



MAUA METHODIST HOSPITAL

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[www.methodisthospitalmaua.org](http://www.methodisthospitalmaua.org)

## ADVERTISEMENT

### CHAP-UZIMA HIV PROGRAM COORDINATOR POSITION

Maua Methodist Hospital (MMH) is a national institution of the Methodist Church in Kenya which was established in 1928 by the British Methodist Missionaries in obedience to the great commission of Christ. From that humble modest start the hospital has grown to a regional Referral and Teaching Hospital in Meru County. MMH is also a hub for community health and development services.

As a provider of **quality** and **compassionate health care in obedience of the great commandment**, we recognize that a team of people with great **character, compassion** and **excellent skills** are our most valuable resource. To strengthen our team, we in liaison with CHAP-Uzima Program are seeking to hire a **Program Coordinator**.

#### Qualifications, Experience, Competencies and Personal Attributes Required:

- Bachelors degree in Medical related field or Public Health or Community Development
- A minimum of 3 years' related work experience
- Good understanding of the HIV program management cycle including financial and operational processes
- Possess advocacy skills
- Results-based program orientation that will require building partnerships
- Resource mobilization skills
- Must demonstrate high integrity and ethical practice
- Must demonstrate ability to work independently with minimum supervision.
- Must be a team player who is able to work cordially in teams
- Must demonstrate ability to multitask.
- Must demonstrate commitment to operational effectiveness
- Should have ability to solve problems by applying relevant business knowledge
- Should demonstrate professional expertise in the relevant work area
- Must have the ability to communicate for both written and oral communication
- Must be able to work under pressure
- Must be a flexible person, who is willing to learn and able to work flexible hours to achieve goals
- Must have knowledge in use of MS office packages
- Must be a born again and committed Christian with evidence of maturity in faith
- Ability to translate and communicate biblical values / hospital ethics in personal life and professional life
- Must be an honest person full of integrity in their personal conduct and handling of job responsibilities

#### If you possess the above, we are looking for you;

Send an application letter and curriculum vitae (CV) only to the **Human Resources Manager** via [mmh.recruitment@gmail.com](mailto:mmh.recruitment@gmail.com) on or before **12<sup>th</sup> September 2021** and fill an auto-replied **online application form**. If you do not receive the auto reply, check your spam/junk mail. **Please note, due to high volume of applicants only shortlisted candidates will be contacted.**

For further details regarding the position please visit our website:

[www.methodisthospitalmaua.org](http://www.methodisthospitalmaua.org)



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## JOB DESCRIPTION

<b>Job Title</b>	CCC Program Coordinator
<b>Department</b>	Medical
<b>Unit</b>	CHAP-Uzima
<b>Position Reports to</b>	Palliative Consultant
<b>Position Supervises</b>	All CCC Staff

### **Purpose of the Job:**

To glorify God by overall management and coordination of Palliative/AIDS Project and community programme activities. Responsible for staff in the unit, AYP services delivery and visitors to the programme.

### **Main Duties and Responsibilities**

The duties and responsibilities are:

#### **I. Operational and Managerial Roles and Responsibilities**

- Manager of the entire palliative programme dealing with day to day running.
- Ensures delivery of quality patients care, sets priorities and staff allocation.
- Coordination of the activities among the programme staff and stakeholders.
- Assists in identification of staff training needs and sourcing for the opportunities
- Participates in the in-house training of MMH staff and responds to external training facilitation.
- Collaboration with the Medical officer in charge regarding patients care provision and active integration of the programme in MMH.
- Plans monthly rotas and annual leaves ensuring adequate coverage.
- Orders supplies/equipments for use in the unit and ensuring accountability.
- Liaises with Pharmacy in charge over monthly ART/OIs orders, stock takes and timely submission of orders and entry into MED 360 upon arrival.
- Liaises with hospital maintenance unit to ensure preventive maintenance of the programme equipments and service contracts with the administration.
- Regularly review and update the assets/inventory register.
- Drawing monthly/quarterly/yearly programme plans for action in consultation with programme staff.
- Building and maintaining close networks and collaboration with relevant others and stakeholders in running the programme.
- Compiles annual projects reports and budgets and submission on time.
- Assists the finance assistant in monthly financial reports preparations, verifying expenditures and ensuring right donor is charged.
- Signing staff timesheets monthly for submission to donors.

- Prepares reports to donors and ensures timely submission.
- Plans and shares weekly/monthly unit's meetings on performance.
- Discusses projects reports and ensures that they are submitted on the set date.
- Ensures coaching and evaluation of both staff and students and refers to Coordinator CHD for action/confirmation.
- Carries out annual appraisal for programme staff in collaboration with CHD Coordinator.
- Attends CHD meetings, joint departmental programmes forum and community programme related meetings.
- Attends meetings related to the programme activities and donors to present position papers and share experiences.
- Formulation of Proposals for donor funding possibilities, submission and subsequent follow up.
- Responding to correspondences relating to programme activities in consultation with OPDSM and programme doctor where necessary.
- Participation in research designed to improve programme services.
- Abides with the rules and regulations of personal conduct and witness as required by the Methodist Church in Kenya.
- Undertakes any other duties as assigned by the Coordinator CHD.

II. Perform any other relevant duties that may be assigned

**Key Result Areas:**

The job holder's accountability areas are as follows;

- Effective building of partnerships
- Successful fundraising and advocacy
- Successful monitoring and evaluation / reporting
- Submission of accurate, timely and relevant reports
- Continuous process improvement of services through efficient working
- Enforcement of relevant guidelines, rules and regulations
- Ensure customer satisfaction for the consumers of the services offered by the department
- Efficient execution of work processes as assigned

**Knowledge and Skills Required:**

The jobholder must possess:

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