



TAMBA PWANI C.B.O

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VACANCIES ANNOUNCEMENT

Organisational background

Tamba Pwani community-based organization (TPCBO) was formed in November 2010 and registered in March 2011 to provide access to comprehensive sexual health, HIV/STI and TB prevention, care, and treatment, sexual and gender-based violence among MSM in Kilifi County.

Vision: An empowered healthy MSM community in Kilifi county.

Mission: To provide access to sexual health services and advocate for human rights through partnerships, health education, community sensitization and economic empowerment of MSM in Kilifi county.

Our main goals include (i) To promote comprehensive HIV, STI (Sexually Transmitted Infection) & TB prevention and care services to MSM, (ii) To advocate for access to discrimination free and affirming care services by MSM through public health facilities and (iii) To empower the MSM community through mutual aid support, economic empowerment, and community education.

Tamba Pwani is currently seeking to fill the following vacant positions:

1. Program clinician
2. HTS Counsellor/ Social worker
3. Community Outreach Workers
4. Project Administrator

Job details

Position: Program Clinical Officer (1)

Education requirement: Diploma in Clinical Medicine (required), Counselling/project management (added advantage)

Work Experience: Minimum 3 years post-qualification with at least one (1) year working in a HIV prevention & treatment program

Language skills: English, Kiswahili

Location: Kilifi county

Reports to: Program Coordinator

Job Description

We are looking for an enthusiastic individual with a strong background and interest in working with Key Population specifically (Gay, Bisexual, Men who have Sex with Men, and Male Sex Workers [GBMSM], transgender and gender non-conforming persons. The clinician will be responsible for coordination and delivery of SRHR, HIV and TB treatment services to program participants at Tamba Pwani Drop-In -Centre, hotspots outreaches and referral public health facilities. They will be stationed at the DICE in Kilifi Town and will work closely with the SCASCO, other members of SCHMT and health care providers in 5 sub-counties in Kilifi.

Roles and Responsibilities:

- Ensure provision of SHRH, HIV and TB prevention, screening and treatment of program participants
- Ensure provision of Pre-Exposure Prophylaxis, Post-Exposure Prophylaxis and other biomedical prevention services to program participants
- Ensure HIV positive KPs are enrolled in care and treatment and follow up on treatment outcomes
- Advise patients on health maintenance, disease prevention and provide case management
- Ensure provision of and referral of program participants for harm and risk assessment and counselling, facilitate health education sessions on topical issues through webinars, targeted outreaches and DICE based in-reaches
- Ensure functional intra and inter-facility/community referral system for KP services that are not available within the DICE or during outreaches
- Ensure maintenance of adequate stocks of drugs as well as safe custody of the drugs and equipment in the clinic
- Compile and submit timely monthly, quarterly and annual reports to the supervisor

Qualifications

- A Diploma in Clinical Medicine from a recognised Medical training institute.
- Valid HIV management training
- Valid registration with Kenya Registered Clinical Officer is required

- Valid HTS certificate certified by NASCOP is desirable
- Should have a minimum of 3 years' experience with at least 1 working in an HIV program
- Experience working with Key Population and/or sexual & gender minorities
- Good oral and written communication skills (English & Swahili,)
- Computer literacy in the use of MS Windows, Word, Excel, PowerPoint and Outlook is desired
- Ability to work and deliver results with minimum supervision
- Demonstrated ability to work as a team player

Job details

Position: Social worker/HTS counsellor (1)

Education requirement: Diploma in Social Work; and Certificate in HTS counselling/training on HIV care and treatment

Work Experience: Diploma in Social sciences (Social work, Community development, counselling psychology), NASCOP HTS certification

Language skills: English, Kiswahili,

Location: Kilifi county

Reports to: Program Clinical Officer

Job Description

We are looking for an enthusiastic social worker with a strong background and interest in providing HIV prevention and treatment services to Key Population to fill a position of a HTS counsellor in Kilifi county. The HTS Counsellor will be responsible for the provision of HIV testing, counselling for key populations, linkage of HIV positive KP to care and treatment. In addition, s/he will oversee the quality of implementation of HIV testing and counselling services as well as accurate documentation.

Roles and Responsibilities

- Ensure quality HIV Testing Services (HTS) are provided as per the National Algorithm.
- Offer first adherence counselling services to newly positive clients before referral to care and treatment
- Ensure monthly forecasting, quantification and reporting of Rapid Test Kits (RTKs) and HIV self-testing kits is done according to the guidelines and raise a 1-month early warning alert for expected RTK shortage.
- Support and spearhead promotion of HTS services and innovations aimed at increasing case identification including Risk Network Referral, EPOA and aPNS.

- Participate in DQA activities (proficiency testing and observed practice) documented and available at the facility level
- Support the M&E framework (Maintenance of HTS registers, wall charts) to ensure accurate data entry and timely reporting

Job Qualifications:

- Diploma in relevant Social Sciences, two-week NASCOP Counsellor’s Certificate
- A degree in public health, social sciences or related disciplines will be an added advantage
- Proficiency in computer packages like MS Excel, MS Word, MS PowerPoint
- Data analysis and interpretation skills
- Three years’ experience in HTS in a busy facility.
- Training in adherence counselling and counselling supervision will be an added advantage

Job details

Position: Community Outreach Worker (2)

Education requirement: High school certificate

Work Experience: Community mobilization, peer educator and/or navigation

Language skills: English, Kiswahili,

Location: Kilifi

Reports to: Community Liaison Officer

Roles and Responsibilities

The community outreach worker is the key connection between the program peer

- Supervise and connect with peer educators in enrolling and maintaining the MSM cohort in the program
- Perform community outreaches in areas and locations where MSM’s congregate.
- Co-facilitate curriculum-based and open support group discussions on various health-related topics for MSM’s
- Provide presentations to the target community on various health-related, rights and MSM topics
- Perform administrative duties including data entry
- In charge of Distribution of condoms and lubricants and provide safe sex information
- Other duties as assigned by the supervisor

Qualifications

- At least a High School certificate / Diploma
- Trained as a peer educator and/Outreach worker. Training as a CHV will be an added advantage
- Experience in facilitating MSMs on HIV Prevention, Care and treatment
- Experience in working with LGBTQ community and/or Key population

- Strong presentation and writing skills
- Has intermediate level HIV/AIDS and STI/STD knowledge
- Ability to read and write English proficiently
- Must possess great social and interpersonal skills

Job details

Position: Administrative Assistant

Education requirement: Diploma in Business Administration, communication and related fields

Work Experience: Customer relations, administration and communication

Language skills: English, Kiswahili

Location: Kilifi

Reports to: Finance and Admin Officer

Job Description

The administrative assistant will manage general administrative activities including daily office needs, DICE running including handling incoming and outgoing communication.

Role and Responsibilities

- Welcoming and guiding visitors and walking clients at the DICE
- Mandating office filing and document archiving
- Scheduling appointments and maintaining calendars
- Ensuring timely payment of bills and invoices
- Scheduling and coordinating staff and other meetings
- Preparing communications, such as memos, emails, invoices, reports and other correspondence
- Keeping an inventory of office supplies and ordering new ones as necessitated
- Liaising with clinical and advocacy teams in coordinating DICE activities
- Managing the maintenance of office and facility equipment.
- Monitoring costs and expenses to assist in budget preparation for running of a DICE community spaces

Qualifications

- Diploma in communications, business administration or related field
- At least 2 years' experience in an administrative position
- Experience working with LGBTIQ community and/or Key Population is highly desired
- Excellent Communication and Interpersonal Skills
- Excellent time management skills and good Organizational Skills
- Possession of Basic computer skills

How to apply

Interested applicants are invited to email their applications and detailed CV with contact details of three referees to admin@tambapwanicbo.org clearly indicating the **JOB TITLE** as the subject title to reach us by 12.00 PM Tuesday 14th December, 2021.