



LVCT Health is an established Kenyan NGO that utilizes research to inform policy reform advocacy and strengthen HIV service delivery. We optimize our impact on the HIV/AIDS response by building capacity of partners and pay special attention to vulnerable groups and populations with special needs. Our focus is on the scale-up of quality-assured HIV counselling, testing and care services.

We are looking for a dynamic Kenyan, well qualified and motivated individuals to fill the following vacant position:

POSITION: REGIONAL SERVICE DELIVERY MANAGER

RSDM/LVCT/04/2018

REPORTING TO: REGIONAL DIRECTOR

LOCATION: KISUMU

JOB PURPOSE

Overall responsible for coordinating service delivery implementation and quality of programs in Western Region including Kisumu, Migori, Homa Bay and Kisii counties under the guidance of the Regional Director. The programs include HIV prevention for key populations, fisher folk, DREAMS beneficiaries, adolescents and young men, HIV testing and counselling, care and treatment and gender based violence. Responsible for providing technical direction and guidance to the program teams and ensuring they are able to work smoothly and efficiently and achieve stated goals. A significant portion of time will be spent on supporting care and treatment programming. Deputizes the Regional Director with whom he will work closely to ensure proper planning, organizing, staffing and coordination of program activities to ensure achievement of targets and intended impact.

KEY ROLES AND RESPONSIBILITIES

- Provide technical leadership for HIV prevention, Care & Treatment.
- Responsible for achievement of service delivery targets to meet institutional and contractual obligations
- Provide technical guidance and support to technical staff to ensure programs are of good quality, innovative in line with global priorities and position LVCT Health as a global leader
- Nurturing innovation and developing new strategies for implementation that positions LVCT Health as a leader in these areas

- Form and maintain strategic relationships with the county management teams and other implementing partners under the leadership of the Regional Director
- Participate in relevant county and where necessary national government forums, County HIV TWGs and relevant national TWGs as assigned by the Regional Director and HQ teams and ensure LVCT Health's visibility
- Develop Work Plans and implementation plans that ensure alignment with organization work plan and contractual obligations
- Ensure implementation of grant rules and regulations to implementing staff to ensure program compliance with relevant regulations and professional standards
- Ensure CQI and other quality improvement activities are implemented with program teams including ensuring participation in external quality assurance processes e.g. proficiency testing
- Set up systems for continuous medical education (CME) and other capacity building mechanisms for program staff to ensure they are regularly updated
- Line manager for technical staff in HIV prevention and care in the region, providing direction, mentorship and capacity building and responsible for their performance
- Undertake effective delegation and follow up of tasks to team members providing suitable environment for them to deliver and grow in their technical areas
- Work with HR and Regional Director to ensure correct staffing (numbers and quality) of service delivery staff for effective delivery of programs.
- Ensure proper utilization of LVCT Health and donor resources as per approved budgets by program staff
- Ensure project teams follow organizational financial policies and structures, ensuring proper accounting for activity funds by program staff
- Work closely with M & E and program team, ensure all sites and programs collect data using the correct tools and report it to M & E in a timely manner every month.
- Track performance of projects on a monthly basis based on M & E data and take appropriate measures to address areas of underperformance
- Build capacity of sites and program staff to prepare quality reports, analyse the data and use it to improve their service delivery
- Contribute to the preparation and review of quarterly and annual performance reports to the organization and the donor
- Participate in donor and MOH site support visits and quarterly review meetings to monitor project implementation.
- Work with research teams to ensure effective design and implementation of program components of research and coordinate service delivery components of research in the region
- In liaison with the Regional Director, communicate program directions and decision of donors, counties and/or the management, M5s and other key meetings to program staff

- Ensure regular documented meetings by sites and implementing teams for different technical areas at region level are conducted. Facilitate input from HQ teams into the meetings where possible and ensuring attendance of service delivery staff meetings
- Set up mechanisms for officially communicating with sub-counties including providing quarterly reports alongside the county communication/reporting
- Work with the program staff to document program successes and lessons learned in form of reports, abstracts, briefs and human interest stories and ensuring their wide dissemination in the organization and externally
- Participate in various county, national and international forums, workshops to present work done and learn from other experiences. Ensure program staff equitably participate in these for a for exposure and capacity building
- Ensure LVCT Health visibility at all implementation sites and activities including outreach and workshops through proper branding

REQUIREMENTS

- Degree in Medicine with a Master's in Public Health or related field
- At least 5 years' experience in managing HIV programs including HIV Care & Treatment
- Proven experience in designing and implementing programs, monitoring, evaluation and reporting
- Clear understanding and experience working with MOH and public health systems especially at county level
- Excellent documentation, communication and interpersonal skills
- Team player, demonstrate leadership, supervise and enforce organizational systems
- Experience working with PEPFAR or managing other major grants

Further details can be obtained from our website: www.lvcthealth.org

Interested and qualified candidates are invited to submit their applications and CV along with a cover letter expressing interest and indicating **Salary history** and **expectations** to recruitment@lvcthealth.org . The position applied for and reference number should be clearly indicated on the subject line and cover letter.

Note: Only short listed applicants will be contacted.

LVCT Health is an equal opportunity employer

