Head, National Laboratory Services.

E. Laboratory Information management officers-Data Officers (54 positions)

Overview

The Ministry of Health is seeking to recruit 54 Laboratory information management officers who will be responsible for managing testing data in the 25 laboratories affiliated to the MoH. The officers will report directly to the managers in respective laboratories.

Responsibilities

- a. Reception and preparation of samples for testing and their digital indexing into relevant data bases
- b. To keep records on sample flows from reception to result
- c. To accurately enter patient metadata into COVID-19 data bases and link them with laboratory data generated.
- d. To collate, clean, curate and analyze data in all COVID-19 databases before their release to patients/health centers and to the National COVID data center
- e. To develop, curate and maintain hardcopy and digital databases related to sample testing and archival of primary samples and biological materials generated in the laboratories through testing
- f. To validate, Interpret and collate results using established algorithms and the transmit these results for rely the patient and to the National data center
- g. To keep an inventory of laboratory reagent and materials needs, use and requests.
- h. Development, improvement and updating laboratory Standard Operating Procedures related to data management
- i. To liaise with the laboratory technologists and the laboratory in charge in timely release of results to the right recipients
- j. Liaise with the logistics and liaison officers in tracking laboratory reagent needs and consumption rates.
- k. Perform any other duty assigned by the laboratory head

Minimum requirements

- a. Sufficient knowledge on molecular testing and identification of errors in molecular data
- b. Sufficient knowledge in management of laboratory results and their dissemination
- c. Sufficient knowledge in data management packages such as ODK, Epicollect, etc.
- d. Competence in computer packages including MS excel, word and PowerPoint
- e. Sufficient knowledge in basic data management and analysis platforms such as MS excel, STATA, R, INSTAT.
- f. Previous attachment, internship or employment in a molecular biology laboratory conducting PCR, ELIZA and related tests is an added advantage.

Scope of Work

- a. Accurately entered metadata accompanying samples submitted to the testing laboratory
- b. Updated and curated Data bases of testing laboratories
- c. Data synthesized and prepared in the right formats for analysis and dissemination to various stakeholders.
- d. Testing results submitted to patients and/or health centers in a timely manner
- e. Results submitted to the National COVID-19 data collating center

Terms of employment

- a. 6 months contract

Reporting Arrangements. Stationed at various Covid-19 testing laboratories supported by the Ministry of Health

Distribution of laboratory personnel in the various counties

| S.no | Laboratory | County | Technologists | Data Officers | Liaison officers |
|------------------------|----------------------------------|-------------|---------------|---------------|------------------|
| 1 | KEMRI Alupe Busia | Busia | 6 | 2 | 0 |
| 2 | Busia District Hospital | Busia | 4 | 2 | 0 |
| 3 | KEMRI WRP Kericho | Kericho | 4 | 2 | 0 |
| 4 | KEMRI Wellcome Trust Kilifi | Kilifi | 4 | 3 | 0 |
| 5 | Malindi District Hospital | Kilifi | 4 | 2 | 0 |
| 6 | KEMRI HIV Lab Kisumu | Kisumu | 4 | 2 | 0 |
| 7 | KEMRI WRP Kisumu | Kisumu | 4 | 2 | 0 |
| 8 | CDC Kisumu Laboratory | Kisumu | 5 | 2 | 0 |
| 9 | Machakos Level 5 Hospital | Machakos | 4 | 2 | 0 |
| 10 | Coast Province General Hospital | Mombasa | 4 | 2 | 0 |
| 11 | National HIV Reference Lab | Nairobi | 6 | 3 | 0 |
| 12 | National Influenza Centre | Nairobi | 6 | 3 | 3 |
| 13 | KEMRI P3 Nairobi | Nairobi | 6 | 3 | 0 |
| 14 | KNH CCC – Nairobi | Nairobi | 4 | 2 | 0 |
| 16 | CDC Nairobi Laboratory | Nairobi | 4 | 2 | 0 |
| 17 | KEMRI VHF Lab Nairobi | Nairobi | 4 | 2 | 0 |
| 18 | KEMRI CMR Nairobi | Nairobi | 2 | 0 | |
| 19 | KUTRRH | Nairobi | 4 | 2 | 0 |
| 20 | Mahi Mahiu Mobile Laboratory | Nakuru | 4 | 2 | 0 |
| 21 | Namanga Mobile Laboratory | Namanga | 5 | 2 | 0 |
| 22 | Kitale District Hospital | Trans Nzoia | 4 | 2 | 0 |
| 23 | Moi Teaching Referral Hospital | Uasin Gishu | 4 | 2 | 0 |
| 24 | AMPATH Plus-MTRH | Uasin-Gishu | 4 | 2 | 0 |
| 25 | Mandera County Referral Hospital | Mandera | 4 | 2 | 0 |
| 26 | Wajir County Referral Hospital | Wajir | 4 | 2 | 0 |
| Total lab staff | | | 108 | 54 | 3 |

F. Recruitment of Medical Personnel for Isolation Centres in Nairobi

Overview

With the surging number of covid-19 cases in Kenya, and especially in Nairobi, the Nairobi Metropolitan Service (NMS) will need to deal with the increasing number of patients requiring facility based isolation and care. The NMS wishes to Operationalize Seven (7) isolation sites (Pumwani school of nursing, KMTC-Ngong Road, Moi Girls School Nbi, Kenya High school, Upper Hill high School, Nairobi School and Kenya Science Teacher’s College). The centres will be used to provide care and case management of COVID-19 patients who test positive for COVID-19, with mild on no symptoms but will require isolation and care. There is a requirement to recruit additional health care workers to man these isolation centres to be established within the Nairobi.

Two Hundred and Sixty-Five (265) health care workers will be recruited, distributed as follows:

| S/No | Specialty | No. of Pers. |
|-------------|---------------------------|---------------------|
| 1. | Medical Officers | 26 |
| 2. | Clinical Officers | 32 |
| 3. | Nurses | 160 |
| 4. | Laboratory Technicians | 10 |
| 5. | Public Health Technicians | 7 |
| 6. | Physiotherapists | 10 |
| 7. | Nutritionists | 10 |
| 8. | Psychologists | 10 |
| | Total | 265 |

Reporting arrangements

Medical Personnel recruited for Isolation Centres in Nairobi will report to the Director, Medical Services of the Nairobi Metropolitan Services, for deployment to the respective isolation centres where the Health Officer in-charge will assign all activities under the contract.

1. MEDICAL OFFICERS (26 POSTS)

Duties and Responsibilities

- a) Receive, clerk and diagnosis person referred to them with symptom or diagnosis of COVID-19
- b) Monitor and Provide medical care to patients visiting the hospital /Isolation Centres in Nairobi
- c) Admit patients to the hospital for specialized care
- d) Give medical education, explain tests and procedures to the patients
- e) Maintain confidentiality and impartiality and keep up to date with medical development, new drugs, treatment and medication
- f) Participate in Occupational Safety and Health Work programs
- g) Prepare and respond to emergencies and disasters
- h) Refer to necessary further care that the patients may require

Requirements for appointment

- a) Be a Kenyan citizen.
- b) Be a holder of Bachelor of Medicine and Bachelor of Surgery (MB ChB) degree from an institution that is recognized in Kenya
- c) Must have successfully completed one-year internship and Registered by the Kenya Medical practitioners and Dentists Board.
- d) A valid practicing license from the Kenya Medical Practitioners and Dentists Board
- e) Must have good interpersonal and Communication skills.
- f) ATLS/ALS training will be an added advantage

Terms of employment

6- month contract

2. REGISTERED NURSE III – (160 POSTS)

Requirements for Appointment

For appointment to this grade of Registered Nurse III, a candidate must:

- a) Be in possession of at least the Kenya Certificate of Secondary Education (KCSE) Mean Grade C with at least a C in Biology, English or Kiswahili and a C- in any other two (2) Science Subjects; and
- b) Have successfully completed a here (3) years pre-service training at Kenya Medical Training College or at any other recognized training institution and have been awarded the Kenya Registered Nurse, or Kenya Registered Community Health Nurse Diploma or Kenya Registered Midwifery.
- c) Be Registered by the Nursing Council of Kenya.
- d) Be in possession of a valid practicing license;

Duties and Responsibilities

Work at this level will be of limited scope and complexity and will be carried out under the guidance of a senior officer.

- a) Provision, Supervision and planning or nursing care of patients in isolation units that may be based in Health Centres, school or colleges converted into an isolation facility;
- b) Assess patients' admission needs for nursing services;
- c) Verify and maintain information relating to patients' admissions;
- d) Keep records of drugs and other supplies; and
- e) Guide, supervise and counsel staff and perform routine clinical duties.

Terms of employment

6- month contract

3. NUTRITION AND DIETETIC TECHNOLOGIST – (10 POSTS)

Requirements for appointment:

For appointment to the position of Nutrition and Dietetic Technologist III, a candidate must have:

- a) Be in possession of at least the Kenya Certificate of Secondary Education (KCSE) Mean Grade C with at least a C in Biology, English or Kiswahili and a C- in any other two (2) Science Subjects; and
- b) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution.
- c) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND)

Duties and Responsibilities:

- a) Implementing nutrition programmers
- b) Providing nutrition services in isolation facilities
- c) Conducting nutrition assessments
- d) Collecting and compiling nutrition data
- e) Providing nutrition health education and demonstrations;
- f) Counselling of patients with specific nutritional needs;
- g) Monitoring preparation of therapeutic feeds;

- h) Implementing outpatient and inpatient supplementary and therapeutic feeding programs;
- i) Promoting maternal, infant and young children feeding programs; and
- j) Providing micronutrient supplementation.

Terms of employment

6- month contract

4. REGISTERED PHYSIOTHERAPIST (10 POSTS)

Requirements for appointment

- a) Kenya Certificate of Secondary Education -K.C.S.E., grade C or above or its equivalent with passes in the relevant subjects.
- b) Diploma in physiotherapy from a recognized institution
- c) Certificate of registration from the physiotherapy Council of Kenya (PCK)
- d) Current certificate of practice from Physiotherapy Council of Kenya (PCK)

Duties and Responsibilities

- a) Providing physiotherapy services to patients in isolation facilities
- b) Assessing patients' needs including rehabilitation
- c) Collecting, Verifying and maintaining information related to patients
- d) Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan
- e) Preparing periodic reports.

Terms of employment

6- month contract

5. MEDICAL LABORATORY TECHNOLOGISTS, (10 POSTS)

Requirements for appointment

- a) Be a citizen of Kenya;
- b) Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualification with at least C in Biology or Biological Sciences, Chemistry or Physical Science, English or Kiswahili and C in Mathematics or Physics
- c) Diploma in Medical Laboratory Sciences from Kenya Medical Training College or any other institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board; and
- d) Be registered by the Kenya Medical Laboratory Technicians and Technologists Board

Duties and Responsibilities:

Under supervision of the Nairobi County Laboratory Manager or In-Charge, the laboratory officer will be responsible for:

- a) Offering general diagnostic or other laboratory services as required in the respective isolation facilities
- b) Responsible for COVID-19 sample collection, packaging and shipment to the testing laboratories;
- c) Any other duty as may be assigned by a competent authority.

Terms of employment

6- month contract

6. PSYCHOLOGISTS, (10 POSTS)

Duties and responsibilities

- a) Meet with clients to identify problems: -Mental, Emotional and Behavioural
- b) Diagnose existing or potential disorders
- c) Formulate a treatment program
- d) Monitor clients' progress on regular basis

Requirements for Appointment/Qualifications

- a) Bachelor of Psychology or Bachelor of Counselling Psychology

Terms of employment

6- month contract

Interested applicants who meet the above minimum criteria are invited to email their applications to respective addresses as provided below and cc to project2020lead@gmail.com on or before 11th September, 2020.

1. Medical officers; medofficers.cherp@gmail.com
2. Nutritionists; nutrition.cherp@gmail.com
3. Logistics officers; logistics.cherp@gmail.com
4. Physiotherapists; physio.cherp@gmail.com
5. Laboratory technologist; labtech.cherp@gmail.com
6. Nursing officers; nurses.cherproject@gmail.com
7. Psychologists; psycho.cherproject@gmail.com