



## MINISTRY OF HEALTH

### COVID-19 HEALTH EMERGENCY RESPONSE PROJECT (C-HERP)

#### 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 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 Covid-19 still a health challenge in Kenya and the need to deal with the increasing number of patients requiring blood and blood products during any crisis, the project intends to recruit Capacity staff to support operations at the Department of National Blood Transfusion Services and Organ Transplant (KNBTS) to increase donations levels, testing, component preparation, hemovigilance, quality management system, improve Service systems such as supply chain and quality management, blood Management Information system.

Donor mobilization and retention which will be the backbone of an effective and long-term blood transfusion system and coordination of partnerships in the blood ecosystem. Additionally, the project will recruit accounts assistants, procurement assistant and a medical laboratory consultant.

## TERMS OF REFERENCE FOR C-HERP INDIVIDUAL CONSULTANTS

### 1. PHARMACIST - One (1) POSTS – (LABORATORY AND BLOOD SUPPLY CHAIN)

Terms of Service: 18-Month Contract

Station: Nairobi/NBTTS HQ

#### Requirements for Appointment to this post a candidate must have:

1. Bachelor of Pharmacy Degree from an institution recognized by the Pharmacy and Poisons board;
2. Successfully completed one (1) year internship from a recognized institution;
3. At least four years post training work experience
4. Registration certificate by the Pharmacy and Poisons Board;

#### Specific Duties

- To implement a pull-based supply chain system to ensure demand and requisition of commodities and blood and products from between transfusing facilities and KNBTS are continuously fulfilled
- Liaise with the consultancy undertaking forecasting and quantification to utilize the 3-year projection of blood/component needs and demands for Kenya that are disaggregated by facilities, regions and disease to inform development of systems
- Implement a system for continuous forecasting and quantification of input products for blood services commodities including blood bags, reagents and lab commodities
- Liaise with the manager for supply and manager for logistics in implementing of a system for inventory management
- Establish and implement a plasma derivatives manufacturing framework
- Any other duties assigned by the supervisor
- Develop a system for transfusion facilities stocking level for blood for the public sector and liaise with the hemovigilance team for implementation

**Note:** The best Pharmacist will be selected based on qualifications and relevant experience.

## 2. MEDICAL OFFICER (1) POST – (HEMOVIGILANCE SERVICES)

Terms of Service: **18-Month contract**

**Station:** NBTT5 HQ, Nairobi

### **Requirements for Appointment to this post a candidate must have:**

- Bachelor of Medicine and Surgery from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
- Have a valid registration and practicing license with the Kenya Medical and Dentists Practitioners Council.
- Have successfully finished one-year internship
- At least 4 years post training work experience
- Have knowledge of project coordination
- Be computer literate.

### **Specific Responsibilities**

- Develop and monitor the implementation of framework, regulations and guidelines for Hemovigilance
- Receive reports, document and investigate adverse events for all blood establishments and transfusing facilities
- Develop and monitor the implementation of mechanisms for security and accountability of Kenya's blood products, biodata and samples
- Develop linkages and collaborations with other departments, agencies, ministries and governments and private sector on Hemovigilance.
- Develop and implement Hemovigilance work plans and operational budgets
- Work with the consultant to formulate the National Strategy for blood safety and availability.
- Develop an approach to strengthen infrastructure capacity of KNBTS and liaise with MOH Transfusing facilities with the blood supply chain
- Liaise with the supply chain team to implement a system for public facility minimum and optimal stocking levels of blood for each level 4, 5 and 6; and the necessary infrastructure requirements to maintain the stocking levels
- Implement Hemovigilance surveillance
- Support counties to form Hospital Transfusing Committees (HTC)
- Any other duties assigned by the supervisor

**Note:** The best Medical Officer will be selected based on qualifications and relevant experience.

### **3. MEDICAL LABORATORY TECHNOLOGIST, (15) FIFTEEN POSTS**

Terms of service: **18 -month contract**

**Station:** Different Regional Blood Transfusion Centers in Kenya located in Nairobi, Mombasa, Embu, Nakuru, Kisumu and Eldoret.

#### **Requirements for Appointment to this post a candidate have:**

- Have a Diploma - in Medical Laboratory Sciences from an institution recognized by Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- Must be registered with Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- Holder of a valid practicing License from Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- At least 1 year post training experience
- Knowledge of laboratory Health and Safety practices, standard biosafety and biosecurity protocols, and practice and COVID 19 prevention
- Good report writing and analytical skills
- Ability to work under pressure with minimal supervision

#### **Specific Duties**

- Report to respective managers at the regional blood transfusion centres
- Undertake blood donor selection at fixed and mobile blood drives
- Collect blood and blood samples from donors
- Appropriately package and ensure timely transportation of collected blood units and samples
- Undertake blood component preparation as per existing Standard operating procedures.
- Conduct laboratory testing procedures for the collected blood as per the existing SOPs.
- Interpret the test results and document appropriately
- Correlate donor information and/or previous lab results and report discrepancies to supervisors and other appropriate personnel.
- Implement quality management system
- Maintain safe and clean working environment by complying with safety procedures, rules, and regulations including infection control policies and protocols.
- Ensure correct segregation, labelling, transport and disposal of bio-hazard materials
- Ensure strict adherence to Biosafety Biosecurity and Infection Prevention protocols.
- Perform any other duties as assigned by the supervisor.

**Note:** The best (15No.) Medical Laboratory Technologist will be selected based on qualifications and relevant experience.

#### **4. MEDICAL LABORATORY TECHNOLOGIST QUALITY MANAGEMENT SYSTEMS (2) TWO POSTS**

Terms of service: **18 -month contract**

**Station:** NBTTTS HQ, Nairobi

**Requirements for Appointment to this post a candidate have:**

- Have a Bachelor degree in Medical Laboratory Sciences from an institution recognized by Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- Must be registered with Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- Holder of a valid practicing License from Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- At least 3 years working experience in a medical laboratory.
- Knowledge of laboratory Health and Safety practices, standard biosafety and biosecurity protocols, and practice and COVID 19 prevention
- Good report writing and analytical skills
- Ability to work under pressure with minimal supervision

#### **Specific Duties**

- Develop, review and oversee implementation of policies, regulations and guidelines on the quality of all transfusion and transplantation services in line with Global standards;
- Design and implement a national quality assurance program for blood and blood products safety; tissue and human organs
- Develop and oversee implementation of a system to report, monitor, record, and analyze occurring deviations to safety standards and practices, and their impact on donor safety, patient safety, or health-care worker safety in blood transfusion
- Enlist and ensure continued accreditation of the blood transfusion and transplant service to national and international standards;
- Capacity building of the various stakeholders on the processes of ensuring safe blood and blood products.
- Develop linkages and collaborations with other departments, agencies, ministries, non-state actors and governments on quality of blood and blood products.
- Undertake inspections and Ensure compliance and conformity of Blood transfusion services and organ transplant services to set national and international standards across the Republic of Kenya

- Develop and implement a system for registration, licensure and supervision of all blood and organ, transfusing and transplanting services and any other duties assigned by the supervisor.

**Note:** The best (2No.) Medical Laboratory Technologist will be selected based on qualifications and relevant experience in quality management systems.

## 5. MEDICAL LABORATORY TECHNOLOGIST- TESTING SERVICES

Terms of Service: **18-Month Contract**

**Station:** NBTT5 HQ-Nairobi

**Requirements for appointment to this post a candidate must have:**

- Have a Bachelor degree in Medical Laboratory Sciences from an institution recognized by Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- Must be registered with Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- Holder of a valid practicing License from Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- At least 6 years working experience in a medical laboratory.
- Knowledge of laboratory Health and Safety practices, standard biosafety and biosecurity protocols, and practice and COVID 19 prevention
- Ability to coordinate activities of several laboratories within the laboratory
- Good report writing and analytical skills
- Ability to work under pressure with minimal supervision

### **Responsibilities**

- Reports to Head Technical services
- Coordinate testing services at the regional testing centres
- Ensure implementation of testing algorithm in line with the most recent technology
- Develop and oversee implementation of protocols for equipment verification and timely lot to lot verification of reagents
- Receive and compile reports on testing from the regional testing centres
- Establish and oversee maintenance of a 24 hour Turn Around Time of testing results across the country.
- Oversee timely service of testing equipment
- Oversee timely testing and submission of External quality assurance results
- Oversee implementation of, and adherence to SOPs

**Note:** The best Medical Laboratory Technologist will be selected based on qualifications and relevant experience in testing services.

## 6. REGISTERED NURSING OFFICERS (10) TEN POSTS

Terms of service: **18-month contract**

**Station:** Across different regional blood transfusion centers in Kenya located in Nairobi, Mombasa, Embu, Nakuru, Kisumu and Eldoret.

### **Requirements for Appointment to this post a candidate must have:**

- Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- Has 1 year post training experience
- Registration Certificate issued by the Nursing Council of Kenya;
- Valid practicing license from the Nursing Council of Kenya;
- Experience in use of computer applications

### **Specific Duties**

- Carry out prior preparation for fixed and mobile blood drives
- Undertake blood donor selection as guided by the existing SOPs
- Participate in blood donation drives
- Perform phlebotomy (collecting of blood)
- Provide post donation care to the blood donors
- Observe and report of post blood donation adverse events to the Team Leader
- Adhere to the donor clinic SOPs and guidelines
- Embrace team work among themselves
- Prepare reports on conducted blood drives
- Participate in the development/review of Donor Clinic SOPs and guidelines
- Participate in general staff and team meetings
- Carry adequate team requirement preparations for the blood donation drives
- Maintain strict confidentiality of all privileged information regarding both human resources and fiscal matters.
- Adhere to infection prevention and control guidelines
- Any other duties as assigned by the supervisor

**Note:** The best (10No.) Registered Nursing Officers will be selected based on qualifications and relevant experience.

## 7. NURSING OFFICER (1) ONE POST

Terms of service: **18-month contract**

**Station:** NBTT5 HQ, Nairobi

**Requirements for Appointment to this post a candidate must have:**

- Served as a Registered Nurse for a minimum period of three years
- Bachelor of Science degree in Nursing;
- Registration Certificate issued by the Nursing Council of Kenya;
- Valid practicing license from the Nursing Council of Kenya;
- Experience in use of computer applications

**Specific Duties**

- Reports to Principal Nursing Officer, NBTT5
- Develop regulations and guidelines for donor retention approaches, donor notification and referral and donor management for application by blood collecting establishments
- Maintain up to date National Blood Donor register to inform campaign strategies
- Develop incentivization strategies to be applied nationally to maintain optimum pools of regular donors across Kenya
- Build capacity and Implement mechanisms for management and follow up of all blood and organ donors, donor notification and referral by all blood establishments
- Facilitate central communications for management of emergencies relating to blood and organs across Kenya
- Any other duties assigned by the supervisor

**Note:** The best Nursing Officers will be selected based on qualifications and relevant experience.



## 8. REGIONAL COORDINATION AND PARTNERSHIPS OFFICER (1) POST

Terms of service: **18-month contract**

Station: NBTTS HQ- Nairobi

**Requirements for Appointment to this post a candidate must have:**

- Masters level university degree in either medical laboratory sciences, public policy, international development, economics, social sciences or related field.
- Minimum of Eight (8) of work experience
- At least 5 years management experience, with experience in managing teams
- Experience in health systems strengthening, health services delivery, health policy formulation and implementation health systems and services
- Minimum 2 years' experience each working in County Governments and National Government

**Specific Duties:**

- Reports to Head KNBTTTS

The regional coordination and partnership officer will have the following roles and responsibilities:

- Development and implementation of an inter-governmental framework on blood management services
- Design and implementation of Technical Assistance framework for implementation of assigned blood management services within counties
- Provide Technical assistance to Counties, national and private sector institutions in implementation of blood services
- Liaise and facilitate engagement with the Inter-Governmental Relations Department of the MOH and the Inter-Governmental Health Forum
- Facilitate Coordination with County Governments within procedures and regulations and liaise with County Blood Management Officers to enhance services
- Engage partners and stakeholders to promote blood related outcomes in line with the MOH Partnership coordination framework
- Implement stakeholder forums
- Create partnerships and reciprocal relationships with other services
- Engage private sector on implementation of National standards

**Note:** The best Regional Coordination and Partnerships Officer will be selected based on qualifications and relevant experience.

## 9. STRATEGIC INFORMATION SPECIALIST – (1) ONE POST

Terms of service: **18-month contract**

**Station:** Nairobi/NBTTS HQ

### **Requirements for Appointment to this post a candidate must have:**

- Masters level university degree either Science in Health Economics, Policy, statistics, demographics, international development, epidemiology or related field.
- Minimum of Eight (8) years working experience
- At least 4 years in a position responsible for application of information and data for decision making
- At least 3 years management experience, with experience in managing teams
- Knowledge in health financing is an added advantage.

### **Specific Duties**

- Report to head, KNBTTS
- Oversee the implementation of the National Blood M & E framework
- Develop and implement the institution performance management system.
- Manage the M & E officers across NBTTS sites
- Develop SOPs for data systems and implement Data reporting and Quality in the Blood Management information System including data from Transfusing facilities
- Oversee implementation of the Data Protection Act for Kenya's blood data
- Develop systems for data protection with understanding of bio-data security
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation
- Continuously review and update the M & E performance indicators, reporting systems
- Oversee Blood Surveillance activities and provide data driven advisories for decision making
- Maintain and administer the M&E database; analyze and aggregate findings.
- Support progress reporting in line with the National Blood Strategic Framework
- Develop a system for routine use of data driven decision making and submit regular reports to the Head
- Provide Secretariat support and direction to the National M & E Technical Working Group
- Continuously utilize data for advisory- and strategic guidance including in estimation of blood needs, National projections and management of blood products
- Oversee development of a costing framework for blood transfusion services

**Note:** The best Strategic Information Specialist will be selected based on qualifications and relevant experience.

## 10. COMMUNICATION SPECIALIST – ONE (1) POST (DONOR SERVICES)

Terms of Service: 18-Month contract

Station: Nairobi/NBTTS HQ

### Requirements for Appointment to this post, a candidate must have:

- Master's degree in Journalism, Communications, Health, social sciences, development or related discipline.
- Minimum of 8 years of experience in communications, marketing, public relations, media campaigns and mobilization activities
- At least 4 years management experience
- Experience in media liaison and management; design of media campaigns, corporate communications
- Excellent English writing, storytelling and editing skills
- Familiarity with publishing and design applications

### Specific duties:

- Manage the communications function of the National Blood Transfusion and Transplant Services
- Oversee the development of a communications strategy for the National Blood Transfusion and Transplant Services
- Oversee and coordinate the work with different communication firms, agencies and vendors for effective and efficient implementation of the communications strategy
- Oversee implementation of effective donor mobilization and recruitment services
- Oversee development of content to be aired on different media platforms
- Oversee the development and maintenance of the NBTTS website
- Coordinate media support to prioritized special events/workshops/meetings and conferences.
- Write press releases, media invites and coordinate media visits to various events and field tours to blood service centres, facilities and communities.
- Oversee and coordinate development of high-quality communication products including documentaries, publications, including newsletters, scientific reports, photography
- Maintain a filing system and database for NBTTS communication products
- Manage communication teams and their activities
- Monitor social, print and all forms of media and facilitate an effective response by the NBTTS
- Any other duties assigned by the supervisor.

**Note:** The best Communication Specialist will be selected based on qualifications and relevant experience.

## 11. COMMUNICATION OFFICER 1 -(ONE) POSTS

Terms of Service: **18-Month Contract**

Work Station: Nairobi

### **Requirements for Appointment to this post, a candidate must have:**

- University degree in health promotion, community development, Journalism, Communications, or related discipline.
- Minimum of 4 years of experience in social media, marketing, digital media, community mobilization, marketing, public relations, events management
- Knowledge of corporate communications

### **Specific duties:**

- Report to the Communications Specialist in delivering the communications function of the National Blood Transfusion and Transplant Services
- Coordinate the implementation of the NBTTS calendar of events to support satellites in implementation of targeted mobilization of blood donors
- Coordinate with different communication teams and internal staff from various units for efficient implementation of donor mobilization services
- Daily management of KNBTTS social media platforms
- Daily management of KNBTTS website
- Liaison with the Blood youth taskforce for on ground donor mobilization and recruitment in institutions
- Participate in development of high-quality communication products including documentaries, publications, including newsletters, scientific reports, photography as may be assigned
- Provide standardized messaging for use in donor mobilization and education
- Design messages and information used for donor mobilization and recruitment
- Enhance the positive image of KNBTTS

**Note:** The best Communication Officer will be selected based on qualifications and relevant experience.

## 12. COMMUNICATION OFFICER (ONE) POST

Terms of Service: 18-Month contract

Work station: Nairobi

**Requirements for Appointment to this post, a candidate must have:**

- Diploma in health promotion, community development, Journalism, Communications, or related discipline.
- 1 year post training experience in social media, marketing, digital media, community mobilization, marketing, administration support, project management, public relations, events management
- At least 1 year post training experience
- Knowledge of programmes, projects, support services
- Good report writing and analytical skills

**Specific duties:**

- Report to the Communications Specialist in delivering the communications function of the National Blood Transfusion and Transplant Services
- Support the communications teams in implementation of the NBTTS calendar of events to support satellites in implementation of targeted mobilization of blood donors
- Support coordination of communication with different regions and satellites
- Capture data, information, graphics and events related to NBTTS and ensure storage, repository and availability
- Support the writing of editorials and regular bulletins of the NBTTS
- Support social media management
- Engage with the Youth TWG for on-going activities
- Design messages and information used for donor mobilization and recruitment
- Enhance the positive image of NBTTS

**Note:** The best Communication Officer will be selected based on qualifications and relevant experience.

### 13. ADMINISTRATOR - One [1] POST

Terms of service: **18-month Contract**

**Station:** Nairobi/NBTTS HQ

**Requirements for Appointment to this post a candidate must have:**

- Have a Master's degree or its equivalent, in Administration, Organizational Development, Public Administration, Business Administration, Public Sector Management or related discipline.
- Have a minimum 8 years' experience in administration functions related to institutional administration, Coordination, Assets and inventory management, planning and logistics, registry
- Have a minimum of four (4) years' experience in Senior management

#### **Specific Duties**

- Reports to Head, KNBTTTS
- To oversee establishment and institutionalization of critical management functions for sustainability and assurance of financial, service and systems accountability for management of the Service
- Oversee implementation and quality of delivery of contracts and vendors serving NBTTS
- Oversee the development of an accountable registry, physically and online
- Oversee the implementation of an Enterprise Resource Management System for the NBTTS to provide electronic management systems
- Oversee the development and implementation of a system to monitor performance management of the NBTTS
- Develop and implement operating procedures and policies to facilitate Transition of the NBTTS to a semi-autonomous agency
- Oversee the Human Resource functions and establishment of HR policies and procedures during transition
- Oversee implementation of asset management procedures at the NBTTS including tagging, disposal and liaise with the relevant administrative functions at the MOH
- Oversee Transport and fleet management services, travel logistics and staff across the regions ensuring adherence to procedures
- Oversee daily operational functions of NBTTS including buildings maintenance, utilities (power, water, internet) maintenance in the regions;
- Liaise with the functions of Commodities and logistics and supply chain to ensure seamless transport and distribution services

**Note:** The best administrator will be selected based on qualifications and relevant experience.

## 14. MONITORING AND EVALUATION SPECIALIST

Terms of service: 18-month contract

Station: Nairobi/NBTTS HQ

Requirements for this appointment, a candidate must have:

- First level university degree in statistics, demographics, public policy, international development, economics, or related field.
- Minimum of five (5) years of professional experience
- At least 2 years in a function responsible for implementing M&E activities
- Experience in designing, implementing, and operating M&E systems, planning and performance measurement, including indicator selection, data collection, target setting, reporting, analysis and evaluation methodologies
- Experience in data quality management and surveys

### Specific Duties

- Reports to Strategic information specialist
- Ensure timely submission of reports, including those from periphery satellites and consistency in data entry to the Blood Management information System (BMIS)
- Develop the overall framework, for blood M&E, including reviews, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems.
- Develop national blood evaluation framework
- Develop and implement surveillance framework for blood transfusion services for Kenya
- Review quality of data entered on the Blood Management Information System and support corrective action
- Routinely review transfusion records from facilities to ensure data quality
- Provide capacity building on the application of protocols in the use of the Blood Management Information System
- Implement the requirements of the Monitoring and Evaluation Framework including data tools, data sources, frequency and submission
- Organize and undertake capacity building for M & E across Counties, KNBTTS staff and teams
- Maintain and administer the M&E database; analyses and aggregate findings.
- Produce reports on M&E findings and prepare presentations based on M&E data as required.

**Note:** The best monitoring and evaluation specialist will be selected based on qualifications and relevant experience.

## 15. MONITORING AND EVALUATION OFFICERS TWO (2) POSTS

**Terms of service:** 18-month contract

**Station:** Across different regional blood transfusion centers in Kenya

**Requirements for Appointment to this post a candidate must have:**

- Have a degree in Statistics, Health Records and Information Management, Epidemiology or Health data related sciences from a recognized training institution.
- 1 year post training work experience in M&E, epidemiology, data and statistical analysis, surveillance, Health Management Information Systems or Data Quality Assurance
- Be conversant with statistical analytical packages
- Have basic understanding of ICT systems and the use of electronic data management systems
- Be able to apply and use electronic data bases, and experience in the use of the KHIS and any other MOH data electronic data management systems is an added advantage

### **Specific Duties:**

Reports to Strategic Information Specialist

Monitoring and Evaluation Officers will have the following roles and responsibilities:

- Data collection on blood collection and usage using the appropriate data collection and reporting tools both manual and digital
- Ensure timely submission of reports, including those from periphery satellites and consistency in data entry to the Blood Management information System (BMIS)
- Review quality of data entered on the Blood Management Information System and support corrective action
- Routinely review transfusion records from facilities to ensure data quality
- Provide capacity building on the application of protocols in the use of the Blood Management Information System
- Implement the requirements of the Monitoring and Evaluation Framework including data tools, data sources, frequency and submission
- Trouble shoot and provide backstop services to all sites mapped to the RBTC including Transfusing facilities Compile and upload reports into KHIS and any other relevant health information subsystems relating to blood
- Generate and analyze routine reports for decision making by use of dashboards and pivot tables
- Compile data from different sources for day-to-day management
- Supervision of data management activities
- Conduct data quality audits / assessments and also checks for consistency and outliers in data



- Implement confidentiality, safety and security of data records in line with the Data protection Act
- Ensure data SOPs, guidelines and policy are adhered to
- Any other duty assigned by the supervisor.

**Note:** The best two monitoring and evaluation officers will be selected based on qualifications and relevant experience.

## **16. ADMINISTRATIVE OFFICER - One (1) POST**

Terms of Service: **18-Month Contract**

Station: Nairobi/NBTTTS HQ

**Requirements for Appointment to this post a candidate must have:**

- Hold at least a university degree or its equivalent, in Organizational Development, Policy and Social Sciences, Business Administration, Public Sector Management or related discipline.
- Demonstrated knowledge and competence in provision of administrative support, monitoring, coordination of administrative functions
- 5-year work experience in administrative functions
- Proactive with demonstrated ability to plan, organize, coordinate, follow up, multitask and prioritize under pressure with minimal supervision.

### **Specific Duties**

- Reports to Administrator
- Support the office of the Director in monitoring Performance Management of the NBTTTS including implementation of performance contracts and adherence to work plans and reporting for the Service
- Support the office of the administrator in implementation of administrative systems
- Liaise with the management team, regions and administrator for implementation of administrative systems
- To support the office of the Director in coordination and monitoring of the strategic plan
- Liaise with the MoH leaderships, partners, associations, external stakeholders and other operational offices to improve efficiency
- Support the office of the Director during the Transition into a Semi-autonomous agency in administrative functions to develop the agency
- Work with ICT to ensure enhanced use of technology for performance tracking and information dissemination
- To coordinate and support implementation of administration systems including registry, asset maintenance between the Department and the regional offices

**Note:** The best administrative officer will be selected based on qualifications and relevant experience.

## **17. HUMAN RESOURCE OFFICER 1(ONE POST)**

**Terms of Service: 18- month contract**

**Work Station: Nairobi**

**Requirements for Appointment to this post a candidate must have:**

- Bachelor's degree or equivalent in Human Resource management or related degree
- Registered with the Institute of Human Resource Management
- Minimum 4 years' experience
- Demonstrated experience in Human Resource functions, policy implementation, staff management for a minimum of 4 years
- Knowledge of Kenya labor laws
- Certified Public Accountants of Kenya
- Competency in development and implementation of HR policies and strategies
- Excellent communication and interpersonal skills
- Excellent analytical skills
- Competency in ICT skills
- Excellent statistical analysis and interpretation of HR data
- Capacity to train mentor and coach
- Capacity to provide leadership to the department, motivate employees and ensure high productivity
- Comprehensive understanding of HRH
- Shown merit and ability as reflected in work performance and results.
- Served in the grade of Chief Accountant, or in a comparable and relevant position for a minimum period of three (3) years;
- Shown merit and ability as reflected in work performance and results.

### **Specific Duties**

Reports to head, KNBTTS

- To support KNBTTS in implementing HR policies and procedures in the department
- To disseminate and provide guidance to staff on the public service manuals, regulations code of ethics and other service regulations
- Effective management of staff records and files
- Ensure implementation of annual staff appraisals linked to the HR system and within regulations including the Public Service Commission
- Liaise with the Ministry of Health on staff management matters
- Effective human resource information system by ensuring timely updates
- Preparation of staff situation reports highlighting vacancies, attendance, staff turnover and disciplinary cases, retirement for planning purposes.

- Contribute to the development of articulation of HR policy system and processes for the department
- Coordinate staff welfare programme
- Ensure timely resolution of HR issues raised by staff
- Initiate employment documentation for all employees
- Process recommendation of staff advancement by the head for promotion, upgrading and re-designation.

**Note:** The best human resource officer will be selected based on qualifications and relevant experience.

## **18. BIOMEDICAL ENGINEER ONE (1) POST**

**Terms of Service: 18-Month contract**

**Work Station: NBTTS HQ, Nairobi**

**Requirements for Appointment to this post a candidate must have:**

- BSc in Biomedical Engineering Technology
- Served for at least four (4) years;
- Shown merit and ability as reflected in work performance
- Ability to work without close supervision
- Registered with Association of Medical Engineers of Kenya
- Have a valid practice license

### **Specific Duties**

- Report to head, KNBTTS Support the development of a systems for planning and forecasting equipment and blood needs
- Support implementation of routine maintenance with up to 100% uptime for all equipment
- Conduct Pre- Installation works, install and commission medical equipment and plants
- Conduct or ensure repair of high complex medical equipment
- Perform preventive maintenance of highly complex medical equipment
- Conduct performance and safety test and calibration of highly complex medical equipment.
- Conduct limited physical facility and utility repairs
- Perform repairs and planned preventive maintenance on highly complex general/medical plants
- Operate highly complex medical and general plants
- Technical advice including outsourcing

- Any other duty as assigned by the supervisor.

**Note:** The best biomedical engineer will be selected based on qualifications and relevant experience.

## **19. SENIOR ACCOUNTANT OFFICER- (1) ONE POST**

Terms of service: **18-Month Contract**

**Station:** Nairobi/NBTTS HQ

**Requirements for appointment to this post, a candidate must have:**

- A Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution
- Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- 5 years' work experience
- 2 years in the function of accounting
- Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB).
- Shown merit and ability as reflected in work performance and results.

### **Specific Duties**

- Reports to Head, KNBTTTS
- To facilitate budget development
- Develop and Implement a Finance and Accounting system for the Service, including during its Transition to a semiautonomous institution that is functional, within regulations and integrated with essential systems such as Human Resource and Activities
- To undertake financial planning and execution of budgets in line with approvals and regulations
- Ensure compliance of KNBTTTS with finance and accounting requirements of the Service and of MOH
- Liaise with function areas of the Service and with MOH to develop MTEF plans, budget proposals, engage in MTEF negotiations, advise the Head and facilitate budget availability
- Liaise with function areas to make accounting returns for the Service
- Liaise with the MOH Internal Audit Department on an on-going basis
- To liaise with MOH Finance and Accounts Departments for execution of budget, making returns, reporting,

**Note:** The best senior accountant officer will be selected based on qualifications and relevant experience.

## **20. ICT SPECIALIST – ONE (1) POST**

**Terms of Service: 18- month contract**

**Station: NBTTS HQ, Nairobi**

**Requirements for Appointment to this post a candidate must have:**

- Master's degree or equivalent in IT, electronics, computer science or relevant field or Bachelor in computer science or related field, or Diploma in Science or Computer sciences with applicable professional qualification, such as Microsoft, Oracle, or Cisco certification and at least 5 years practical experience
- Professional certification(s) in domains of Network, Operating System, Software Development including SQL programming and algorithms
- Eight (8) years' experience in ICT services management; IT systems, networks, and related technologies; IT administration and system security.
- 4 years' management experience
- Strong analytical and problem-solving skills
- Certificate of Good Conduct

### **Specific Duties**

- Report to head, KNBTTS
- Oversee deployment of the National Blood Management Information System (BMIS) across the Country and act as the administrator of the National Blood Management Information System
- Develop and implement of Strategy, Policies and Procedures for ICT for the NBTTS that align to, and are in compliance with the MOH and broader Government ICT objectives, legislation and procedures
- Development and deployment of ICT systems for the NBTTS including: Monitoring and maintaining networks and servers including security upgrades, ensuring access controls, backups and firewalls; Upgrading, installing and configuring new hardware and software to meet company objectives
- Implement and oversee an effective Enterprise Resource Management System including MS Office Support to support and manage NBTTS operations
- Develop and oversee implementation of security protocols and procedures to prevent potential threats and implement data recovery procedures and systems
- Build an internal wiki with technical documentation, manuals and IT policies
- Build and maintain ICT inventory and maintain equipment and acquisition of hardware supplies, ensure routine maintenance
- Monitoring of file server traffic, usage and performance and provide backend support to the website

- Provide organization-wide ICT systems, tools, training and support, including a centralized ICT Helpdesk service to all NBTTS regions, and Transfusing facilities with adequate connectivity and ICT back-up; back up and restoring files, virus detection, removal and prevention and efficient end-user feedback and error reporting systems
- Oversee implementation of NBTTS telephone system (including deployment and support of VoIP and unified telecommunications solutions across all regions)

**Note:** The best ICT Specialist will be selected based on qualifications and relevant experience.

## **21. ICT OFFICERS- THREE (3) POSTS**

**Terms of Service:** 18- month contract

**Station:** To be stationed outside Nairobi

**Requirements for Appointment to this post a candidate must have:**

- Bachelor degree in computer science or related field, or Diploma in Science or Computer sciences with applicable professional qualification, such as Microsoft, Oracle, or Cisco certification and at least 5 years practical experience
- Minimum 4 years' experience in an area of the ICT service catalogue (e.g., network administration, workplace services, telecommunications, IT, helpdesk, radio, etc.);
- ICT knowledge and experience in Networks, Operating Systems, Software Development, computers, servers, utilities, printers and peripherals, PABX technologies
- Certificate of good conduct.

### **Specific duties**

- Report to the ICT specialist
- Support the deployment and implementation of the Blood Management information System across all regions and transfusing facilities
- Installation and maintenance of computer systems;
- configuration of Local Area Network and Wide Area Network for connectivity and routine uptime across the country;
- Support implementation and management of the day-to-day operations of a functional ERP at the NBTTS
- Undertake programming as may be required
- Developing and updating application systems; and
- Carrying out systems analysis, design and program specifications in liaison with users;
- Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- Provide user support as required for effective

- Ensures existing ICT infrastructure is functional. Carry out regular quality controls;
- Install, maintain and repair all IT hardware, IT infrastructure (LAN, WAN, Wireless) and Telecom (HF, VHF, sat phones, PABX, etc.) in line with policy and standards
- Perform any other duties that may be assigned from time to time.

**Note:** The best three ICT officers will be selected based on qualifications and relevant experience.

## **22. SUPPLY CHAIN MANAGEMENT ASSISTANT**

**Terms of Service: 18-Month contract**

**Work Station: NBTTS HQ-Nairobi**

Requirements for appointment to this post a candidate must have:

- Diploma in Purchasing and Supply Chain Management from a recognized institution
- Experience in recording of commodities in line with government regulations and procedures
- Managing the stores using the LIFO and FIFO method
- 1 year post training experience in a government institution
- Experience with IFMIS
- Proficiency in computer applications

### **Responsibilities**

Reports to Supply Chain Management Officer

- Receiving of consignments/donations from suppliers
- Stores inventory management
- Controlling the dispatch of commodities, reagents and supplies to all the regions and satellites.
- Operating procurement functions through the IFMIS system.
- Managing the stores using the LIFO and FIFO method to avoid bulk buying of goods and also expiry.
- Record keeping and filing of all office documents.
- Any duties assigned by the supervisor

**Note:** The best supply chain management assistant will be selected based on qualifications and relevant experience.

### **23. OFFICE ADMINISTRATIVE ASSISTANT- (1) ONE POST**

Terms of Service: **18-Month Contract**

Work Station: **NBTTS HQ- Nairobi**

**Requirements for appointment to this post a candidate must have:**

- High school level education with at least grade D+ in KCSE
- Training in basic computer skills
- Demonstrate understanding of blood transfusion services

#### **Responsibilities**

Reports to the administrative officer

- Downloading and printing of various requisitions received from the Regional blood transfusion centers and satellites
- Packaging of commodities for shipment to KNBTTTS peripheral sites to include labelling
- Preparation of packaging list for commodities to be shipped to the periphery
- Preparation of stickers for labeling of items to be shipped
- Coordinate shipment of commodities to the periphery sites
- Assisting in inventory update
- Filing of stores forms S11 and S13 according to received and dispatched consumables
- Filing of bin cards following issuance of goods from the stores
- Entry of all issued goods to the courier system for easy tracking
- Photocopying of all requisite documents including Standard Operation procedures, blood donor questionnaires and their shipment to the RBTCs and satellites
- Monthly stock taking of all commodities in the KNBTTTS central stores

**Note:** The best office administrative assistant will be selected based on qualifications and relevant experience.

### **24. DRIVER (6) SIX POSTS**

Terms of Service: **18-Month contract**

Station: **Various KNBTTTS sites within the country**

**Requirements for Appointment to this post a candidate must have:**

- High School level education
- Valid driving License (A, B, C & E)
- Training in basic mechanics
- Valid Police Clearance Certificate



- Credible 5 years prior driving experience
- Good interpersonal relations skill
- Team player

### **Position Summary**

Responsible for the transport of people and items to various destinations under the guidance of the Transport Supervisor

### **Responsibilities**

- Provision of transport services
- Collection of any supplies
- Delivery of goods and materials to the various satellite clinics
- Transport hospital personnel who are executing official duties
- Taking visitors around the facilities
- Daily inspection of the vehicles to ensure that they are in good condition
- Report any electrical or mechanical faults in the vehicles to the Supervisor for fixing
- Report any case of accident, injury or damage of vehicles to the Supervisor
- Ensuring that all of the hospital vehicles have the necessary documents i.e. insurance
- Ensure that authorization is obtained for all journeys on a daily basis
- Record mileage at the beginning and at the end of each journey in the log-book provided
- Responsible for the security of vehicles during working hours and any goods on transit
- Ensure that the vehicles are kept clean and serviced as required
- Careful use and handling of the vehicles at all times
- Submit receipts for all cash spent on fuel and emergency repairs

**Note:** The best six drivers will be selected based on qualifications and relevant experience.

## **25. PROJECT ACCOUNTS ASSISTANT TWO (2) POSITION) -C-HERP**

Terms of Service: **18-Month contract**

**Station:** Nairobi

### **Job and Appointment Specifications for Project Accounting Assistant**

The main role of the accounting assistants will be to support the Project Accountant by performing clerical tasks.

This including processing and recording transactions, preparing reports and budgets, fact checking, filing, and other duties, as needed.

Understand basic accounting principles and proficient with computers and software, such as MS Excel.

Should be trustworthy, efficient, and organized.

**Key Responsibilities of the Assistant Project Accountant include, but are not limited to: -**

- Preparation, Review and filing of payroll and payroll documents including Payslip generation and statutory deductions submissions to the respective bodies (NHIF, NSSF, PAYE, HELB) monthly for all the contracted project staff.
- Liaising with Project Accountants in on all the financial matters.
- Collecting and consolidating the financial statements from the project on quarterly basis.
- Prepare periodic statements of expenditure (SOE) reports and fund replenishment requests, carefully checking and inspecting all supporting documents.
- In collaboration with Project implementing entities, to prepare quarterly and annual financial reports in the standard format(s) included in annex I on Financial Management Procedures.
- In consultation PM and Project Accountant, to oversee the establishment and proper maintenance of accounts system in all the counties in accordance with the PFM and financial regulations and procedures of the NT.
- Support the PMT in the facilitation of internal and external financial audits at the counties
- Other project-related responsibilities as may be assigned by the Project Manager.

**Requirements:**

- Knowledge of basic bookkeeping procedures
- Familiarity with finance regulations
- Good analytical skills and the ability to spot numerical errors
- Hands-on experience with MS Excel
- Organization skills, Good Communication skills, fluency in required in English and great interpersonal skills
- Ability to handle sensitive, confidential information.
- Must have Minimum of CPA 2 and Bachelor's degree in a relevant accounting field
- Previous engagement with Project is an added advantage.

**Reporting/Delivery Schedule**

- Reporting will be to the Project Accountant but directly answerable to the Project Manager

## **Deliverable Contents Timeline for Submission**

Delivery schedules will be as below:

- Monthly preparation, Review and filing of payroll and payroll documents for all CHERP Project contracted staff Generated pay slips for all CHERP contracted staff showing gross and net after all statutory deduction Monthly reports by 5th of every month
- Quarterly Consolidated County Financial statements for CHERP Disbursements to beneficiary entities, County cash flow and balances at the end of every quarter Reports to be submitted at the end of every quarter
- Consolidated Statements of Expenditure (SOE) for CHERP within the stipulated period Reports to be submitted at the end of every quarter
- Consolidated Annual Project Financial reports, financial statements to include CHERP Disbursements, cash flow and balances at the end of every financial year Reports to be submitted at the end of every financial year

**Note:** The best two project accounts assistants will be selected based on qualifications and relevant experience.

### **26. PROJECT PROCUREMENT ASSISTANTS- 2 POSITION- CHERP**

Terms of Service: **18-Month contract**

**Station:** Nairobi

#### **Scope of work**

Job And Appointment Specifications for Project procurement Assistant

- The procurement assistants will support the Project procurement by performing tasks allocated to him.
- This includes processing and recording transactions, preparing reports and records, fact checking, filing, and other duties, as needed.
- Must understand basic procurement principles and proficient with computers and software, such as MS Excel.
- Should be trustworthy, efficient, and organized.

#### **Key Responsibilities**

- The procurement assistant will be responsible for stores and stock control, market surveys, assist in preparation of annual procurement plans and supply chain management reports.

- The procurement assistant will be responsible for issuing and receiving of stores, preparation and maintenance of records and stock taking and reconciliation.
- Conduct quarterly stock taking and prepare reports.
- Record keeping of procurement files.
- Any other duty as assigned by the Project Procurement officer.

### **Qualification and experience**

- Diploma in Purchasing and Supplies management or a relevant business-related course.
- Must be registered with Kenya Institute of Supplies Management (KISM).
- Good report writing and analytical skills.
- Good communication and interpersonal skills.
- Ability to work under pressure with minimal supervision.
- Reporting/Delivery Schedule
- The procurement assistant will report to the Project Procurement officer and shall be assigned duties.

**Note:** The best two project procurement assistants will be selected based on qualifications and relevant experience.

### **27. MEDICAL LABORATORY CONSULTANT-1 POST (ONE POST)**

Terms of Service: **12-Month contract Renewable**

**Station:** Nairobi

#### **Introduction:**

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 the pandemic. Laboratory testing of suspected cases and their contacts is a major component of this coordination. Since the testing of the first case, the number of testing laboratories has risen from one (1) to about 30 as at June 29<sup>th</sup> 2022.

In order to ensure that laboratories run efficiently, it is important to monitor commodity distribution and use in all the testing laboratories and ensure that issues that can interrupt testing are dealt with in a timely manner.

The Ministry of Health is seeking a laboratory consultant who will be the key technical officer to fill the gaps in effective management of sample collection, testing, commodity management including reagents and coordination of sample referral networks with the aim of ensuring continuity in service delivery. The person holding this position will report directly to the Head, Department of Laboratory Services (DLS) and project manager of COVID-19 Health Emergency Response Project. The consultant will be stationed at the department of the National Laboratory Services.

### **Minimum requirements**

- Holder of the position should hold a Diploma/degree in medical laboratory sciences, a master's degree in health sciences is an added advantage.
- Not less than five years' experience in Medical Laboratory commodity management with at least two years' experience in quantification, forecasting and allocation of COVID 19 commodities and reagents.
- Should be familiar with laboratories which test for COVID 19, supported by the Ministry of Health in Kenya.
- Registered with the Kenya Medical laboratory technicians and technologists board (KMLTTB).
- Possession of a valid practicing license from KMLTTB
- Should be conversant with development of specifications for COVID 19 laboratory commodities and reagents.
- Experience working with World Bank funded projects.

### **Key Responsibility**

- Will support the component 1 lead on all matters related to the CHERP project implementation
- Responsible for tracking all procurement done by the CHERP project in support of Component 1 lead in relation to COVID 19
- Will support the Chair, COVID-19 commodity management committee on matters related to commodities procured for COVID 19.
- Support the maintenance of a robust and updated procurement pipeline for all COVID-19 commodities
- Support filing of returns for WB-supported staff attached at the DLS if any
- Support head of NPHL to respond to requests for targeted testing of special groups such as those attending meetings, workshops, those travelling on short notice and any other related request.
- In liaison with the Head, Division of Diagnostic and clinical services, support the coordination of training and mentorship of laboratories included in the WB-funded expansion of molecular testing at the counties.
- Attend to any other duties as assigned by the, Project Manager - CHERP or the component 1 lead.
- This position demands dedication, and the officer should be ready to work at odd hours when called upon.

### **Reporting:**

The consultant will report to the Project Manager - CHERP and the head, DLS

**Note:** The best medical laboratory consultant will be selected based on qualifications and relevant experience.