

UEC-UCMB ACHAP AFYA PROJECT: JOB VACANCIES

The Uganda Catholic Medical Bureau (UCMB), the Health Department of the Uganda Episcopal Conference (UEC) in partnership with the Africa Christian Health Associations Platform (ACHAP)—an advocacy and network platform of over 40 Christian Health Associations (CHAs) and Church Health Networks in Sub-Saharan Africa, with support from USAID, are implementing a Community Health Networks project—ACHAP Afya—in the West Nile Districts of Arua and Nebbi.

The goal of the project is to address community health interventions—that will increase the demand and utilization of maternal, and child health (MCH), Nutrition, Water & Sanitation Hygiene (WASH) and voluntary family planning and reproductive health (FP/RH) interventions in the region through expanding demand for and availability of community health services by engaging and leveraging the expertise of locally established organizations and influential community resource persons that can help strengthen linkage and the reach of the healthcare system.

The ACHAP Afya – UCMB Community Health Network Project will be implemented to support Government of Uganda development efforts of reducing key community drivers of child and maternal morbidity and mortality in high burden regions of Uganda.

The Bureau is looking for qualified individuals to fill the following positions;

Job Title: REGIONAL PROJECT OFFICER

Duty Station: ARUA

Reports to: Executive Secretary

Job Summary:

The Regional Project Officer is the overall responsible project officer in the region and comprehensively manages and coordinates technical-human, administrative and financial design, development, planning, implementation and evaluation of the project activities in the region, efficient and prudent financial management, ensuring the intergration of the project activities in the relevant sectors of the district development plans and fostering partnerships and collaboration with existing regional implementing partners and local community-based organistions for the achievement of project outcomes.

He/She will coordinate efforts of the Community Health Network Project in the District of Arua. He/she will coordinate project activities in the district—including efforts to address community health interventions that increase the demand and utilization of maternal, and child health (MCH), Nutrition, Water & Sanitation Hygiene (WASH) and voluntary family planning and reproductive health (FP/RH) interventions.

Duties and Responsibilities:

1. Provide overall leadership to the UCMB Community Health Network Project in the Region.
2. Ensuring proper and timely project activity planning, budgeting and execution based on the project's documents and detailed implementation plan (DIP)

3. Program administration and financial management
4. Personnel management in the project region
5. Asset management and stewardship
6. Liason with District technical & political leadership, Donor (Implementing Partners), Community Based Organisations, NGOs, FBOs and Community Resource Persons (CRPs) for the effective implementation of project activities.
7. Propose possible recommendations for improving community RMNCH/WASH strategies
8. Plan and coordinate the training of project and partner staff to increase their capacity to deliver quality community RMNCH programs in the region
9. Ensure compliance with donor regulations, UEC-UCMB Finance policies and local government rules and regulations
10. Coordinate with field teams to ensure that technical support, guidance and mentoring are provided to health service providers and community partners
11. Support the Executive Secretary in enforcing organisational policies.
12. Coordination, Monitoring and Reporting of project activities.

Qualifications/Requirements:

- Advanced qualification in Public Health, Health Services Management, Project Planning & Management, or Business Administration;
- A minimum of 5 years practical experience at senior project management level at working with communities—with strong preference in MNCH and FP programming.
- Experience in coordination of multi-agency programming.
- Strong preference for candidates with at least five years experience in MNCH and Family Planning programming and providing technical assistance to partner organizations.
- Proven leadership and ability to build and motivate diverse and talented teams.
- Ability to work both in a team and independently and ability to transfer knowledge through formal and informal training.
- Experience in, and a commitment to, working with the different religious denominational structures.
- Experience with public grant proposal writing, implementation and reporting of USG grants
- Excellent analytical and information seeking and proven decision-making skills.
- Cultural sensitivity and solid track record as a team player with all levels of staff.
- Strong inter-personal and public relations skills.
- Experience in designing and implementing participatory planning and evaluation methods.
- Willingness and ability to travel regularly
- Excellent English language oral and written communication skills.
- Proficiency in MS Office packages, including Word, Excel, Power-Point and Outlook.
- Knowledge of UEC and Catholic Church operations and procedures highly desirable.

POSITION: FINANCE OFFICER

Duty Station: ARUA

Reports to: Regional Project Officer

Job Summary:

The Finance and Compliance Officer's primary responsibility is to provide timely and accurate reviews of monthly budgets, expenditure as well as building capacity of lower level supported health units in financial management in line with donor requirements.

Roles and responsibilities:

- Receive and review cash forecasts from the sub-recipient to ensure they are in line with the approved grant budgets and monitor partners' budgets throughout the year.
- Assist project staff in developing grant budgets that align with their work plans.
- Conduct financial reviews for partners to evaluate compliance with UEC & donor regulations.
- Timely and accurate verification of sub recipient advances and liquidations of project related activities ensuring that all expenses are coded to the appropriate account codes, expenses are within budget and are adequately supported and are authentic.
- Provide general capacity building to counterparts in areas of budgeting, broad financial management and programmatic accountability.
- Monitoring and evaluation of partner advances /grants and assisting partners/grantees with advice and practical guidelines on financial matters.
- Assist the Finance & Compliance Manager with month end reporting.
- Review all substantiating source documentation to ensure that they comply with GAAP, A-122, all relevant USG regulations, and donor agreement terms.
- Conduct reconciliation and monitoring of the grant data entered in the accounting software to ensure accuracy in cost charging.
- Prepare payment requests, vouchers for accuracy and completeness for payment.
- Ensure compliance with donor rules and regulations
- Review and process cash advances for partners.
- Work closely with UCMB finance staff, other project technical staffs, supported health care facilities and vendors.

Qualifications/Competencies:

- B.Com / BBA with Accounting options.
- Additional qualification in CPA, ACCA is an added advantage.
- At least five years' work experience in a busy finance environment and experience in Health related International NGO operations, regulations and compliance issues.
- Computer Literacy with Competency in NAVISION, MS word, MS Excel and accounting software.
- Team player with excellent written and oral communication skills in English.
- The person must be able to work with minimum supervision.

- Ability to manage multiple tasks at a time and work effectively with colleagues from different backgrounds.

Job Title: DISTRICT PROJECT OFFICER (1 POSITION)

Duty Station: NEBBI

Reports to: Regional Project Officer

Job Summary:

Working with the Regional Program Manager, the Program Officer will coordinate efforts of the Community Health Network Project in the Districts of Nebbi. He/she will coordinate project activities in the district—including efforts to address community health interventions that increase the demand and utilization of maternal, and child health (MCH), Nutrition, Water & Sanitation Hygiene (WASH) and voluntary family planning and reproductive health (FP/RH) interventions, which address key drivers of child and maternal morbidity and mortality as the overall goal of the project.

The District Program officer will be the projects liaison person in the district.

Duties and Responsibilities:

- Provide technical leadership, coordination and management to the CHN project in the disitriacts of Nebbi and Arua.
- Identify, map and engage partners and collaborators for the project.
- Participate and support in the implementation of Baseline survey and Other on-going project-related surveys and data collection and data management activities,
- To work as a liaison person between the project and the district to ensure project activities are well planned, coordinated and implemented in harmony with the district priority operations to achieve the intended objectives
- Participate in making workplans, drawing activity schedules, raising activity requests, implementing activities and writing relevant reports.
- Always seek to understand and work with the district and project relevant staff to lay strategies to achieve prevailing project priorities by the time.
- Lead, guide and mentor the project team seconded to the district for proper and harmonized implementation of the planned activities with the district teams
- Supervise and appraise assigned staff,
- Provide technical support to the district and health facility teams across the key technical areas supported by the project.
- Support the design and rollout of community level interventions geared at addressing health determinants at individual, household and community level,
- Support and monitor the acquisition, inventory keeping, proper use and maintenance of equipment and other property provided by the project to the district, intervention communities and health facilities.
- Organize regular and timely performance reviews at district, communities and health facility levels as per workplan

- Ensure appropriate use of project financial and other resources, preventing wastage and abuse.
- Work with the district to coordinate with other implementing partners to avoid duplication and omissions for maximum benefit from the available resources,
- Represent UCMB in monthly community Dialogue day to assess the community health programs and document impact of the community interventions and advocate for budget allocations from district/subcounty levels towards RMNCAH/FP interventions
- Collaborate with other organizations involved in promoting MNCH, FP and WASH activities in the project communities.
- Provide technical leadership for all aspects of monitoring and evaluation for community-based interventions for the project in the district.
- Prepare and submit appropriate timely Program Reports to the Regional Project Manager
- Represent the UCMB in appropriate forums as requested by the Regional Project Manager.

Qualifications/Requirements:

- Minimum of a Degree in Midwifery/Nursing, Social work, or Community psychology with minimum of 3 years management experience; Advanced qualifications in Community Health or Development Studies, Public Health or related field will be an added advantage.
- At least 3 years working in RMNCAH/FP and WASH projects at Community level
- Prior experience in capacity building, such as planning and facilitating trainings and providing technical assistance.
- Experience in advocating, mobilizing and with working with multiple stakeholders, including Community groups, private sector, development agencies, government authorities, NGOs.
- Experience in working in the hard-to-reach and hard-to-live in remote areas
- Knowledge of Kiswahili and any of the widely spoken local languages i.e. Alur, and/or Lugbara, is a desirable.
- Computer skills especially in MS-Word, Excel (including basic analytical skills) and Power Point is a must
- Excellent communication, writing and reporting skills is highly desirable
- Strong interpersonal communication and cross cultural skills are required.

Job Title: DATA OFFICER (2 POSITIONS)

Duty Station: ARUA and NEBBI

Reports to: District Program Officer

Job Summary:

The Data Officer will be responsible for the management of data needs of the CHN project at district level through the development and maintenance of appropriate databases, regular analyses and data extractions, and in collaboration with the project officer, he/she will be responsible for data reporting and dissemination for decision-making and advocacy.

Duties and Responsibilities:

- With guidance of the M&E lead, participate and support in the design/development of the project's M&E system and related tools, clearly identifying the users and the utility of the data/information.
- Participate and support the development and implementation of UCMB project Activity Monitoring Evaluation and Learning (AMEL) plan—including the adaptation of project M&E tools,
- Responsible for data entry and maintenance of the district project database from intake, enrolment and follow up
- Collect, compile and analyze project data for planning and reporting
- Conduct Regular data quality Assessments, project Implementation
- Assist the project management team in implementing proposed data use and demand strategies amongst staff for improved tracking of project implementation progress
- Identify, develop, document and disseminate key project learning and best practices to improve project implementation
- Ensure data access, sharing, storage and back up according to UCMB data management policy
- Participate in project meetings and ensure minutes are filed
- Manage and safeguard project data collection and support routine & timely data requirements for project decision-making and advocacy,
- Contribute to written performance reports to the donor, and other project deliverables.
- Work with project partners, district leadership and Ministry of Health teams to ensure accurate information flow including data collection, measurement, and reporting.

Qualifications/Requirements:

- A minimum of a Bachelor of Statistics, Management Information Systems, Quantitative Economics, Business studies, development studies, or related discipline is required.
- A minimum of 3 years' field experience in a similar position in project, development and/or humanitarian context.
- Prior use of computers or other digital devices for data collection (using ODK/Kobocollect) is an added advantage
- Knowledge in basic data analysis using SPSS, STATA, SQL, VBA, MS Excel, Epi-info and Atlas ti

- Ability to work both in a team and independently
- Strong written and verbal communication skills with ability to write reports
- Ability to work under pressure with minimum supervision
- High quality interpersonal skills
- Cultural sensitivity, confidentiality, patience and flexibility
- English fluency with excellent oral and writing skills is required.
- Must be Resident of Arua or Nebbi district
- Knowledge of Kiswahili and any of the widely spoken local languages i.e. Alur, and Lugbara, is a desirable.

Job Title: REGIONAL ADMINISTRATIVE ASSISTANT (1 POSITION)

Reports to: Regional Project Manager

Duty Station: ARUA

Job Summary:

Responsible for the general office administration, inventory management, records storage and retrieval, organizing and recording minutes of meetings, managing office records, managing project vehicles and transport arrangements and assist in processing procurement for the Regional Project office.

Duties and Responsibilities:

- Provide administrative oversight on day to day administration tasks of the project office such as stores transactions, IT and Communications systems.
- Responsible for stock control and reconciliation to ensure orderly utilization, accountability and periodically provides report on stock levels and needs.
- In close collaboration with Accounts Assistant oversees the arrangement of staff and visitors' travel within and outside the region.
- Ensure efficient fleet management and safety, systematically overseeing all aspects of maintenance, fuel usage and driver responsibilities.
- Verify procurement activities in accordance with organization procurement policies and procedures, and donor requirements
- Exercise control over the respective project office's assets, report any enhancement/improvement, transfer, loss/theft to the Finance and Administration Section.
- Take stock of all assets in the office and report and follow up any discrepancies, maintain and update the assets' register.
- Organizing office records for safe and easy storage and retrieval. Arrange for meetings, takes record of proceedings and properly store them.
- Receive visitors, answer or direct calls, respond to emails and handle all office communication responsibilities.
- Key contact staff for all office security related issues.
- Liaise with and ensure security of the project office in collaboration with staffs and the security firm charged with external security.

Qualifications/Requirements:

- Bachelors in Business Administration, Bachelors in Humanities with a diploma in Secretarial work; a professional qualification in accountancy, administrative secretarial qualification is an added advantage.
- At least three years' work experience in a busy setting and experience in Health related organization or NGO operations, regulations and compliance issues.
- Computer literacy with competency in MS word, MS Excel, Power point, internet, photocopying.
- Team player with excellent written and oral communication skills in English.
- The person must be able to work with minimum supervision. Ability to manage multiple tasks at a time and work effectively with colleagues from different backgrounds.
- The position may occasionally demand working on weekends.
- Good communication and interpersonal abilities and related practices e.g. good time-management
- Good temperament and able to freely but respectfully and constructively relate with people of all levels
- Flexibility and adaptability to readily accept any impromptu assignments or requirements to work outside normal duty hours
- Tidiness and courteousness with colleagues and office guest

Job Title: **LOGISTICS ASSISTANT/DRIVER (2 POSITIONS).**

Reports to: Regional Administrative Assistant

Duty Station: Arua and Nebbi

Job Summary: The Driver will provide support to the project office in transport management and day-day transport/logistical activities for the Regional and District Project Offices Arua/Nebbi programs.

Duties and Responsibilities:

- Driving office vehicles for UCMB business or authorized purposes in Arua/Nebbi Region.
- Securing and proper maintenance of vehicles, their tools and accessories.
- Ensuring continuity of transport services by adhering to activity schedules.
- Detecting mechanical faults of vehicles and reporting them for appropriate action.
- Entering mileage and other entries in the log books.
- Ensuring assigned vehicles have up-to-date vehicle registration and insurance
- Checking service schedules and ensuring service is carried out or service status is reported appropriately.
- Checking vehicles to detect damages/faults at the completion of any long journey, and at weekly intervals

- Ensuring that all vehicle documents are in order and up to date (log books, insurance, registration, clearance to operate etc.)
- Checking and ensuring that all vehicle tools are present and in order and that all necessary controls (oil, lubricant, fuel, water etc.) have been carried out before driving or releasing a vehicle for a long journey.
- Ensuring the UCMB vehicles are regularly kept clean and tidy both external and internally by ensuring prompt vehicle washing
- Ensuring absolute punctuality for duty and adhering to duty roster or instructions.

Qualifications/Requirements:

- The Driver must hold a certificate of O-Level (UCE) and above is required.
- A valid driving permit
- Additional training in defensive driving is an added advantage
- At least five years of work experience with a good track record.
- Experience working with National or International organizations is an added advantage
- Excellent communication and interpersonal abilities
- Good time-keeper
- Should be Mature, with good temperament and able to freely but respectfully and constructively relate with people of all levels
- Flexibility and adaptability to readily accept any impromptu assignments or requirements to work outside normal duty hours
- Tidiness and courteousness with colleagues and office guests