

**1. PROGRAMME OFFICER, (RESEARCH)**

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| <b>Name of Organization</b>  | NACC   |
| <b>Job Title</b>   | <b>PROGRAMME OFFICER, (RESEARCH)</b>   |
| <b>Reports to</b>  | <b>HEAD , RESEARCH</b>   |
| <b>Grade</b>   | <b>NACC 4</b>  |
| <b>Department</b>  | <b>POLICY, MONITORING &amp; RESEARCH</b>   |
| <b>Business Purpose/Objective</b>  | This position entails development, implementation and review of the Kenya HIV Research Agenda to ensure effective translation of research into local policy and practice. Also entails provision of support in multi-sectoral coordination of research stakeholders in Kenya as well as dissemination of research products in local, regional and international conferences in alignment to the HIV strategic framework across all levels. |
| <b>Responsibilities:</b>   |  |
| <ol style="list-style-type: none"> <li>1. Develop, and disseminate the Kenya HIV Research Agenda which outlines HIV research priorities for the country in alignment with the Kenya AIDS Strategic Framework.</li> <li>2. Oversee implementation of the HIV Research Agenda including coordination of research stakeholders at national and county level</li> <li>3. Undertake reviews of the Kenya HIV Research Agenda to determine progress in implementation and inform resource allocation</li> <li>4. Operationalize the Kenya AIDS Research Coordination Mechanism (KARSCOM) which takes a lead role in stakeholder engagement for HIV research in the country.</li> <li>5. Organize and participate in quarterly stakeholder meetings for Research stakeholders to discuss progress in the country’s HIV research as well as set agendas for subsequent quarters through the KARSCOM.</li> <li>6. Establish and disseminate the Kenya HIV Research Hub which is a web-based platform that collates studies on HIV, Sexual Reproductive Health and co-morbidities such as TB to promote evidence-based decision making.</li> <li>7. Organize quarterly webinar meetings with stakeholders through the Research Hub to engage and discuss on the new studies and development in HIV Research</li> <li>8. Develop and disseminate quarterly briefs that summarize new and emerging research findings and their implication on HIV policy and programming.</li> <li>9. Engage partners to mobilize resources for implementation of the country’s HIV research agenda.</li> <li>10. Contribute to organization of the biennial Maisha HIV and AIDS Research conference that brings together researchers, policy makers, implementers and counties providing a platform to share knowledge on HIV research as well as best practices in programming.</li> <li>11. Review abstracts for the Maisha conference and communicate feedback to conference delegates who submitted abstracts.</li> </ol> |  |

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| <p>12. Prepare concept notes and terms of Reference for various upcoming projects for funding from partners (such as UNAIDS, UNDP, Global Fund) and engagement of various consultants</p> <p>13. Undertake administrative roles that facilitate the above tasks such as; invitations and communication to stakeholders through emails and letters; prepare for meetings through development and circulation of agenda and take minutes for various meetings held; prepare memos to facilitate activities.</p> |  |
| <p>Educational</p>  | <p>A candidate must possess:</p> <p>Master’s degree in Public Health, Social Sciences, Epidemiology or closely related field</p> <p>Bachelor’s degree in Public Health, Social Sciences, Epidemiology or closely related field</p>   |
| <p>Experience</p>   | <p>Have a minimum of five (5) years’ experience in multi-sectoral HIV prevention and care work; at least three (3) years of which should involve working experience in HIV research as evidenced by publications in scientific journals, presentations in research conferences and/or successful research grant submissions</p>  |
| <p>Key competencies</p>   | <ol style="list-style-type: none"> <li>1. Interpersonal skills to effectively deal with stakeholders in HIV research that range from institutions of higher learning, ethics review committees, HIV research &amp; implementing partners as well as development partners</li> <li>2. Communication and interpersonal skills to be able to deal effectively with various HIV research stakeholders</li> <li>3. IT proficiency is an added advantage to effectively manage the research hub which is an online web-based platform</li> <li>4. Team player to effectively engage with other team members for delivery of the various roles of the division</li> <li>5. Analytical, strategic planning and policy making skills</li> </ol> |