

## UGANDA EPISCOPAL CONFERENCE

### **Clinical HIV/AIDS Technical Advisor:**

#### **Overall Responsibilities:**

The objective of the Clinical HIV/AIDS Technical Advisor will be to provide clinical leadership to the ACT program in strengthening clinical HIV services in 12 Health care facilities, coordinate scale up plans for the ACT program ART delivery in other UCMB network facilities. S/he will provide expertise in areas of palliative HIV/AIDS care, ART, TB care, RCT, PITC, PMTCT, Safe Male Circumcision.

#### **Specific Roles:**

- Provide technical input in the development of an integrated ACT program plan in collaboration with the Program Coordinators, Advisors and project Teams.
- Take lead in the strengthening of comprehensive HIV/AIDS and TB care and treatment services in the Health Care facilities (HCF) participating in the ACT program, including co-morbidities.
- Take lead in building the capacity of health workers of HCF (didactic, mentoring, coaching, preceptorship) in all the technical areas to enable them provide the comprehensive clinical HIV/AIDS services.
- Provide updates to ACT staffs and HCF to enable ACT re-strategize in view of new developments in the HIV/AIDS arena.
- Guide ACT in selecting appropriate interventions for HIV care and treatment, monitoring tests according to national and international standards to assure high quality of care.
- Take lead in operations research and patient level outcomes assessment to optimize treatment outcomes.
- Liaise with the Supply Chain Management team to ensure adequate supplies of drugs stocks.
- Liaise with the Monitoring and Evaluation team to ensure programmatic components of the M&E system are functionalized.
- Identify and flag human resource needs for HCF including technical assistance/consultants.
- Facilitate development and /or adherence to minimum standards of care services and training at all levels of the health system.

- Participate in and provide technical guidance during the development of ACT annual work plan, planning and budgeting activities, especially in regard to ART services.
- Participate in identifying, documenting, disseminating and scaling up best practices in care and treatment.
- Design and coordinate the establishment of a model technical and administrative supervisory system for ACT to support HCF.
- Design and implement the scale up plan for ART delivery.
- Work with the PMTCT Coordinator to scale up of Option B roll out within ACT supported HCF, document successes and challenges, evaluate outcomes to inform policy.
- Document programmatic achievements and keep the Program Coordinator informed on monthly, quarterly and annual basis.
- Represent UEC in high level MOH technical working groups.

### **Qualifications**

- The suitable candidate will have a post-graduate degree in internal medicine.
- At least 3 years experience working on a PEPFAR-supported ART program.
- Experience in capacity building of health workers to provide HIV/AIDS and TB care and treatment is a must.
- The candidate will have demonstrable expertise in managing clients along the continuum of care, PMTCT and linkage with community-based programs.
- Program design and management experience is desirable. Practical experience working on pediatric care and treatment programs will be an advantage.
- Experience in operations research and health system strengthening shall be an added advantage.
- Willingness to travel 40-50% of the time in the field within Uganda and outside as required.
- Computer skills ( Word, Excel, Power Point)
- Good oral and written communication skills.

### **Associate Clinical HIV/AIDS Advisor:**

#### **Job Summary:**

The Associate Clinical HIV/AIDS Advisor provides technical support to the Health Care facilities supported by ACT, liaising with the Clinical Advisor. S/he conducts quarterly

performance assessments and designs and implements technical assistance accordingly.

**Roles and Responsibilities:**

- Provide technical guidance to ACT program participating HCF clinical staffs to offer comprehensive HIV/AIDS services.
- Collaborate with other ACT team members to ensure national and international treatment standards, guidelines and protocols are adhered to.
- Provide ART related technical support and guidance to the HCF on annual work plan development and implementation.
- Support the institutionalization of CMEs at HCF and regularly participates in technical review meetings and CMEs for HIV care and treatment with HCF.
- Conduct quarterly HCF assessment on performance and determines technical assistance needs.
- Support quality assurance activities in the area of care and treatment.
- Participate in and provide technical guidance during the development of ACT annual work plan, planning and budgeting activities, especially in regard to ART services.
- Provide regular support supervision, mentoring of HCF staffs in various HIV/AIDS components ranging from PMTCT, adult and Pediatric care, TB/HIV/Hepatitis co-morbidities and management, palliative care and nutrition.
- Provide prompt support in clinical management of complicated cases presented by HCF staffs through telephones, on-line responses, on-site mentorship etc.
- Liaise with the Community-Based Treatment Support coordinators to develop/strengthen community interventions at HCF that ensure maximum viral suppression and retention in care.

**Qualifications/Competencies:**

- Bachelor's Degree in Medicine and Bachelor's Degree in Surgery
- 5 years clinical experience in area of focus or 2 years HIV/AIDS related experience
- Prior experience of providing technical support is a must.
- Computer skills ( Word, Excel, Power Point)
- Good oral and written communication skills.

## **Supply Chain Advisor: (1 Position)**

### **Job Summary:**

S/he will be responsible for providing support for drug management processes within the ACT Program, collecting, synthesizing and transmitting data & information related to health supplies utilized by the program. S/he will also coordinate with Medical Access in order to ensure that there are no ARV stock outs in the HCFs supported by ACT.

### **Specific Tasks & Responsibilities:**

- Coordinate and manage logistics involved in supply chain management of ARVs, laboratory reagents and drugs for opportunistic infections.
- Conduct training of ACT supported HCFs in forecasting drug needs, procurement, tracking inventory and monitoring pharmaceuticals and other health supplies.
- Ensure that the ACT logistical information system for management of ARVs, OI drugs and reagents is harmonized with the national system. .
- Collect, synthesize and transmit data & information related to ARVs and other related health supplies utilized at the HCF to inform UEC planning.
- Develop, strengthen and integrate ARVs supply systems with HCF overall pharmaceutical management systems.
- Work with HCF to set up / strengthen their Medicines and Therapeutic Committees, set guidelines for their operations, monitor and evaluate their impact on pharmaceutical management systems.
- Maintain documentation of all work and decision-making processes under ACT health supply chain management portfolio.
- Ensure the operationalization and functionality of the MSH drug dispensing tool in all HCF, and facilitate harmonization of pharmacy and Strategic Supply Chain information.
- Support the ACT supported HCF to properly account for all diagnostic and pharmaceutical supplies.
- Work with Medical Access to coordinate ARV supplies and replenishments to the ACT supported HCFs.
- Develop the capacity of HCF pharmacy teams to forecast and embrace the pull-system.
- Together with the ACT leadership solicit for other sources of ARVs and other health commodities from different sources like MOH and other donors to expand and scale up ART delivery in the in the UCMB network.
- Represent UEC/UCMB in health logistics meetings convened by MoH and other partners.

**Qualifications and competencies:**

- A Degree in Pharmacy and post graduate training in procurement and logistics management training, valid registration with the Pharmaceutical association to practice in Uganda.
- Good understanding of the health systems in Uganda.
- Have solid working knowledge of ART in Uganda.
- Five year experience in managing ART commodities logistics is a must.
- 2-3 years experience managing a busy ART Pharmacy in a public or health facility.
- Demonstrated ability to transfer knowledge through formal and informal training.
- Demonstrated ability to work in a team.
- Excellent written, oral communication skills
- Excellent computer skills (Microsoft Office Programs – Access, Excel. Word and Power Point).
- An effective communicator with good interpersonal relations

**Community Based Treatment Advisor - HIV/AIDS: (1 Position)****Job Summary:**

The Community Based Treatment Services (CBTS) Advisor provides cross cutting strategies that promote community based care and support along the continuum of clinical & community based services at HCF.

**Key Responsibilities:**

- Provide technical leadership to the community based treatment support teams in adherence systems at ACT supported HCF.
- Develop and distribute appropriate job aides/SOPs and education materials for treatment support staff and adherence counselors at HCF.
- Document and share key lessons learnt from various treatment models and adherence systems and their effectiveness.
- Network with other organizations involved in adherence to ART and promote linkages between HCF and organizations providing HIV support services in their community.

- Support HCF in developing evidence-based clinical and community protocols and tools for community based interventions to support HIV patients in care and treatment in line with the MOH community strategy.
- Develop and disseminate guidelines on treatment literacy, adherence assessment and support to HCF in line with national standards.
- Coordinate training of expert clients for adherence and promote prevention with positives interventions at HCF.
- Work with the other ACT team members in implementing effective data collection, analysis and use to improve patient outcomes in targeted health care facilities.
- Participate in both clinical and administrative meetings as needed to promote continuity of care and treatment delivered by the Health care facilities.
- Formulate and supervise the development of CBTS staff professional development within targeted HCF.
- Liaise with the PMTCT Coordinator to strengthen PMTCT community interventions including Early Infant diagnosis community strategies.
- Facilitate expansion of community based interventions in HIV prevention including Abstinence/Be Faithful and Safe Male Circumcision.
- Assist HCF to embrace the VHT strategy in their community interventions and support collaboration/integration of CHWs into the VHT structures.
- Guide and support HCF in promoting infection control at community level and expansion of the DOTS strategy for ART and TB management.
- Provide technical leadership for all aspects of monitoring and evaluation for community-based interventions for ACT program.
- Prepare and submit appropriate reports to the Program Coordinator.
- Represent the organization in appropriate forums as requested by the Coordinator.

### **Qualifications/Competencies:**

- Minimum of a Bachelors Degree in nursing, social work, Counseling or Community psychology with minimum of 3 years experience; a Masters degree in a relevant field will be an added advantage.
- At least 3 years working in HIV/AIDS care and treatment setting.
- Experience in HIV/AIDS Counseling
- Prior experience in capacity building, such as planning and facilitating trainings and providing technical assistance.

- Background in community development, management experience in the areas of, reproductive health, community health, IMCI, MCH and HIV/AIDS is desirable.
- Excellent writing and reporting skills
- Strong interpersonal communication and cross cultural skills
- Computer literate

**Laboratory Technical Advisor:**

**Job Summary:**

The primary responsibility of this position will be providing leadership in laboratory technology, logistics and information management for the ACT program.

**Key Responsibilities:**

- Assess existing laboratory testing and human resources capacity at HCF, make recommendations and develop plans for strengthening existing laboratories in the short and long-term.
- Assist in developing key documents and tools such as laboratory protocols, planning documents, budgets, standard operating procedures, training curriculum, and product specifications.
- Advise on the design of testing and referral networks, including the introduction of new diagnostics and technologies.
- Spearhead training programs for laboratory professionals for targeted Health Care facilities according to national and international standards.
- Recommend specifications for physical laboratory setup, equipment, supply, and human resources requirements for new sites in the scale up plan.
- Set up and monitor proper reagent storage conditions to ensure reagents stability.
- Build HCF staff capacity in procurement and logistics, data management, sample handling & referral, and quality assurance.
- Assist in developing /negotiating service contracts with various vendors of different lab equipment and ensure adherence to the signed contracts.
- Support labs to participate in External quality control exercises for various tests to assure quality.

**Qualifications:**

- Bachelors degree in Laboratory Technology from a recognized University.
- Technical knowledge in the areas of clinical pathology and molecular diagnosis of infectious diseases.
- Experience managing work in a laboratory setting

- Ability to achieve maximum efficiency and impact with limited human and financial resources.
- Strong problem solving skills, analytical capabilities, written and oral communication skills.
- Ability to absorb and synthesize a broad range of information
- Experience in dealing with Government, Bi-lateral and multi-lateral organizations a plus

## **Laboratory Specialist:**

### **Job Summary;**

In collaboration with the Lab Technical Advisor provide technical support and guidance to ACT supported HCF in overall laboratory services management.

### **Roles and Responsibilities:**

- Train HCF lab staff on the use of various laboratory equipments for HIV diagnosis and monitoring.
- Providing technical advice on how to improve the laboratory service of the targeted Health Care Facilities.
- Support HCF in developing, implementing and monitoring laboratory services quality improvement plans.
- Develop and evaluate protocols for safe disposal of sharps and contaminated wastes and other infection control processes.
- Support HCF to develop quality control procedures.
- Design preventive maintenance protocols for HCF; prepare service contracts and ensure supervision of service providers.
- Support HCF lab staff in trouble shooting of lab machines.
- Guide HCF in proper sample handling, flow and referral to reference laboratories.
- Assist HCF in laboratory logistics selection, forecasting, procurement and management.
- Support HCF in maintenance and utilization of laboratory management information system to guide decision making.
- Provide regular visits to all HCF to monitor quality of laboratory services and provide technical support to health workers.
- Generate monthly, quarterly and annual work plans and reports.

## KEY QUALIFICATIONS

1. A laboratory technologist registered with Uganda Allied Medical Workers.
2. Minimum of Higher Diploma in Lab Technology, B.Sc/HND Laboratory Science desirable.
3. Significant experience in laboratory diagnosis of AIDS, tuberculosis and other opportunistic infections and laboratory monitoring of clinical status of people living with HIV essential
4. Familiarity with ministry of health national VCT guidelines and diagnosis algorithms essential

## Maternal and Child HIV/AIDS Coordinator

### Job Summary:

Take overall leadership and coordination of PMTCT and Pediatric HIV/AIDS care in ACT supported Health Care facilities and community organizations in line with national standards.

### Roles and responsibilities:

- Lead the implementation of the PMTCT and Pediatric AIDS Care as outlined in overall ACT strategy and work plan.
- Provide technical and logistical support to ACT supported HCF and other health facilities supported or not supported with USG funding within ACT catchment area.
- Establish strong working relationships with key stakeholders and other implementing partners at national and district levels to ensure maximum coordination in the delivery of quality PMTCT and pediatric AIDS care services
- Assist in the development, production and dissemination of training materials, job aids and other critical documentation necessary in delivery of effective PMTCT and Pediatric HIV care services.
- Provide technical assistance and support to HCF to develop robust & functional EID points within ART clinics.
- Support establishment of functional linkages between ART clinics, pediatrics, MCH and ANC/Maternity sections within HCF.
- Liaise with HCF to design and roll out strategies of following up mother-infant pairs at community level, increase male involvement in PMTCT to optimize outcomes.

- Support HCF to create/strengthen strong community-level programs to support PMTCT interventions.
- Coordinate with the ACT Clinical Team and MOH to expand and roll out implementation of Option B and new pediatric HIV care and treatment guidelines to ACT supported HCF as per the MOH strategy.
- Plan, coordinate and implement technical and quality improvement trainings, coaching and mentorship using International and national tools and job aids to facilitate successful implementation of PMTCT, pediatric care and nutrition at HCF.
- Support patient management through improving client flow systems, data capture, clinical management, clinical recording, referral to laboratory and pharmacy.
- Use analytical and quantitative tools to support the PMTCT Program in monitoring and evaluation systems to track progress against program targets..
- Ensure timely submission of project reports, documents, coordinate the review and provision of feedback to HCF and ACT team.
- Integrate nutrition interventions into PMTCT programming, with particular focus on counseling in infant feeding and mothers' nutritional needs during pregnancy.
- Keep abreast of national and international policies, guidelines, and up to date innovations in nutrition as it relates to PMTCT, HIV/AIDS and food security.
- Coordinate technical assistance in the area of nutrition to support HCFs in assessing, monitoring and responding to nutritional needs of ACT beneficiaries.
- Work with PMTCT focal persons at HCF to establish clear work plans for PMTCT and nutrition activities in all facilities and ensure adequate resources are allocated to meet targets.

### **Minimum Qualifications**

- A basic degree in human medicine, a post-graduate qualification in public health or clinical medicine will be an added advantage.
- At least 3 years experience in managing HIV programs in Uganda, preferably in the areas of PMTCT and/or pediatric HIV services.
- Knowledge of the current policy, programming and practice trends in the field of PMTCT, Nutrition, Early Infant Diagnosis and pediatric HIV care and treatment.
- Excellent written and oral communication and interpersonal skills  
Proficiency with Microsoft Office products (Word, Excel, Outlook) Fluent written and spoken English

## **Nursing Advisor:(2 posts)**

### **Job Summary:**

The Nursing Advisor will provide opportunities for nurses involved in the care of patients with HIV/AIDS at the supported Health Care Facilities, update their clinical knowledge and skills and improve clinical decision making skills regarding patient care through nurse specific training and mentoring.

### **DUTIES AND RESPONSIBILITIES:**

1. Provide education to nursing staff to increase their knowledge and skills related to patient care through nurse specific training.
2. Adapt educational materials, teaching aids and clinic reference materials to assist the HCF nursing staff
3. Conduct quarterly visits to HCF for needs assessment, mentoring nurses identifying challenges/problem solving including evaluation of current skill level.
4. Participate in training programs for nursing care, adherence and palliative care
5. Develop protocols for requisitioning and accounting for medical products and equipment for nursing care at HCF.
6. Support HCF nursing staffs at HCF to ensure a clean and safe environment for ACT program activities.
7. Develop and implement a professional development plan in conjunction with HCF Nursing leadership.
8. Work with the CQI team to develop and implement CQI activities with respect to nursing in the HCFs.
9. Support HCFs to plan and implement Home based services interventions including nursing.
10. Any other duties as assigned from time to time.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Higher Nursing degree: BSN required minimum, Master of Science Nursing preferred.
2. Teaching experience required.
3. Current clinical practice as a nurse
4. At least 3 years of recent experience in the care of HIV/AIDS patients
5. Excellent English language oral and written communication skills.
6. Capacity to work both in a team and independently and the ability to utilize adult learning strategies.

7. Willingness and ability to travel extensively to work with the staff of the HCF.
8. Ability to provide written communication in a timely manner and adjusted to various levels of comprehension.

### **Project officer- Orphans and Vulnerable Children (OVC)**

Reports to: The Executive Secretary HIV/AIDS Focal Point

The purpose of this position is to ensure the provision of comprehensive OVC services in an integrated manner with other routine HCF care and support services. The person is also expected to provide leadership and strategic direction in ensuring that the OVC work of the Church conforms to national policies and procedures.

#### **Key duties:**

- Support the health care facilities (HCFs) and the dioceses in designing high quality support services for orphans and vulnerable children (OVC).
- Ensure that OVC services provided by the HCFs are in line with national policy guidelines and procedures.
- Work with the M&E team to develop and implement high quality M&E plans for the OVC component of the ACT program.
- Work with the M&E team to prepare quality progress reports in line with UEC and other partner requirements.
- Coordinate the training of HCF staff in OVC care and support as per national standards and guidelines.
- Provide technical backstopping through support supervision and other means to the HCFs and other OVC implementing partners in managing the OVC portfolio.
- Work with HCFs and other implementing partners to develop and implement quality improvement plans for their OVC services.
- Represent the UEC in OVC related national networks, forums contended by government and other partners.
- Support the HCFs and the dioceses to leverage additional resources to expand their OVC programming.
- Any other relevant duties as assigned from time to time.

**Qualifications:**

- Degree in Social Work, Community Development, Public Health, or other relevant field.
- Post graduate training in Project Planning and Management.
- Excellent proposal writing skills.
- Experience in HIV/AIDS care will be an added advantage.
- Excellent written and oral communications skills in English.
- Strong interpersonal communications skills.
- Computer literate, with working knowledge of Microsoft Office packages.
- Ability to transfer knowledge and build capacities through formal training and ongoing technical assistance.
- Self-guided, strong analytical, organizational and planning skills.
- . Willingness to travel in the field spending 30-50% of their time in the field.

**Position: Project Officer- HIV Prevention (Coordinator)**

Reports to: Executive Secretary HIV/AIDS Focal Point.

Purpose: To oversee the behavioral HIV prevention interventions of the ACT Program in a coordinated manner with other partners.

**Duties:**

- Support the HCFs in designing high quality and evidence based community HIV prevention activities.
- Ensure that all the behavioral HIV prevention interventions are in line with national policy guidelines and procedures.
- Provide technical guidance to HCFs in overseeing their community mobilization undertakings.
- Design innovative and cost effective demand creation activities that
- Will lead community mobilization to increase uptake of HCT and PMTCT services.
- Work with the M&E team to develop high quality M&E plans for ACT's HIV prevention portfolio.

- Initiate strategic partnerships that will advance the Church's HIV prevention efforts.
- Work with other partners in designing and/or reviewing HIV prevention IEC and other training materials.
- Support and guide UCS departments and dioceses in designing and implementing high quality gender sensitive HIV prevention interventions.
- Participate and guide resource mobilization efforts for HIV prevention interventions of the UCS, including proposal writing.

### **Qualifications and experience**

- Degree in Social Work, Community Development, Public Health, or other relevant field.
- Post graduate training in Project Planning and Management.
- Excellent proposal writing skills.
- Thorough understanding of Uganda's HIV prevention strategy, including combination prevention.
- Thorough understanding of AB curricula
- Excellent written and oral communications skills in English.
- Strong interpersonal communications skills.
- Thorough understanding and appreciation of the Catholic Church's Social Teaching.
- Computer literate, with working knowledge of Microsoft Office packages.
- Ability to transfer knowledge and build capacities through formal training and ongoing technical assistance.
- Self-guided, strong analytical, organizational and planning skills.
- Willingness to travel in the field.

### **Title :sycho Social Support (PSS) Coordinator**

**Purpose:** To support the HCFs to ensure that PSS needs of clients of various age groups, staff and volunteers are met

### **Duties**

- Provide technical support to HCFs in the design, implementation and monitoring of facility based and community-based psychosocial interventions.
- Support HCFs to maintain high quality PSS in accordance with national standards and guidelines.

- Coordinate PSS training and mentorship support for HCFs.
- Coordinate support supervision activities for the PSS sub component.
- Promote psychosocial well being of ACT Program beneficiaries, including children and adolescents as well as staff and volunteers.
- Promote PSS knowledge management and sharing among ACT supported HCFs and other HCFs and partners.

### **Qualifications and experience**

Graduate training in counseling, psychology.

Experience in providing PSS services especially in HIV/AIDS settings.

Specific expertise in child/adolescent counseling will be an added advantage.

### **Strategic Information Advisor**

Reports to: ACT Program Coordinator

**Purpose:** He/she will provide overall technical leadership to the UEC on Strategic Information activities related to the ACT Program. In addition, he/she will be responsible for the development and implementation of an SI strategy for the Program that is in harmony with national overall health and HIV/AIDS information management systems.

### **Duties**

- Develop, implement, and oversee an overall integrated Strategic Information plan in line with ACT goals and objectives.
- Provide strategic leadership for project staff, and interfaces with donor and MOH teams to monitor program progress.
- Oversee the development and implementation of HCT monitoring and evaluation plans.
- Strengthen and support monitoring, evaluation, accountability and learning across ACT program components.
- Provide advice and participate in assessments, set up quality, and M&E systems, help program increase quality of evidence, promote data-driven decision making, as well as wider participation of clients and other groups of beneficiaries in designing, implementing, monitoring and evaluating their program.

- Develop and strengthen linkages between ACT-level strategic objectives and overall UEC level objectives.
- Provide strategic leadership in utilizing data for program quality improvement.
- Oversee technical support to HCFs to develop their capacity for data analysis, use of evaluation tools and processes, and use of data for decision-making and program design.
- Guide the ACT team on developing systems for routine use of program data for Quality Improvement, including target setting, target tracking, results, and strategies for indicator collection.

**Qualifications, Skills and Knowledge Required:**

- Advanced degree in a health related discipline in particular statistics, public health, program evaluations.
- Post graduate training in any of the following: project planning and management, monitoring and evaluation, health informatics
- Excellent analytical skills
- Ability to manage multiple projects, meet deadlines, and work with multi
- Working in a multidisciplinary team
- Excellent verbal and written communication skills.
- Demonstrated ability to analyze data and make presentations to an audience, either written or oral, in a clear and concise manner.
- Deep understanding of USG reporting requirements
- 5 years of senior level engagement with M&E systems, including USG/PEPFAR systems
- Certification in M&E or project management is an added advantage.

**Monitoring and Evaluation Officers (2)**

**Report to: Monitoring and Evaluation Coordinator**

**Purpose:** To support HCFs and other partners to comply with ACT Program reporting requirements.

### **Duties**

- Ensure the collection of accurate monitoring reports from the HCFs.
- Conduct routine data quality assessments in all the HCFs.
- Provide technical backstopping in data management to HCFs and other ACT partners.
- Analyze data periodically and produce reports for the UCS and other stakeholders.
- Monitor HCF and partner performance to ensure that targets are met in a timely manner.
- Support HCFs to develop and implement high quality M&E plans.
- Coordinate and manage ACT program data bases.
- Work with other ACT staff in developing program work plans and periodical reports.

### **Qualifications and experience**

- Graduate training in Social sciences, Public Health, Humanities or Project management is an added advantage.
- Experience in project planning, implementation, monitoring and evaluation of not less than three years.
- Experience in HIV/AIDS related programming.
- Excellent writing and analytical skills.
- Leadership and teamwork processes, communication and interpersonal skills.
- Working knowledge of statistical computer packages like SPSS, Epiinfo, STATA and Epidata.
- Self-motivation and result oriented.

## **Position: Information Technology Officer**

Job Purpose: To provide IT technical backstopping to HCFs

### **Duties:**

- Provide training and technical assistance to HCF staff in setting up computer networks, installation and upgrading of computer software including antivirus software.
  - Ensure proper maintenance of IQCare and other networks at the HCFs.
  - Work with HCFs facilities whenever necessary in setting up temporary networks for data entry.
  - Work with the Information and data management(ICDM) team in UCMB to procure, set up, and maintain computers at the HCFs as per specifications
  - Ensure proper maintenance of HCF through routine cleaning and virus management.
  - Develop and maintain software code to support current IT projects and interoperability of systems
  - Provide expert troubleshooting support; problem solving; problem resolution of current IT databases at the UCS and in the HCFs.
  - Support information technology infrastructure development for the ACT program data management tools.
  - Mentor and train other IT staff in computer skills and data entry/analysis.
  - Provide and improve quality control/assurance strategies to current IT databases
  - Participate in coding/implement software design reviews

### **Qualifications and experience**

- BSc in Information Technology or Computer Science
- Knowledge in SQL server; knowledge of C# an added advantage
- Knowledge of LAN/1
- Experience working with health information/data management systems
- Ability to develop and implement a computerized PMM system recognizing the variations of sophistication and infrastructure in local settings (hospitals, clinics, and programs).

- Ability to identify, document and disseminate best practices and lessons learned
- Ability to troubleshoot both hard ware and soft ware
- Skills to install & configure SQL server 2005
- Ability to train other staff in IT related skills