



Academic Model Providing Access To Healthcare

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7th June, 2023.

JOB VACANCY

The Academic Model Providing Access To Health Care (AMPATH) is a program under the auspices of Moi University School of Medicine, Moi Teaching and Referral Hospital (MTRH) and Consortium of North American Universities whose aim is to provide sustainable efforts in access to health care and to conduct Research and Training. AMPATH also supports the Ministry of Health in ten (10) Counties of Western Kenya, Nyanza and North Rift Region.

The Indiana Institute of Global Health-Kenya Limited (IIGH) registered in 2005 is a company whose objectives are to develop, facilitate and enhance cooperation in the field of healthcare with the Indiana University School of Medicine and the Indiana Institute for Global Health, Inc. The organization supervises and conducts clinical and educational exchange programs between the Indiana University School of Medicine and Moi University Faculty of Health Sciences. Part of the coordination includes hosting the medical team leads, students, faculty, and other healthcare workers in Eldoret through the Academic Model Providing Access to Healthcare (AMPATH).

Applications are invited from qualified candidates for the following vacant position in AMPATH, **IIGH Program** who shall be part of the research team at Moi Teaching and Referral Hospital.

POSITION: ADMINISTRATIVE OFFICER II - (1 POSITION)
SITE: AMPATH, MTRH
GRADE: RS 9

Reporting to the Managing Director, IIGH the incumbent will among others be responsible for the following:

Duties and Responsibilities;

- Serve as a primary point of direct administrative contact and liaison between the clinical and faculty leaders and the IU House/IIGH administrative office.
- Plan and coordinate logistics and schedules for visitors to AMPATH.
- In coordination with public relations staff from MTRH and Moi University, coordinate tours and other AMPATH-related activities for visitors.
- Provide administrative support for the clinical and faculty leaders, including managing the schedule/calendar for the clinical and faculty leads at the AMPATH consortium space, organizing the fireside chats, coordinate the google meet calendar and classes at the consortium space and dealing with administrative problems and inquiries as appropriate.
- Support the clinical and faculty leaders from outside of Kenya to have their immigration status and that of visiting international trainees updated by coordinating timely applications, tracking, renewal of work permits, visas, and special passes and other relevant documents.
- Support the clinical and faculty leaders by facilitating interdepartmental communications and interactions between AMPATH visitors.



- Invite visiting faculty by email to participate in weekly educational curriculum (global health talks, fireside chats).
- Share weekly schedule with visitors based on spreadsheet managed by the faculty members.
- In coordination with Moi University representatives, communicate with and support logistics for Moi University students traveling to the US.
- Coordinate and oversee the day-to-day management of supplies, equipment, and facilities at the consortium space, as appropriate, to include maintenance, inventory management, logistics, and related activities.
- Support students, faculty, and clinical leads in handling basic office tasks including, reporting, printing, and copying.
- Coordinate administrative tasks between the clinical and faculty leaders and the medical students e.g., organizing field trips, sharing important contacts, facilitating transportation.
- Performs miscellaneous job-related duties and assist in the coordination, supervision, and completion of other assigned duties and any special projects as appropriate.

Qualifications:

- Must have a Bachelor's degree Business Management/Administration from a recognized institution.
- Must have served at least one (1) year in the same capacity.
- Must have experience in data entry and familiarity with the current data collection tools.
- Exceptional interpersonal, written, and verbal communication skills.
- Proficiency with office technology and equipment, printers, copiers, scanners, and computers.
- Ability to work effectively with a diverse community. Cross- cultural awareness is an added advantage.
- Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
- Ability to work well under pressure and meet deadlines.
- High attention to detail.

Terms of Employment

The successful candidate will be employed on contract terms beginning with three-month probation. Candidates who meet these requirements and are interested should submit their applications, copies of certificates together with detailed Curriculum Vitae addressed to:

**AMPATH EXECUTIVE DIRECTOR, RESEARCH.
AMPATH, CENTRE (BASEMENT FLOOR ROOM BOO4)
P.O. Box 4606 – 30100
ELDORET, KENYA**

Applications material clearly labelled "*Application for employment as an Administrative Officer II*" must be sent so as to be received at the above stated office or Email to; rspo-jobs@ampath.or.ke not later than **26th June, 2023**.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

