



ORPHAN SUPPORT TRUST - KENYA

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JOB ADVERTISEMENT

BACKGROUND:

The Mango Tree Orphan Support Trust is a non-profit organization based in Homa-bay County Kenya implementing an OVC project, LVCT Vukisha95 funded by CDC in three (3) wards of Kasungu, Kochia and Wang'chieng respectively. The objective is to ensure that orphan and vulnerable children are empowered through the caregivers hence bringing positive change in life, improve access to quality health and reduce barriers to access quality education among the vulnerable in the community.

The Mango Tree Orphan Support Trust Kenya (TMT) is seeking to recruit qualified and competent individuals for the LVCT Vukisha95 Project to fill the following vacant positions:

I. CASE MANAGER/SOCIAL WORKER (Homa Bay)

Vacancy No. TMT/AD/001/22

Contract Period: 1 year

Job summary:

Reporting to the Project coordinator, the case manager will deliver, monitor, and report on all project activities related to implementation matrix through an OVC service-oriented approach to ensure that the project consistently applies Case Management to the delivery of quality and time-bound services to the OVC and their families as well as enhance their participation in their best interest. As a case manager, you will work and coordinate closely with other Project staff, key staff from the relevant ministries, Community Health Volunteers, and Health Facilities Link Desk Persons to contribute to a holistic, integrated, and comprehensive project implementation.

Specific Responsibilities:

- Support the implementation, coordination, and monitoring of all assigned project activities as outlined in the Implementation Plan in line with the organization's principles and standards; donor and GOK requirements
- Conduct regular home visits with the CHVs to ascertain service provision to the project beneficiaries as well as provide support to the volunteers as a package for the care of carers
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans

and implementation schedules

- Support the project CHVs in their efforts to reflect on project experiences thus improves on the quality of service delivery
- Collect and analyze project data per specified mechanisms and tools
- Provide technical support and monitor capacity building and technical support activities to the CHVs, and Link Desk Persons to ensure effectively and quality service provision
- Ensure accurate and timely reporting of all assigned project activities per donor and TMT standards and established schedules
- Ensure community case workers (CHV) complete required case management forms and ensure the case filing system is developed and maintained
- Conduct joint support supervision with relevant GOK representatives to forge better working relationships

Required Qualifications and Experience:

Education and Experience

- Bachelor's degree in Social Science, sociology, Community Development, or a related field or a Diploma holder with 3 years of experience
- At least 2-3 years of work experience in a project supporting OVC, HIV/AIDS, and other health-related projects in Kenya and for an NGO
- In-depth understanding of OVC program results, outcomes, impact, and reporting
- In-depth understanding of OVC case management processes and applicability
- Experience in participatory action planning and engagement of stakeholders at various levels
- Experience in monitoring projects and collecting relevant data
- Excellent understating of GOK and PEPFAR OVC guidelines and standards.

Professional Qualification

- Competency in computer packages, ability to work with MS Windows and MS Office packages (Excel, Word, and PowerPoint)

Personal Skills

- Observation, active listening, and analysis skills with the ability to make sound judgment
- Good relationship management skills and the ability to work closely with GOK, non-GOK partners and community members, and beneficiaries with minimal supervision
- Attention to detail, accuracy, and timeliness in executing assigned responsibilities
- Proactive, results-oriented and service-oriented
- Ability to work under and meet strict donor deadlines
- Ability to ride a motorcycle will be an added advantage

2. DATA ASSISTANT (Homa-Bay)

Vacancy No. TMT/AD/002/22

Contract Period: 1 year

Job Summary:

Reporting to The Mango Tree (TMT) program M&E Officer, the Data Assistant is primarily responsible for data entry of service forms into CPIMS (Child Protection Information Management System). The role also includes continuous data cleaning, verification, validation and updating of the CPMIS database.

Specific Responsibilities:

- Ensure proper filing system is in place in accordance with file management SOP;
- Receive completed forms, verify and validate for completeness, accuracy and integrity;
- Enter data from paper formats into computer files or database systems;
- Type in data provided directly from project sites;
- Update existing data whenever required;
- Retrieve data from the database or electronic files as requested;
- Provide complete, timely and accurate data and reports;
- Perform regular backups to ensure data preservation;
- Sort and organize paperwork after entering data to ensure it is not lost;
- Help in retrieval and storage of OVC files accordingly and whenever required during DQAs and SIMS exercise;
- Provide data for and participate in monthly data review meetings at TMT level;
- Perform regular data cleaning to ensure quality OVC data in CPMIS;
- Ensure utmost security to OVC program data;

Required Qualifications and Experience:

Education and Experience

- At least a certificate/diploma in IT, statistics, community health or any related field
- Proven experience in data entry or equivalent for at least 2 years

Knowledge

- Familiarity and experience with CPIMS in OVC programming
- Data entry & data cleaning experience in PEPFAR OVC project would be an added advantage
- Experience in training CHVs in OVC data collection tools is a plus
- Excellent knowledge of computer skills in MS Office suite including Ms-Excel and Ms-PowerPoint
- Working knowledge of office equipment and computer hardware and peripheral devices

- Basic understanding of databases
- Team player with strong analytical capabilities

Interested and suitable candidates are invited to submit their application letter and updated CV stating email and telephone contacts of three referees to hrm@themangotreekenya.org quoting the reference number of the position applied for in the subject line of the email, to be received on or before **Thursday 22nd September 2022**. Only the short-listed candidates will be contacted.

The Mango Tree Orphan Support Trust Kenya is an equal opportunity employer and does NOT ask for money from applicants under any circumstances during its recruitment process.