



VACANCIES ANNOUNCEMENT

The National AIDS Control Council (NACC) is a state Corporation whose mission is to provide policy and strategic framework for mobilizing and coordinating resources for the prevention of HIV transmission and provision of care and support to the infected and affected people in Kenya. More details of our mandate and contacts can be found in the website www.nacc.or.ke. In our efforts to fulfil this mandate, the NACC seeks to recruit suitable candidates for the following position:

Name of Organization	NACC
Job Title	PROGRAM OFFICER- RESEARCH HUB
Reports to	HEAD RESEARCH
Grade	NACC 5
Department	POLICY MONITORING AND RESEARCH
Business Purpose/Objective	Effectively and efficiently manage the NACC research hub
Accountabilities (Responsibilities)	
<ul style="list-style-type: none"> • Development of content guidelines for moderators, users and researchers • Review and approval of uploaded research work for onward publication in the Hub • Transferring of already uploaded studies which are in the wrong program to the correct one • Liaison with the Hub developer on any changes proposed by stakeholders on Hub development and envisaged refining of the structure • Conducting sensitization on how to access the hub, upload research work and participate in communities of practice • Creating new communities of practices where there is a need/requests • Registration of moderators and changing of the existing ones when necessary • Updating briefs and upcoming events in the Hub • Continued uploading of relevant content to the hub 	
Educational	<ul style="list-style-type: none"> • BSc degree in Computer Science, Actuarial Science, Epidemiology, Biostatistics
Experience	Minimum of two (2) years working knowledge in research websites administration.

Key competencies	<ul style="list-style-type: none"> • Research skills: Experience with qualitative and quantitative data collection methods; literature reviews; research publications; conference presentations • Computer literacy: Experience in database management, website administration • Good communication and inter-personal skills • Fluency in English and Swahili • Ability to work in a team with minimal supervision • Ability to work under pressure and on a tight schedule
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The above position is on three (3) year contact basis renewable subject to satisfactory performance through a formal appraisal. The individual recruited shall be of high integrity and able to work within a team. If you fulfil the above requirements, you are invited to submit an application letter together with an up to date CV, copies of certificates, testimonials, names and contacts of three professional referees in a sealed envelope by 5:00 p.m on **Friday, March 10, 2017** to the address provided below.

NACC is an equal opportunity employer and does NOT discriminate any applicant on the basis of their HIV status, ethnic background, sex, religion, disability, or marital status yet is attentive to gender, regional and ethnic balance. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

The Director
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KENYA