

# RAKAI HEALTH SCIENCES PROGRAM



UGANDA VIRUS RESEARCH INSTITUTE  
"IMPROVED HEALTH THROUGH RESEARCH"

## VACANCY ANNOUNCEMENT

Rakai Health Sciences Program is a collaborative Bio-medical research and service delivery organization. It strives to improve the quality of life of the local population through a combination of community based research, curative services and prevention strategies in the district of Rakai, South Western Uganda. It is based at the Uganda Virus Research Institute – Entebbe and Kalisizo in Rakai District.

The Program is seeking to strengthen its staffing position in order to efficiently execute its research and service activities at a Regional Level. Applications are therefore invited from qualified and competent Ugandans to fill vacant positions based at RAKAI HEALTH SCIENCES PROGRAM - Kalisizo, Rakai district as indicated below:-

### Regional Human Resource Manager (1 Position – Two years contract) Renewable

**Reporting to:** Project Director

**Location:** Kalisizo - Rakai

**Job summary:**

The Human Resource Manager will be tasked for the Regional human resources functions by providing support in implementing partner human resource policies and procedures, development and coordination of organizational HR strategies at a regional level specifically in the Management and Professionalization of human capital resource.

**Duties & responsibilities**

- Support IPs in Ensuring that the HR values and strategic interests are up held and well presented as delegated in all partnership engagements.
- Oversee the effective implementation of the Human Resource Policies and Procedures manual; and provide advice to Management on all aspects related to employees/human resources in line the Government of Uganda legislation/employment laws;
- Support IPs in carrying out Human Resource Planning at HRH level.
- Liaise with the respective regional managers when a vacancy or new post surfaces to determine if the nature and the scope of the job or the duties have changed in any way;
- Support IPs in developing and compile induction and orientation programme and a checklist for induction and ensure that new employees receive all the information they need.
- Ensure that a robust recruitment and selection process is carried out to ensure that high quality and competent staff are employed to carry out their work effectively and efficiently at regional level;
- Provide guidance and support to departments in carrying out the induction and orientation programme;
- Ensure that personal files for all employees in the regionalization are set up with the relevant information relating to employment and work performance.
- Maintain and ensure controlled access to staff personal files;

- Oversee the completion of Performance Appraisals by all Staff in the regionalization, and further ensure efficient management of the outcomes of the appraisal process. Regularly conduct refresher trainings on the Performance Management System.
- Take lead in the preparation and implementation of the employee learning and development strategies.
- Conduct exit interviews as appropriate to obtain feedback from departing employees concerning working conditions, policies, supervision, organizational culture and other matters related to their employment with the organization.
- Any other tasks as assigned by the Project Director.

**Qualifications, Skills and Experience:**

- The ideal candidate for the Human Resource Manager vacancy should hold a Bachelor’s degree in Human Resource Management or Industrial or Organizational Psychology, or Business Administration (Human Resource Management option), Social Sciences with a Masters in Human Resource Management. Membership of the Human Resource Managers’ Association of Uganda will be an added advantage.
- The applicant should have at least five years of proven human resource managerial work experience within the local government sector.
- The ideal candidate should be a Ugandan citizen with broad knowledge and understanding of the Uganda employment legal and statutory framework.

**Person specifications:**

- Pleasant, social, flexible, with good interpersonal skills and a spirit of team building/work
- Problem Solving skills
- Counseling Skills
- Decision Making Skills
- Ability to plan ahead
- Sensitivity to different personalities, characters and behaviors/cultures
- Ability to work in remote areas
- Good oral and written communication and report writing skills

**Finance Manager (2 Positions – Two years contract) Renewable**

**Reporting to:** Head of Finance and Grants

**Location:** Kalisizo - Rakai

**Duties & responsibilities:**

**1 Financial Report and Accounting**

- Prepare financial reports according to applicable IFRS and GAAP procedures.
- Monitor financial performance including but not limited to cost recovery, burn rate, budget performance, variance analysis, and communicating them to management.
- Manage statutory compliance ensuring annual returns, NSSF, WHT, VAT, PAYE, LST correctly computed and timely filed to relevant authorities.

- Manage Risk and Assurance of the organizations ensuring audits are carried out according to the IIA guidance.
- Management accounting including budget monitoring , costing , and variance reporting, cash flow management and reporting
- Management of fixed asset register and assets valuation.
- Review system transactions and recommend edits
- Ensure key reports are accurately and timely submitted like CDC quarterly reports, Expenditure Analysis (EA) reports FFR reports and final project reports.
- Actively participate in internal and external audits and follow up recommendations.

## **2. Sub -award management**

- Participate in sub-award agreement processing; Manage expenditure and ensure timely accountabilities from the sub-awardees.
- Consolidate respective budgets from sub-awardees and submit for approval before download.
- Review monthly expenditure reports and advise management accordingly.
- Consolidate financial reports for all sub -awardees and include them in the prime reports for the prime.
- Monitor and report financial risk of the organization.

### **Qualifications, Skills and Experience:**

- Professional Accountancy Qualification is a must
- Master's in Business management
- 3 years' experience in a finance management position.
- Well-developed inter personal skills
- Familiarity with MS-Navision

### **Grants Manager (1 Position – Two years contract) Renewable**

**Reporting to:** Head of Finance and Grants

**Location:** Kalisizo - Rakai

### **Duties & Responsibilities:**

1. Manage Pefpar downloaded funds and balances in the PMS
2. Ensure proper preparation and timely filing of CDC monthly, quarterly and annual reports.
3. Determine appropriate financial reporting needs according to the Notices of Award, plus other financial reporting guidelines and coordinating them with the finance section.
4. Ensure that all agreements, financial and administrative records for all grants are well maintained and updated.
5. Prepare donor progress reports on a monthly, quarterly and annual basis as per Notices of Award.
6. Generate donor budgets in liaison with donor agencies together with the Research Office
7. Ensure IDC is properly and timely recovered across grants
8. Prepare responses for donor desk reviews

**Qualifications, Skills and Experience:**

- Professional Accountancy Qualification is a must
- Master's in Business management
- 3 years' experience in a finance management position.
- Familiarity with MS-Navision
- Creative problem solving and analytical skills,
- High integrity
- Well-developed inter personal skills

**Accountants (4 Positions – One year contract) Renewable**

**Reporting to:** Finance Manager

**Location:** Kalisizo - Rakai

**Duties & responsibilities:**

- Set up systems of internal controls for all financial points in the station.
- Provide technical support to the Logistics/Stores and Transport department systems.
- Facilitate both external and internal audits at the field station.
- Check payment requisitions for accuracy, proper approval and integrity etc.
- Produce financial reports for management use.
- Represent the section in departmental meetings.
- Develop necessary documents / forms for use in financial matters.
- Process payroll payments online
- Verify statutory computations before payment
- Liaise with banks on banking issues
- Verify payrolls
- Assist in internal and external audits
- Ensure Fixed Assets are properly monitored
- Review Bank Reconciliation statements

**Qualifications, Skills and Experience:**

- Full professional accountancy (ACCA/CPA)
- Min. 2 years' experience in accounting position
- Well-developed inter-personal skills
- Experience with MS-Navision - Added advantage

**Assistant Accountants (3 Positions – One year contract) Renewable**

**Reporting to:** Accountant

**Location:** Kalisizo - Rakai

**Duties & Responsibilities:**

- Generate and post journal entries, prepare trial balances
- Enter financial data into the accounting system
- Verification of requisitions and accountabilities
- Prepare bank reconciliation statements

- Prepare monthly operational budgets and analysis; prepare trial balances,.
- Maintain an updated Payroll and file all statutory requirements
- Prepare and disseminate to each accounting officer, the reconciled aging list per month.
- Check payment requisitions for accuracy, proper approval, compliance and integrity.
- Assist in the preparation of management and financial accounts on a monthly basis
- Billing departments/ grants for use of NGI Vehicles, Printing, Guest house, Motor cycle, Rent.
- Generate and reconcile intercompany transaction
- Offer ongoing training, supervision and support to the Accounts assistants.
- Prepare, code, total and batch payment requisitions for subsequent checking by the Accountant.
- Enter primary data into the accounting system
- Prepare schedule for billing in NGI printing, vehicle use, motor cycle, disposals
- Reconcile mobile money payments

**Qualifications, Skills and Experience:**

- Bachelors in Business Admin/ Finance/ Accounting OR completed level 2 of CPA or ACCA
- Min. 2 years’ experience in accounting position
- Well-developed inter-personal skills
- Experience with MS-Navision - Added advantage

**Laboratory Focal Person (2 Positions – One year Contract) Renewable**

**Reporting to:** Regional Lab Manager

**Duty station:** Kalisizo – Rakai and Lwengo

**Duties & Responsibilities:**

- Coordinate and supervise lab services in liaison with the district lab focal persons.
- Ensure implementation of Laboratory Quality Management Systems in all sub regional labs.
- Offer technical support to hub labs and district facility Laboratories through mentorships and supervision.
- Prepare and submit regular sub regional Laboratory progress reports to the regional Lab manager.
- Strengthen existing lab Hub systems and monitor the accreditation program for approved district laboratory Hubs.
- Develop district laboratory procurement plans and provide technical support in procurement of laboratory supplies, and equipment and monitor their distribution and utilization.
- Ensure that all automated equipment at hubs is under a service contract and regular preventative maintenance and troubleshooting is done to ensure fully operational lab and medical equipment.

**Qualifications, Skills and Experience:**

- Bachelor’s degree in Biomedical Laboratory Technology/ Medical Laboratory Sciences or equivalent.
- 3 years experience working with district laboratory health systems strengthening.
- Training or experience in ISO 15189 implementation, Laboratory Quality Management Systems and Laboratory logistics Management.

- Registration with Allied health professional’s council a valid annual practicing license.
- Riding skills will be an added advantage.
- Dynamic thinking and innovative.
- Good communication (both oral and written) and training & mentorship skills.
- Analytical problem solving skills.

**The applicants should be;**

- Pleasant, social, flexible, with good interpersonal skills and a spirit of team building/work
- Self-motivated, able to work under minimum supervision and well organized.
- Able to handle multiple tasks simultaneously.
- Committed to highest level of quality and integrity, flexible and reliable.
- Able and willing to work and reside in the rural setting of Rakai and Lwengo.
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**Sub-Regional HIV Care & Treatment Coordinators (2 Positions – Two years Contract) Renewable**

**Reporting to:** Regional HIV Care & Treatment Manager

**Duty station:** Kalisizo – Rakai

**Duties & Responsibilities:**

- Take lead and coordinate the implementation of comprehensive HIV care and treatment within assigned districts.
- Work with HIV care and treatment regional manager to develop standard operating procedures and ensure facility health worker adhere to them.
- Liaise with Regional manager to identify service provision gaps, plan and conduct capacity building through training, Mentorships and continuous medical education.
- Periodically review health facility performance and generate reports.
- Provide supervision and guidance to HIV care and treatment district officers.

**Qualifications, Skills and Experience:**

- MB.chB degree from a recognized university.
- Registered with the Uganda Medical and Dental practioners’ Council with a valid practicing license.
- At least 2 years experience managing the implementation of comprhensive HIV care and treatment in a DLP setting.
- Experience in health worker capacity building through trainings and mentorships
- Dynamic thinking and innovative
- Good communication (both oral and written) and training & mentorship skills.
- Analytical problem solving skills.

**The applicants should be;**

- Pleasant, social, flexible, with good interpersonal skills and a spirit of team building/work
- Self-motivated, able to work under minimum supervision and well organized
- Able to handle multiple tasks simultaneously
- Committed to highest level of quality and integrity, flexible and reliable.
- Age: 25-40
- Able and willing to work and reside in the rural setting of Kalisizo – Rakai District.

## **District HIV Care & Treatment Officers (8 Positions – One year Contract) Renewable**

**Reporting to:** District HIV Care & Treatment Manager

**Duty station:** Kalisizo – Rakai

### **Duties & Responsibilities:**

- Work with District health team to provide support supervision and hands on mentorship in the areas of PMTC, TB/HIV, Pediatric and adult HIV treatment to ensure quality HIV care and treatment to communities and families.
- Work with sub-regional care and treatment managers to identify service provision gaps and recommend appropriate actions.
- Monitor implementation of services and ensure delivery of quality services.
- Provide periodic performance reports

### **Qualifications, Skills and Experience:**

- At least a Diploma in clinical medicine or comprehensive nursing.
- At least 3 years experience in implementation of comprehensive HIV care and treatment program in a DLP setting.
- Experience in provision of CQI is an added advantage
- Experience in health worker capacity building through trainings and mentorships is a must.
- Dynamic thinking and innovative
- Good communication (both oral and written) skills

### **The applicants should be;**

- Pleasant, social, flexible, with good interpersonal skills and a spirit of team building/work
- Self-motivated, able to work under minimum supervision and well organized
- Able to handle multiple tasks simultaneously
- Age: 23-40
- Able and willing to work and reside in the rural setting.
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## **Supply Chain Officers (2 Positions – One year Contract) Renewable**

**Reporting to:** Supply chain Manager

**Duty station:** Kalisizo – Rakai

### **Duties & Responsibilities:**

- Work with district medicine supervisors, DLFP and VMMC officers to support providers to forecast and place commodity orders in a timely manner.
- Monitor commodity stock levels, storage conditions and recommend improvement.
- Liaise with the DHO to obtain approval and ensure redistribution of commodities based on health facility needs.
- Support HWs to generate monthly and quarterly commodity reports.

### **Qualifications, Skills and Experience:**

- Diploma in pharmacy or nursing
- At least one year experience in HIV prevention, care and treatment supply chain management in a DLP setting.

- Training and mentoring skills

**The applicants should be;**

- Pleasant, social, flexible, with good interpersonal skills and a spirit of team building/work
- Self-motivated, able to work under minimum supervision and well organized
- Able to handle multiple tasks simultaneously
- Age: 25-40
- Able and willing to work and reside in the rural setting.

**RHSP Sub- Regional Health Information Systems Manager (1 position – One year Contract) Renewable**

**Reporting to:** Regional M&E / QI Manager

**Duty station:** Kalisizo – Rakai

**Duties & Responsibilities:**

- Summarize PEPFAR reports from the participating districts
- Oversee reporting requirements in the participating districts (Completeness, Accuracy and Timeliness)
- Ensure operational OpenMRS (running tools and software in place)
- Ensure completeness of entries into DHISII, HIBRID
- Tracking Progress to Targets
- Capacity building concerning running data from the DHIS2 and HIBRID and OpenMRS at the District level.

**Qualifications, Skills and Experience:**

- Masters Bio Statistics or Post Graduate M&E or MPH
- 3 years M&E; Team Leader; Knowledgeable of MoH and National frameworks; Understanding of Local Government Structures Experience with Donor funded programs; Experience with any of OpenMRS, DHISII, HIBRID); Working experience with any statistics packages(STATA, SAS, R-programming, SPSS) is added advantage. Knowledge of MER 2.1 PEPFAR indicators will be an additional advantage; willingness to work in a rural area, able to work with minimal supervision; Background training in a medical field will be an added advantage
- Age: 25-40

**RHSP Sub -Regional Quality Improvement Manager (1 position – One year Contract) Renewable**

**Reporting to:** Region M&E / QI Manager

**Duty station:** Kalisizo – Rakai

**Duties & Responsibilities:**

- Coach/Train District QI teams on QI methods (depends on performance visa vis the targets)
- To plan QI activity schedules for the Sub-Region
- To oversee the QI sharing sessions and QI activity reporting in the Sub-Region
- Support the participating districts conduct regular performance evaluation and supportive supervision of facilities following agreed standard procedures
- Coordinate Regular Review meetings on QI and Learning sessions on QI



**Qualifications, Skills and Experience:**

- MPH or Post Graduate M&E or equivalent
- Experience of 3 years QI activities; Mentoring skills; Team Leader; Knowledgeable of MoH and National frameworks; Understanding of Local Government Structures, Experience with Donor funded programs; Experience with QI tools and any of DHIS2, HIBRID); Knowledge of MER 2.1 PEPFAR indicators will be an additional advantage ; willingness to work in a rural area, able to work with minimal supervision; Background training in a medical field will be an added advantage
- Age: 25-40

**District Health Information Officer (3 positions – One year Contract) Renewable**

**Reporting to:** RHSP Sub region Health Information Manager

**Duty station:** Kalisizo – Rakai

**Duties & Responsibilities:**

- To support the district biostatistician in training and mentorship of facility records officers
- Work with district teams to ensure availability of all necessary HMIS tools at facilities
- To support the district in maintenance of facility computers and accessories as well as the openMRS
- Support facilities to ensure completeness and accuracy of entries into the openMRS
- To support facilities to ensure timely and accurate completion and submission of HMIS reports and other required reports
- To ensure that PEPFAR extra indicators and finer disaggregation reports are compiled and submitted from all the supported facilities in the district.
- To support district Biostatisticians and records officers conduct regular data quality audits of HMIS reports
- To support the district biostatistician and records officers conduct data analyses required for regular district and facility data review meetings as well as tracking of selected indicators
- Any other duties that may be assigned by either the supervisor.

**Qualifications, Skills and Experience:**

- Bachelors Statistics, Public Health, QM or equivalent
- Experience of 2 years Information Systems (HMIS, DHIS2 & OpenMRS ); Mentoring skills; Team Leader; Understanding of Local Government Structures, Knowledge of MER 2.1 PEPFAR indicators will be an additional advantage; Working knowledge of analysis with Microsoft excel; Riding Skills with a valid permit ; willingness to work in a rural area, able to work with minimal supervision; Background training in a medical field will be an added advantage
- Age: 25-40

**District Quality Improvement Officers (2 positions – One year Contract) Renewable**

**Reporting to:** Sub regional Quality improvement Manager

**Duty station:** Kalisizo – Rakai

**Duties & Responsibilities:**

- To ensure presence of functional QI teams at district and facility levels
- To support the DHT in training and mentorship of staff on service guidelines and standard operating procedures

- To support the DHT to conduct regular data review meetings at the district and facility level
- To support health facilities to hold monthly data use meetings
- To coordinate the quarterly district QI sharing sessions
- To support reporting on QI activities to IP and to the MOH DQA department
- To support the DHT conduct regular performance evaluation and supportive supervision of facilities following agreed standard procedures

**Qualifications, Skills and Experience:**

- Bachelors Statistics, Public Health, Health Services Management or equivalent
- Experience of 2 years Information Systems (HMIS,DHIS & OpenMRS ); Mentoring skills; Team Leader; Understanding of Local Government Structures, Knowledge of MER 2.1 PEPFAR indicators will be an additional advantage; Riding Skills with a valid permit ; willingness to work in a rural area, able to work with minimal supervision; Background training in a medical field will be an added advantage
- Age: 25-40

**Sub-Regional DREAMS M&E/QI Officer (1 Position – One year Contract) Renewable**

**Reporting to:** Regional M&E manager

**Duty station:** Kalisizo – Rakai

**Duties & Responsibilities:**

Coordinate DREAMS M&E and QI activities in the region. This includes;-

- a) Support the DREAMS Data Management officers in the districts to ensure entry of DREAMS data is complete and reporting is regular and complete.
- b) Run DQAs and data checks for entries into the UDTS
- c) Prepare sub regional DREAMS PEPFAR reports
- d) Tracking Progress to Targets for all district program areas (Involves Report Generation;- Data Analysis)
- e) Quality Improvement and Data Use: (Oversee continuous quality improvement activities)
- g) Capacity Building: Ensure training and retraining/mentorship of data clerks.

**Qualifications, Skills and Experience:**

- Masters in Public Health or Masters Statistics with M&E or Post Graduate M&E
- Experience of 3 years M&E; Team Leader; Knowledgeable on MoH and National frameworks and DREAMS; Experience with HIBRID, UDTS and other DREAMS reporting mechanisms Experience with Donor funded programs), Working experience with any statistics packages(STATA, SAS, R-programming, SPSS) is added advantage. Knowledge of MER 2.1 PEPFAR indicators will be an additional advantage; willingness to work in a rural area, able to work with minimal supervision

**DREAMS District Data Management Officers (3 Positions – One year Contract) Renewable**

**Reporting to:** DREAMS Consortium Partners M&E

**Duty station:** Kalisizo – Rakai

**Duties & Responsibilities:**

- To train and mentor the district data entry clerks on entry into the UDTS
- Work with district teams to ensure availability of all necessary DREAMS tools at CBOs

- To oversee that all individual records on the DREAMS program are entered accurately into UDTS
- To support the district OVCNIS officer/ probation to conduct data analyses required for regular district and facility data review meetings as well as tracking of selected indicators
- Any other duties that may be assigned by either the supervisor.

**Qualifications, Skills and Experience:**

- Bachelors Statistics, or Public Health, Qualitative Maths or equivalent
- Experience of 3 years Information Systems (UDTS ); Mentoring skills; Team Leader; Understanding of Local Government Structures, Knowledge on DREAMS indicators and reporting; Working experience with any statistical packages(STATA, SAS, R-programming, SPSS). Riding Skills with a valid permit ; willingness to work in a rural area, able to work with minimal supervision; Background training in a medical field will be an added advantage

**DREAMS District Data Entry Clerks (12 positions – One year Contract) Renewable**

**Reporting to: DREAMS M&E/QI Officer**

**Duty station:** Kalisizo – Rakai

**Duties & Responsibilities:**

- To ensure that all individual records on the DREAMS program are entered accurately into UDTS
- Any other duties that may be assigned by either the supervisor.

**Qualifications, Skills and Experience:**

- Diploma in IT /Secretarial or equivalent
- Experience of 2 years Information Systems (UDTS); Mentoring skills; Team Leader; Understanding of Local Government Structures, Knowledge on DREAMS indicators and reporting; willingness to work in a rural area, able to work with minimal supervision; Background training in a medical field will be an added advantage

**Voluntary Medical Male Circumcision District M&E Assistants (3 Positions – One year Contract) Renewable**

**Reporting to: Regional M&E/Q.I**

**Duty station:** Kalisizo – Rakai

**Duties & Responsibilities:**

- To train and mentor the district Biostatisticians, HMIS officers and records assistants on VMMC reporting both paper and electronic
- Work with district teams to ensure availability of all necessary VMMC data collection and reporting tools
- To ensure that the VMMC finer age disaggregation reports are compiled by reporting health facilities, synchronized with the HMIS reports and entered timely into the PEPFAR reporting system on a monthly basis.
- To support the district HMIS team to do regular Data Quality audits on the HMIS VMMC data.
- To support the district teams to implement continuous Quality improvement activities on provision of Safe Male circumcision.
- Any other duties that may be assigned by either the supervisor.

**Qualifications, Skills and Experience:**

- Qualifications: Bachelors Statistics, or Public Health or Health Services Management, or Qualitative Maths or equivalent
- Experience of 3 years Information Systems (DHIS2, HIBRID); Mentoring skills; Team Leader; Understanding of Local Government Structures, Knowledge on MER 2.0 indicators and reporting; Working experience with Microsoft excel; Riding Skills with a valid permit ; willingness to work in a rural area, able to work with minimal supervision; Background training in a medical field will be an added advantage.

**District DREAMS Coordinators (4 Positions – One year Contract) Renewable****Reporting to: DREAMS Supervisor****Duty station:** Kalisizo – Rakai**Duties & Responsibilities:**

- Offers technical support to district program area officers
- Monitoring the implementation of district work-plans across the different OVC thematic areas
- Coordinate the work of the different district program area officers
- Reviews district program area budgets and accountabilities
- Coordinate OVC stakeholders within the district
- Oversight over district sub-grantees

**Qualifications, Skills and Experience:**

- Bachelors degree in Humanities or Diploma in Health related field
- At least 2 years experience implementing OVC programs
- Good communication and interpersonal skills
- Team building skills
- Experience working with district structures

**Social Workers (15 Positions – One year Contract) Renewable****Reporting to: DREAMS Coordinators****Duty station:** Kalisizo – Rakai**Duties & Responsibilities:**

- Oversee screening and enrolment of vulnerable children into the OVC program based on the vulnerability index
- Focused on achieving thematic area targets
- Ensure implementation of activities in alignment with work-plans
- Coordinate with community structures to support the OVCs in the different thematic area activities.

**Qualifications, Skills and Experience:**

- Diploma in Humanities of Medical related field
- At least 1 years experience implementing OVC programs
- Good communication and interpersonal skills
- Ability to ride is an added advantage
- Must be willing to work in rural settings.

## **Voluntary Medical Male Circumcision Supervisors (2 positions – One year Contract) Renewable**

**Reporting to: Voluntary Medical Male Circumcision Program Coordinator**

**Duty station: Kalisizo – Rakai**

### **Duties & Responsibilities:**

- Assist the VC in ensuring smooth and timely implementation of VMMC activities in the sub-region
- Contribute to development and/adoption of VMMC SOPs (e.g mob, surgery, AEs)
- Ensure that VMMC is provided in accordance with MoH & PEPFAR guidelines in the sub-region
- Identify & recommend providers for training & retraining in the sub-region
- Ensure adequate availability of supplies/commodities to VMMC providers in the sub-region
- Ensure provision of safe and quality VMMC in the sub-region
- (safety)- Ensuring that AEs are prevented, monitored, well managed and reported
- Conduct support supervision in the sub-region
- Ensure monthly, quarterly, semi-annual & annual targets are achieved in the sub-region
- Liaise with M&E personnel to ensure timely generation of quality reports for submission to the VMMC RM
- Attend sub-region VMMC stakeholders meetings
- Work with DHOs to constitute VMMC teams in the districts
- Ensure that finances and commodities/supplies are appropriately budgeted for, used and fully accounted
- Appraise the VMMC staff and district focal person performance

### **Qualifications, Skills and Experience:**

- Minimum training in clinical medicine /Registered nurse with training
- or equivalent
- At least 3 years experience in managing VMMC or related programs
- Good communication and interpersonal skills
- Ability to ride is an added advantage
- Must be willing to work in rural settings

## **Voluntary Medical Male Circumcision (VMMC) District Focal person (1 position – One year Contract) Renewable**

**Reporting to: Voluntary Medical Male Circumcision (VMMC) Program Supervisor**

**Duty station: Kalisizo – Rakai**

### **Duties & Responsibilities:**

- Assist the VMMC Supervisor in ensuring smooth and timely implementation of VMMC activities in the district
- Implement VMMC in accordance with approved SOPs, MoH & PEPFAR guidelines in the district
- Identify & recommend providers for training & retraining in the district
- Ensure adequate availability of supplies/commodities to VMMC providers in the district
- Provide safe and quality VMMC in the district
- (safety)- Ensuring that AEs are prevented, monitored, well managed and reported
- Conduct support supervision in the district
- Ensure that monthly, quarterly, semi-annual & annual targets are achieved in the district

- Liaise with M&E personnel to ensure timely generation of quality reports for submission to the VMMC Supervisor
- Attend district VMMC stakeholders meetings
- Work with DHO to constitute VMMC teams in the district
- Ensure that finances and commodities/supplies are appropriately budgeted for, used and fully accounted

**Qualifications, Skills and Experience:**

- Minimum training in clinical medicine or equivalent.
- At least 3 years experience in managing VMMC or related programs
- Good communication and interpersonal skills
- Ability to ride is an added advantage
- Must be willing to work in rural settings

**Regional Orphans & Vulnerable Children (OVC) Manager (1 position – One year Contract) Renewable**

**Reporting to:** Project Manager

**Duty station:** Kalisizo – Rakai

**Duties & Responsibilities:**

- Oversee training of OVC implementers in the region
- Coordinating with various stakeholders in the region
- Ensure that there is completeness of reporting through OVC MIS and all other platforms.
- Supervision of OVC activities in the region
- Develops and submits necessary applications to funding agencies
- Provides oversight over the budgeting functions (development of regional budgets, budget review, absorption of funds)
- Oversight over all necessary sub-granting to partners
- Monitor implementation of regional work-plans

**Qualifications, Skills and Experience:**

- Masters in Public Health, Health Services Research, Humanities field
- At least 5 years experience in successfully implementing OVC programs
- Good communication and interpersonal skills
- Ability to ride is an added advantage
- Must be willing to work in rural settings

**Sub-Regional Orphans & Vulnerable Children Manager (1 position – One year Contract) Renewable**

**Reporting to:** Regional Orphans & Vulnerable Children (OVC) Manager

**Duty station:** Kalisizo – Rakai

**Duties & Responsibilities:**

- Oversee training of OVC implementers in the Sub-Region
- Coordinating with various stakeholders in the Sub-Region
- Oversee reporting through OVC MIS and all other platforms
- Supervision of OVC activities in the Sub-Region
- Develops and submits necessary applications to funding agencies

- Review Sub-Regional budgets and accountabilities
- Monitor implementation of Sub-Regional work-plans

**Qualifications, Skills and Experience:**

- Bachelors degree in Humanities field
- Masters degree in related field is an added advantage
- At least 3 years experience in successfully implementing OVC programs
- Good communication and interpersonal skills
- Must be willing to work in rural settings

**District Orphans & Vulnerable Children Coordinator (1 Position – One Year Contract) Renewable**

**Reporting to:** Sub- Regional Orphans & Vulnerable Children (OVC) Manager

**Duty station:** Kalisizo – Rakai

**Duties & Responsibilities:**

- Offers technical support to district program area officers
- Monitoring the implementation of district work-plans across the different OVC thematic areas
- Coordinate the work of the different district program area officers
- Reviews district program area budgets and accountabilities
- Coordinate OVC stakeholders within the district
- Oversight over district sub-grantees

**Qualifications, Skills and Experience:**

- Bachelors degree in Humanities or Diploma in Health related field
- At least 2 years experience implementing OVC programs
- Good communication and interpersonal skills
- Team building skills
- Experience working with district structures
- Must be willing to work in rural settings

**Orphans & Vulnerable Children Social Worker (1 Position – One Year Contract) Renewable**

**Reporting to:** District Orphans & Vulnerable Children Coordinator

**Duty station:** Kalisizo – Rakai

**Duties & Responsibilities:**

- Oversee screening and enrolment of vulnerable children into the OVC program based on the vulnerability index
- Focused on achieving thematic area targets
- Ensure implementation of activities in alignment with work-plans
- Coordinate with community structures to support the OVCs in the different thematic area activities

**Qualifications, Skills and Experience:**

- Diploma in Humanities or Medical related field
- At least 1 years experience implementing OVC programs
- Good communication and interpersonal skills

- Ability to ride is an added advantage
- Must be willing to work in rural settings
- Team building skills
- Experience working with district structures.

### **District Manager – Other Prevention (2 positions – One year Contract) Renewable**

**Reporting to: Regional Supervisor**

**Duty station:** Kalisizo – Rakai

#### **Duties & Responsibilities:**

- Oversee planning, implementation, Monitoring of all the key activities in the district
- Supervises focal persons at the health sub district level (*District staff/Program staff if funds allow*)
- Networking/working in close collaboration with other district managers and other partners, CBOs, Prob. Office. DHO, Dist. HIV focal person, DAC
- Attending district HIV prevention meetings.
- Ensuring all Implementation activity reports of the district are submitted in a timely manner
- And the specific reports (KP, Community linkage etc..) are generated and submitted to the District M&E officer, copied to the regional managers
- Reviews and approves work plans in the implementation of the HIV prevention activities.
- Plans for the availability of resources for the activities and accountable to all the resources availed.

#### **Qualifications, Skills and Experience:**

- Degree level in humanities or Public health
- At least two years experience in the field of HIV prevention work
- Good communication and interpersonal skills
- Must be willing to work in rural settings

### **District Coordinators – Other Prevention (6 Positions – One year Contract) Renewable**

**Reporting to: District Manager**

**Duty station:** Lyantonde / Lwengo or Bukomansimbi districts

#### **Duties & Responsibilities:**

- Oversee planning, implementation, Monitoring of all the key activities in the district
- Supervises focal persons at the health sub district level (District staff/Program staff if funds allow)
- Networking/working in close collaboration with other district managers and other partners, CBOs, Prob. Office. DHO, Dist. HIV focal person, DAC
- Attending district HIV prevention meetings.
- Ensuring all Implementation activity reports of the district are submitted in a timely manner
- And the specific reports (KP, Community linkage etc..) are generated and submitted to the District M&E officer, copied to the regional managers
- Reviews and approves work plans in the implementation of the HIV prevention activities.
- Plans for the availability of resources for the activities and accountable to all the resources availed.

#### **Qualifications, Skills and Experience:**

- Bachelor's Degree level in humanities / Public health



- HIV/AIDS Certificate in counseling is a **MUST** for individuals with no counseling background.
- At least two years experience in the field of HIV prevention work
- Good communication and interpersonal skills
- Ability to ride is a must
- Must be willing to work in rural settings

#### **How to apply:**

**Only qualified applicants should submit their application letter, valid academic documents and detailed resume (C.V) with three recognizable referees not later than 28<sup>th</sup> April, 2017, 5:00pm to:**

**The Human Resource Manager  
Rakai Health Sciences Program,  
P.O. Box 279, KALISIZO**

Or

**Send by E-Mail to:- [jobs@rhsp.org](mailto:jobs@rhsp.org)**