



UW-KENYA

QUARTERLY NEWSLETTER

JULY 2015



Employee of the Quarter Winner

We would like to announce the winner of the Employee of the Quarter, Vincent Omondi (Study Nurse, CATCH). Thank you for your hard work, and congratulations!

Employee of the Quarter nominations

Please submit your nominations via the Catalyst survey by **17th August**. Link to survey here:

<https://catalyst.uw.edu/webq/survey/uwkenya1/263579>. Please note

that all employees with collaborative UW projects in Kenya are eligible for this award. The purpose of the Employee of the Quarter Award is to recognize outstanding employees who go above and beyond their job requirements, demonstrate adaptability, leadership and commitment to teamwork, and have made a significant and substantial contribution to collaborative UW research and training activities in Kenya. Winner will receive a certificate and \$50 gift card.

Required annual performance review reminder - This is a friendly reminder for all UW-Kenya employees and their supervisors to complete employee performance reviews between 1 September and 30 November for annual salary restitution (ASR) payment in January 2016. Reviews must be submitted by **1 December** to Toney Odhiambo (hodhiambo@uwkenya.org) or Rael Kemunto (rkemunto@uwkenya.org). The performance review form can be found on the UW-Kenya website: <http://depts.washington.edu/kenyares/uw-kenya/>.

Procurement training for Project Field Administrators (PFAs)- The UW-Kenya Country Office will contact PFAs in September to provide training on the new centralized procurement system. Stay tuned!

Update on UW-Kenya employees Currently, UW-Kenya has 79 employees. There are 52 full time employees, 24 part time employees and 2 consultants. UW-Kenya employees work in Nairobi, Mombasa, Kakamega, Kisumu, Kisii, Homa Bay, and Migori.

Featured study - DASH (Developing Adolescent Strategies for HIV Testing) - is an exciting new collaborative study led by Drs. Pamela Kohler, Jennifer Slyker, Dalton Wamalwa, and David Bukusi at the University of Washington, University of Nairobi, and the Kenyatta National Hospital Youth Voluntary Counseling and Testing (VCT) Clinic. This study will use classic implementation science methods -- flow mapping, time in motion, continuous quality improvement -- to empower and assist existing VCT health care workers to take their own innovative ideas about how to improve the adolescent HIV testing experience and test them using scientific methods. Additionally, focus group discussions and in-depth interviews will explore experiences of HIV-testing among adolescents, their caregivers, and health care providers.

Please email uwkenya1@uw.edu to feature your study in the next UW-Kenya newsletter.

UW-Kenya Transition Team (Sally Weatherford, Tammy Wilson, Lindsay Mumm,
Toney Odhiambo, Rael Kemunto, Mary Kalunde, Maureen Atieno, Patrick Mwanjala)

Please contact us at uwkenya1@uw.edu



UW-KENYA

QUARTERLY NEWSLETTER

APRIL 2015



Employee of the Quarter Winners

We would like to announce co-winners of the last Employee of the Quarter: Caroline Akinyi (Peer Counselor, LINC study) and Irene Njuguna (Study physician, Kenya Pediatric Studies). Thank you for your hard work, and congratulations!

Employee of the Quarter nominations Please submit your nominations via the Catalyst survey by **15th May**. Link to survey here:

<https://catalyst.uw.edu/webq/survey/uwkenya1/263579>. Please note

that all employees with collaborative UW projects in Kenya are eligible for this award. The purpose of the Employee of the Quarter Award is to recognize outstanding employees who go above and beyond their job requirements, demonstrate adaptability, leadership and commitment to teamwork, and have made a significant and substantial contribution to collaborative UW research and training activities in Kenya. Winner will receive a certificate and \$50 gift card.

Centralized Procurement and Vendor Contracts update

The UW-Kenya Country Office has finalized five vendor contracts for use by the project offices. The Country Office will contact Project Field Administrators (PFAs) in the coming months about rolling their projects into centralized procurement. Stay tuned!

New UW-Kenya website

As part of the new Kenya Research and Training Center website, UW-Kenya also has a new website. Excellent resources are available here including hiring information and new hire request Catalyst survey link, vehicle policy, centralized financial management & procurement policy and a UW-Kenya budget template. <http://depts.washington.edu/kenyares/uw-kenya/>

Please contact uwkenya1@uw.edu to request access to the password-protected section.

Accomplishments of UW collaborative project staff

Irene Njuguna was accepted to the UW MPH program in Epidemiology funded by IARTP and will begin this coming September. Irene is the study physician on the PUSH study, and also deeply involved with the INK, CATCH, and DASH studies.

Please email uwkenya1@uw.edu to include recent accomplishments in the UW-Kenya newsletter.



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UW-KENYA QUARTERLY NEWSLETTER

SEPTEMBER 2014



Employee of the Quarter winner We would like to announce that Samuel Okoth, Data Officer based in Kakamega, is the UW-Kenya Employee of the Quarter. He successfully cleared a backlog of tasks in data entry and supports process-improvement efforts with his colleagues. Congratulations! **Next UW-Kenya Employee of Quarter** Send nominations to uwkenya1@uw.edu by ***October 1.*** Winner will receive a certificate and \$50 gift card.

Website Photo Contest Winner

We would like to announce Mary Kalunde, with the UW-Kenya Country Office, as the winner of the UW-Kenya photo contest. Her photo of a gazelle was taken at Amboseli National Park.

Centralized Financial Management and Procurement UW-Kenya is moving forward in centralizing its financial management and procurement. For more information about this exciting new initiative visit: <http://depts.washington.edu/uwkenya/centralized-financial-management-and-procurement/>



UW-Kenya Country Manager, Fredrick (Toney) Odhiambo visits UW

In conjunction with attending the InsideNGO meeting in Washington DC, Toney traveled to Seattle in the “other Washington” for meetings with UW faculty and staff.

UW-Kenya hiring process reminder

This is a friendly reminder to submit the UW-Kenya Request to Hire Catalyst survey ***before*** you begin recruiting or advertise for a position to be hired through UW-Kenya. Here is the link to the survey: <https://catalyst.uw.edu/webq/survey/uwkenya1/232905>

UW-Kenya Country Office renovation The new UW-Kenya Country Office has UW purple paint, 5 work stations, Country Manager office and a small meeting room. The new office is located at KEMRI Headquarters (Off Mbagathi Way), University of Washington Office, next to DNDi.



UW-Kenya Transition Team (Sally Weatherford, Tammy Wilson, Lindsay Mumm, Toney Odhiambo, Rael Kemunto, Mary Kalunde, Maureen Atieno).
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UW-KENYA QUARTERLY NEWSLETTER

JUNE 2014



Employee of the Quarter Nominations

UW-Kenya has grown!! We currently have 74 valued employees. We'd like to show our appreciation. Please nominate an employee of the quarter by providing a brief statement of why you think your nominee deserves this award. Send your nominations to uwkenya1@uw.edu by *June 30, 2014*. Winner will receive a certificate and a \$50 gift card.

UW Official Visits Project Administrators in January

Sarah Garland, UW Assistant Director, Banking and Accounting Operations visited Nairobi and Mombasa in January. She enjoyed meeting the PFAs and receiving their feedback and concerns about current operations. She provided extensive guidance on the level of detail required for receipts included in FAs.

Photo Contest for UW-Kenya Website

UW-Kenya website needs some color! Please submit your favorite photo that captures Kenya's beauty. Winning photos will be published on the UW-Kenya Website and the photographer will receive a \$10 gift card. Submit photos to uwkeny1@uw.edu by *June 30, 2014*. See website at <http://depts.washington.edu/uwkenya/>.

Simplified Performance Evaluation Form

UW-Kenya heard you! We have significantly simplified the annual performance evaluation. See form available at: <http://depts.washington.edu/uwkenya/hiring-information/>

Vehicle Policy & Vehicle Transfer Form

Updated Vehicle Policy and Vehicle Transfer Form are now available:

<http://depts.washington.edu/uwkenya/vehicle-policy/>



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