



Reproductive
Health Uganda

REPRODUCTIVE HEALTH UGANDA

Plot 2 Katago road, Off Kiira road,

P.O Box 10746 Kampala- Uganda.



Office of the Executive Director

EMPLOYMENT OPPORTUNITY

Reproductive Health Uganda (RHU) is a Member Association of the International Planned Parenthood Federation (IPPF), and its core mandate is to champion, provide and enable universal access to rights based Sexual and Reproductive Health and Rights (SRHR) information and services to vulnerable and underserved communities and to young people. The role of the engagement with RHU and its partners is to ensure that SRHR are respected, protected and fulfilled as a goal in itself, and as a fundamental means to gender equality, human well-being and sustainable development.

RHU is part of IPPF's leadership in this global effort within the Women's Integrated Sexual Health (WISH) to action (WISH2ACTION) consortium to reach young, poor and hard to reach women and men with integrated family planning services through a results-based contract with Department for International Development (DFID). RHU is to implement the (WISH) project in six sub-regions of Kampala Metropolitan, Busoga, Bukedi, Bugisu (Elgon), Lango and Acholi for a period of three (3) years, from September 2018 up to August 2021.

RHU seeks to recruit a highly skilled, experienced and motivated persons to fill the following positions:

JOB TITLE:	Project Director-WISH Project
REPORTS TO:	Executive Director (matrix management) WISH Country Manager
DUTY STATION:	RHU Head Office, Kampala
I. JOB PURPOSE	
<p>The Project Director is the lead focal person for the Nairobi-based IPPF W2A global project management team to work together to reach project goals and targets, leading and supporting the team to reach the results of the DFID-funded Women's Integrated Sexual Health (WISH) project. The role will support, and manage the project budget, work plan and project team within RHU.</p> <p>This position will manage relationships with external stakeholders, coordination of employees responsible for technical, financial and service delivery activities associated with the WISH2ACTION Project.</p>	

2. KEY TASKS

- i. Leads internal and external project planning and reporting including annual work planning with technical and implementing partners including capacity building and technical assistance to cluster partners.
- ii. Responsible for leading quality and timely reporting of the project results from the Organization to the project hub.
- iii. Utilise project, country and donor data to analyse project progress, update strategies and improve service delivery.
- iv. Leads the team to develop innovations, tools and approaches to improve access to quality, voluntary family planning and other Sexual and Reproductive Health (SRH) services, eliminating barriers for young, marginalised, poor and underserved groups through the project.
- v. Work collaboratively and effectively with consortium partners to support and drive shared project results and to oversee and implement evidence-based innovations and practice shared globally to increase women's choice and access to SRH services.
- vi. Supports and ensures strong, timely and compliant financial management of the project, working with the project finance manager, the Finance Director of RHU and the WISH2ACTION consortium Commercial Advisor.
- vii. Drive effective communication and collaboration between the in-country consortium partners and project stakeholders, including regular meetings and facilitating solutions to project challenges.
- viii. Ensure knowledge sharing and learning and oversee the development of syntheses and dissemination of lessons learnt from the project within RHU and IPPF for reporting and dissemination.
- ix. Develop and deliver a range of detailed financial and narrative reports e.g. project review, reports to the project Hub.
- x. Represent the RHU Office and the project at relevant technical stakeholder meetings within the national environment. In liaison with the RHU Director and the W2A project team acts as contact and liaison point with the DFID in country team to maintain effective communications on the project progress and challenges.
- xi. Coordinate with RHU to ensure an integrated and collegial approach, draw on expertise within the RHU and ensure shared learning between IPPF Member Associations and the WISH2ACTION programme.
- xii. Perform other professional duties as assigned by the supervisor

3. EDUCATION & QUALIFICATIONS
<ul style="list-style-type: none"> ▪ Master's Degree in Public Health, Social Science or its equivalent ▪ Professional training in project planning and management
4. PROFESSIONAL EXPERIENCE
<ul style="list-style-type: none"> • Over 10 years of experience in leading and managing complex projects to successfully deliver donor projects, DFID and payment by results contracts would be advantageous. • Significant experience of managing SRH/FP projects to include the development / implementation of FP policies, programmes and service delivery approaches in an operational context. • Comprehensive technical knowledge of integrated sexual and reproductive health (SRH) service delivery approaches, health systems strengthening and health markets, with an understanding of service delivery for young people and the poorest from a gender and rights perspective.
5. SKILLS
<ul style="list-style-type: none"> ▪ Excellent interpersonal skills with a proven ability to influence and negotiate ▪ Excellent verbal and written communication skills ▪ Strong leadership skills including the ability to effectively engage a range of stakeholders. ▪ Excellent staff and team management skills. ▪ Strong analytical skills. ▪ Excellent project management skills including experience of reporting to donor agencies. ▪ Excellent budget management skills. ▪ Excellent time management skills to meet tight deadlines.
6. OTHER PERSONAL ATTRIBUTES
<p>The candidate must adhere to the safeguarding reporting and monitoring requirements of this role</p> <p>The candidate must be pro-choice</p>

JOB TITLE:	Social Behaviour Change Communications (SBCC) Manager (WISH)
REPORTS TO:	RHU WISH Project Director
DUTY STATION:	RHU Head Office, Kampala
1. JOB PURPOSE	
To provide technical guidance on programming and SBCC strategy and activity implementation in Uganda including strategic use of media, interpersonal communication, dialogue and community mobilization	
2. KEY TASKS	
i. Contribute to message, communications material, community communications and activities development in accordance with the SBCC project strategy, to increase access to family planning emphasizing the importance of gender-based norms and promoting the concept of rights-based informed choice.	

- ii. Contribute to formative, quantitative and client-centered research to identify key health behavior determinants targeted by the project.
- iii. Identify and work with the SBCC project partners together with the Programme SBCC Advisor to develop messages based on the results of formative research to impact the target population.
- iv. Manage and monitor SBCC interventions implemented by project staff and partners, on a daily basis.
- v. Build the institutional capacities of Programme staff in the implementation and monitoring of evidence-based SBCC initiatives to increase the overall knowledge and lead to greater understanding of priority health issues while promoting positive behaviors for health and strengthening the demand for key health services;
- vi. Implement the best local and international practices in, reproductive health and family planning, as well as the strengthening of positive gender norms;
- vii. Contribute to building relationships with donors, and developing project proposals and publications;
- viii. Handle key relationships with national and local partners in SBCC activities for the WISH project
- ix. Work closely with the project team to ensure coordination of planned activities and resources allocation
- x. Contribute to documenting experiences, prepare report and articles with a view to publish them
- xi. Perform other professional duties as assigned by the supervisor

4. EDUCATION & QUALIFICATIONS

- A Master’s degree in communication studies, literature in English or linguistics, or journalism.
- Certificate in Advocacy, Behavioral Change Communication (BCC), or Information Education and Communication (IEC) and Certificate in proposal writing.

5. PROFESSIONAL EXPERIENCE

- Minimum of 3 years of programmatic and technical experience in SRH/FP and a minimum of 3 years of experience in SBCC technical assistance in RH/FP programs funded by donors
- Knowledge of family planning and other public health-related fields
- Knowledge and understanding of current theories and SBCC best practices. DFID funded projects preferably and other donors;
- Experience in development and implementation of SBCC activities including the use of mass media, social media, interpersonal communication, advocacy and social mobilization.
- Hands-on experience in the development of SBCC strategies, of messages and materials specific to the context of Uganda to fight against gender inequalities and social norms.
- Knowledge of local languages and command of English is an asset

6. SKILLS

- Advanced Computer literacy across a range of applications including Ms Office, Adobe Creative Suites
- Diligence and attention to detail.
- Good interpersonal and communication skills.

7. OTHER PERSONAL ATTRIBUTES

The candidate must adhere to the safeguarding reporting and monitoring requirements of this role.

The candidate must be pro-choice

JOB TITLE:	Financial Manager (WISH)
REPORTS TO:	RHU WISH Project Director
DUTY STATION:	RHU Head Office, Kampala
1. JOB PURPOSE	
Manage a system that ensures cost effective use of human, financial and material resources of the WISH project	
2. KEY TASKS	
<ol style="list-style-type: none">i. Responsible for management of the Country Finance Team, part of a multi-disciplinary team that will oversee implementation of the programmeii. Oversight of financial management & reporting for the programme ensuring effective project financial management and reporting systems are in place at the Member Association that deliver timely and accurate financial reporting and meet the financial compliance requirements of DFID.iii. Ensure compliance with internal and external reporting requirements on activities and programmesiv. Oversee the VFM frameworkv. Work with country E&L team to ensure PBR reporting and strategy in placevi. Decision making for finance related mattersvii. Provide advice and technical support to Country Finance staff on project related financial issues and requirements, including templates and guidelines.viii. Become familiar with the Federation's Health and Safety Programme and Guidelines for using Visual Display Units. To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance.ix. Provide technical review and input to country teams on budget and cost application development and project reporting as requiredx. Provide in-house training to staff on financial and contractual compliance as required; arrange external training as required with support from Regional Finance Manager	
3. EDUCATION & QUALIFICATIONS	
<ul style="list-style-type: none">• A Master's Degree with bias in Finance and Accounting from a recognized awarding Institution plus Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized institution and accredited by Institute of Certified Public Accountants of Uganda (ICPAU).• Professional training in management and administration• Working knowledge of at least one accounting software is a requirement and practical knowledge of Navision will be an added advantage	

4. PROFESSIONAL EXPERIENCE
<ul style="list-style-type: none"> • Minimum of five (5) years working experience, three (3) of which must have been served at Senior Management level, preferably in a reputable Multi-donor, Non-Governmental Organization (NGO)
5. SKILLS
<ul style="list-style-type: none"> • Problem solving and Decision making; • Team Work; • Focused on quality and standards, and ethics and integrity. • Demonstrated ability in administration; • Excellent communication, leadership and management skills, hands on and interactive; an assertive strategic thinker
6. OTHER PERSONAL ATTRIBUTES
The candidate must adhere to the safeguarding reporting and monitoring requirements of this role
The candidate must be pro-choice

JOB TITLE:	Monitoring and Evaluation Manager – WISH
RERPORTS TO:	RHU WISH Project Director
DUTY STATION:	RHU Head Office, Kampala
1. JOB PURPOSE	
Responsible for providing Monitoring and Evaluation (M&E) leadership and support across the WISH programme in Uganda, ensuring timely and accurate submission of data and adherence to WISH2ACTION protocol, standards, and timelines.	
2. KEY TASKS	
<ol style="list-style-type: none"> I. Lead in formulating Research, Monitoring and Evaluation system that stimulates learning and measurement of project progress II. Consolidate and analyse project service statistics and advise project team about adherence to programme focus vis a vis country strategic engagement plan III. Package RHU WISH2ACTION project outputs and share them with RHU management, project team and other stakeholders periodically. IV. Lead the production, dissemination and utilization of evidence-based project research results V. Contribute to research planning and budgeting process, including developing of concept papers and proposals. VI. Participate in monitoring and evaluating project performance including routine analysis of field or partner reports and aggregate them into on dataset for sharing with RHU management, Project team and relevant stakeholders. VII. Participate in Project and Association annual programme planning and budgeting and production of periodic reports. VIII. Take lead in Project processes to develop new initiatives/ technologies in M&E ensuring project design builds on experience. IX. Participate in resource mobilization initiatives of the Association X. Supervise, mentor and appraise staff under charge. XI. Perform any other professional duties as may be assigned by the supervisor 	

3. EDUCATION & QUALIFICATIONS
<ul style="list-style-type: none"> ▪ Master's degree in Population and Reproductive Health, Statistics, or Computer Science. ▪ Conversant with Computer packages such as SPSS, Epiinfo, Stata, SAS etc. and with experience in qualitative as well as quantitative data analysis and dissemination.
4. PROFESSIONAL EXPERIENCE
<ul style="list-style-type: none"> • Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages • Experience with data management practices and procedures for large-scale programmes, ideally within Payment by Results programmes • Experience implementing procedures and practices to ensure data quality and verification, including data quality assessments • Experience using DHIS2 for data collection, reporting and visualization • Experience with using supportive approaches to building capacity at service delivery points to accurately record, document, report and use data • Experience in social research, data base design and maintenance for at least five years. Individuals with previous NGO experience will have added advantage. • Record of delivering successful and innovative solutions to challenges
5. SKILLS
<ul style="list-style-type: none"> • Knowledge of major evaluation methodologies (e.g., qualitative, quantitative, and mixed method) and data collection and analysis methodologies • Proven technical skills in data management including data collection, cleaning, analysis and use across complex, large scale programmes • Skilled at and passionate about supporting the use of data for decision-making, strategizing and course correction
6. OTHER PERSONAL ATTRIBUTES
<p>Collaborative, analytical, and highly organised</p> <p>The candidate must adhere to the safeguarding reporting and monitoring requirements of this role</p> <p>The candidate must be pro-choice</p>

JOB TITLE:	WISH- Technical Manager Service Delivery
REPORTS TO:	RHU WISH Project Director
DUTY STATION	RHU Head Office, Kampala
1. JOB PURPOSE	
<p>The RHU WISH Technical Manager, Service Delivery will be responsible for providing technical leadership and support across the WISH Programme in Uganda , in order to ensure the achievement of WISH project service delivery projections in line with evidence based best-practice, rights-based programming, and clinical quality standards. The Technical Manager will liaise with the RHU team, and work closely with the IPPF WISH2ACTION team to build local capacity at cluster level to improve access to integrated quality family planning and Sexual and Reproductive Health Services in Uganda.</p>	
2. KEY TASKS	

i. Service delivery and reaching the unreached

- Provide technical leadership to WISH cluster teams in delivery of quality, integrated family planning, safe abortion, adolescent sexual reproductive health.
- Lead the development and implementation of evidence-based strategies for:
 - Reaching the unreached (specifically young people, poor people and people living with disability) are met.
 - Reaching new users and lapsed users
 - Increasing access to long acting reversible contraceptive methods
- Working in close coordination with the SBCC Manager, ensure that demand generation activities are designed and implemented to facilitate service uptake in cluster sites, particularly amongst underserved populations including young people, poor people and people living with disability
- Develop and implement strategies for ensuring that services delivered through the project are gender inclusive

ii. Learning, evidence and use of data

- Work with the M&E manager to ensure that data generated through the project is used to inform programme strategies for reaching the unreached, and adaptation to project design at country, district and cluster level.
- Ensure that lessons learned from the WISH programme, and best practices / evidence from the global SRH community is integrated into Uganda WISH project implementation plans and strategies.
- Facilitate learning between clusters, and WISH programme in collaboration with the ITAD evidence and learning team

iii. Quality of care:

- Coordinate the collection of regular quality assessments (6 monthly) using project tools across all cluster sites in coordination with the M&E Manager
- Ensure the development and implementation of quality of care improvement work plans across project sites with the aim of ensuring quality improvements in cluster sites across the project lifetime.
- Oversee clinical governance and adverse events reporting across WISH cluster sites

iv. Cluster management and coordination

- Work with the WISH Project Director to support the formation of clusters, Cluster Management Committees (CMCs), and District Management Committees (DMCs)
- Work with and support CMCs and DMCs to maintain strong oversight of service delivery in cluster sites develop of outreach plans to enable achievement of service delivery projections
- Provide technical support to the cluster teams to use data generated through the project to ensure adaptive programming in order to meet service delivery projections.
- Ensure that effective referral systems are in place within clusters

v. Advocacy and national ownership

- Support the WISH Project Director and Executive Director, and Options staff working on

sustainability and national ownership to build national ownership of the SRH agenda.

vi. Oversee and support WISH Project Technical WISH Project staff

3. EDUCATION & QUALIFICATIONS

- Master’s degree or its equivalent in public health
- Bachelor of Medicine and Surgery from an accredited institution

4. PROFESSIONAL EXPERIENCE

- Significant experience (5+ years) in implementing Family Planning / Reproductive Health programmes in Uganda, preferably in reproductive health service delivery projects
- Demonstrated experience in providing capacity building and providing assistance with the public, the private sector, and at community level.
- Skilled in at least two or more of the following technical areas: strengthening service delivery project; performance and quality improvement; quality of care; adolescent FP
- Demonstrated experience with a mix of practical technical skills in FP/SRH necessary for strengthening service delivery at the regional, national, clinical and community-level
- Expertise in research to practice—identifying and adapting best practices to specific project contexts

5. SKILLS

- Skill in resource mobilization, training, quality of care assessment, supervision, writing and documentation.
- Demonstrated leadership, administration and motivation skill,
- Ability to organize and multi-task, delivering quality outcomes in an efficient and timely manner.
- Skill in coaching, guiding, and building task oriented teams.

6. OTHER PERSONAL ATTRIBUTES

Collaborative, analytical, and highly organised

The candidate must adhere to the safeguarding reporting and monitoring requirements of this role

The candidate must be pro-choice

JOB TITLE	Logistics and Supply Chain Coordinator
REPORTS TO	WISH- Technical Manager Service Delivery
DUTY STATION	RHU Head Office, Kampala

1. JOB PURPOSE

Coordinate the procurement, storage and distribution of equipment, commodities and other purchases for the WISH Project

2. KEY TASKS

i. Commodity planning and budgeting

- Coordinate with the Ministry of Health supplies department
- Accurately estimate WISH Project stock needs
- Prepare commodity budget for the WISH project sites
- Conduct physical stock counts at the project sites and head office

ii. Commodity and equipment procurement

<ul style="list-style-type: none"> • Identify approved commodity budget lines and commodity specifications • Interpret tender regulations and procedures • In liaison with RHU Logistics and Supplies Coordinator participate in preparation for the tendering process • Receive and verify commodities in time • Disburse commodities and equipment to the project sites in time <p>iii. Storage, Distribution and Monitoring Stock</p> <ul style="list-style-type: none"> • Set up tracking system of commodities and equipment distributed to the project sites. • Respond to commodity needs for the project sites. • Organize means of delivery • Keep up-to-date records and accurately estimate stock needs • Minimize stock outs, write off and prepare reports for the relevant stake holders • Conduct half yearly stock reviews <p>iv. Asset maintenance and utilization of Project equipment's</p> <ul style="list-style-type: none"> • Identify and enable the correction of mechanical problems • Interpret and follow procedures on repair and maintenance. • Ensure that Project motor vehicles are in good running conditions • Provide guidelines for vehicle use to the project drivers • Ensure proper record of Asset movements, condition and use • Prepare reports on obsolete stocks and assets due for disposal for presentation to management <p>v. Provide technical support/training to relevant project staff in logistics management</p> <p>vi. Compile and submit reports to relevant stakeholders on time</p>
3. EDUCATION AND QUALIFICATIONS
Bachelor's degree in Procurement and Supplies or Pharmacy or Statistics and Economics
4. PROFESSIONAL EXPERIENCE
<ul style="list-style-type: none"> • Extensive experience of logistics management preferably in a similar position with an NGO, for at least 3 years • Experience in handling and storage of pharmaceutical products • Membership to a recognized body of procurement and supplies will be an added advantage
5. SKILLS
<ul style="list-style-type: none"> • Well-versed with computer programmes for data analysis • Well-developed inter-personal skills • Ability to effectively communicate • Driving skills
6. OTHER PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> • Collaborative, analytical, and highly organised • The candidate must adhere to the safeguarding reporting and monitoring requirements of this role • The candidate must be pro-choice

JOB TITLE	WISH- Cluster Coordinators (6)
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REPORTS TO	Technical Manager Service Delivery– WISH
DUTY STATION	Kampala, Iganga, Tororo, Lira, Gulu, Mbale
1. JOB PURPOSE	
To coordinate the delivery of Integrated Reproductive Health Services to the target population within the designated cluster/sub-region, while maintaining a high quality of care at different service delivery points. Monitor implementation of project activities, and liaise with partners in reproductive health in the catchment area.	
2. KEY TASKS	
<ul style="list-style-type: none"> i. Coordinate the Implementation of WISH Project activities within the assigned Cluster for purposes of increasing access to services and ensuring of care. ii. Provide technical support supervision to RHU and Partner Agencies' service providers, to improve performance. iii. Monitor and evaluate the provision of the integrated Reproductive Health services within the cluster iv. Establish service and training networks with partner agencies for sharing SRH medical resources and experiences. v. Initiate and coordinate operational research vi. Prepare activity and financial reports for submission to Technical Manager on time vii. Perform any other professional duty as may be assigned by the Supervisor 	
3. EDUCATION AND QUALIFICATIONS	
<ul style="list-style-type: none"> • Bachelor of Medicine and Surgery, Bachelor of Nursing • Postgraduate qualification in public health, or related field 	
4. PROFESSIONAL EXPERIENCE	
<ul style="list-style-type: none"> • Experience (3+ years) in implementing Family Planning / Reproductive Health programmes in Uganda, preferably in Reproductive Health service delivery projects • Demonstrated experience providing capacity building and providing assistance with the public, the private sector, and at community level. • Skilled in at least two or more of the following technical areas: strengthening service delivery project; performance and quality improvement; quality of care; adolescent Family Planning 	
5. SKILLS	
<ul style="list-style-type: none"> • Skill in resource mobilization, training, quality of care assessment, supervision, writing and documentation. Demonstrated leadership, administration and motivation skill, • Ability to organize a multi-task, delivering quality outcomes in an efficient and timely manner. • Skill in coaching, guiding, and building task oriented teams. • Knowledge and skill in offering and facilitating integrated Sexual and Reproductive health services delivery 	
6. OTHER PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"> • Collaborative, analytical, and highly organised • The candidate must adhere to the safeguarding reporting and monitoring requirements of this role • The candidate must be pro-choice 	

JOB TITLE	Project Accountant
REPORTS TO	Financial Manager– WISH

DUTY STATION	RHU Head Office, Kampala
I JOB PURPOSE	
Coordinate, Manage and advise project team and management on matters pertaining to finances of the project with particular emphasis on the operation Project sites and share with the Financial Manager.	
2. KEY TASKS	
<ol style="list-style-type: none"> I. Coordinate and prepare the financial components of planning and reporting documents of W2A in line with donor requirements. II. Prepare annual or donor budgets, control and monitor expenditures vis a vis approved budgets III. Prepare sub-region project financial reports both annual and periodic submission to the Financial Manager and other stakeholders as will be required from time to time. IV. Facilitate both internal and external auditing exercises V. Carry out routine audit and support supervision to W2A Project sites in consultation with the Financial Manager to ensure compliance with RHU's financial management procedures. VI. Ensures accurate records of the Project cash and bank transactions. VII. Initiate systems to support the generation of higher revenues by the Project sites and bridging all the loopholes in the revenue management systems at the project sites. VIII. Monitor the Projects sites local income and related projections and guide Top management on expenditures. IX. Interface with the Financial Manager and Logistics Coordinator on various elements of financial systems and logistics and processes related to the project activities. X. Keenly verify expenditures and payments to vendors based on approved procurement plans and processes, purchase requisitions and purchase orders XI. Provide technical guidance and support to project team, management and staff. XII. Ensure timely review of the entries into the Accounting software. XIII. Supervise, build capacity and appraise performance of the staff in charge XIV. Update the Project sites sub region Results performance tool XV. Perform any other professional duties as may be required from time to time by the Supervisor. 	
3. EDUCATION AND QUALIFICATIONS	
The ideal candidate for the WISH2ACTION Project Accountant job opportunity should hold relevant academic qualifications in Accounting, financial management, commerce, economics or related field, (A degree in Finance, Business Administration or commerce) and professional certification in accounting would be advantageous.	
4. PROFESSIONAL EXPERIENCE	
<ul style="list-style-type: none"> • Three years (3+) of relevant professional experience in an NGO setting • Significant knowledge and experience of all core financial management activities including accounts payable, cash management, budget development, Statutory requirements and standard accounts • Hands-on experience working with a computerized accounting system preferably with Navision 	
5. SKILLS	
<ul style="list-style-type: none"> • High integrity, self-driven and able to set own work schedule with rigorous deadlines • Excellent communication, organizational and reporting skills, team player, trustworthy and responsible • Keen attention to details 	
6. OTHER PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"> • Collaborative, analytical, and highly organised • The candidate must adhere to the safeguarding reporting and monitoring requirements of this role • The candidate must be pro-choice 	

JOB TITLE	Service Provider (18), three for each Duty Station
REPORTS TO	Cluster Coordinator– WISH
DUTY STATION	Kampala, Iganga, Tororo, Lira, Gulu, Mbale
1. JOB PURPOSE	
Provide Integrated Sexual and Reproductive Health & Rights (SRHR) services to all clients according to Ministry of Health (MOH) and RHU guidelines.	
2. KEY TASKS	
<ul style="list-style-type: none"> i. Inform, educate, and communicate with clients, to motivate and enable them make informed SRHR choices, especially in the area of integrated family planning ii. Provide quality integrated SRHR services to clients at all delivery points as per RHU’s SRHR service package iii. Refer clients where necessary, to defined referral point(s) iv. Collect and maintain complete and accurate records of clients according to RHU/MOH guidelines v. Analyze and utilize data to improve service delivery at health service delivery points vi. Perform any other professional duties as may be assigned by the supervisor 	
3. EDUCATION AND QUALIFICATIONS	
<ul style="list-style-type: none"> • Diploma in Clinical Medicine and Community Health; Nursing or Midwifery from a recognised institution with a valid Practicing License and registration certificate. 	
4. PROFESSIONAL EXPERIENCE	
<ul style="list-style-type: none"> • At least two years’ experience in providing integrated Sexual and Reproductive Health services. • Individuals with previous NGO experience and experience, while offering integrated reproductive health services will have an added advantage 	
5. SKILLS	
<ul style="list-style-type: none"> • Thorough knowledge and skill in providing integrated Sexual and Reproductive Health & Rights services that include. • Demonstrated willingness and capacity to address youth sexuality and reproductive issues • Ability to produce and submit quality reports within set deadlines, and to generate and maintain accurate records; • Ability to work effectively under pressure, and with minimum supervision. • Skill in training and mentorship 	
6 OTHER PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"> • The candidate must adhere to the safeguarding reporting and monitoring requirements of this role • The candidate must be pro-choice 	

JOB TITLE	Information Management Officer (6)
REPORTS TO	Cluster Coordinator– WISH
DUTY STATION	Kampala, Iganga, Tororo, Lira, Gulu, Mbale
2. JOB PURPOSE	
Manage the branch’s health information system, client data and filing system	
3. KEY TASKS	

<ul style="list-style-type: none"> i. Utilize computerized data entry equipment and programs to enter, store and/or retrieve information as required within set timelines. ii. Verify data entry; and combine data from different systems when information is inadequate; clean data to eliminate duplication. iii. Secure the safety and integrity of information by various means. iv. Maintain client confidentiality and protect operations by keeping information confidential v. Perform program support tasks such as organize forms; photocopies; filing; orders and maintain project; makes reminder calls to client visits as required vi. Conduct client satisfaction surveys, operational researches and other research activities at the branch. vii. Provide technical back-stopping and capacity building to staff and partners in data management. viii. Proactively identify, troubleshoot and escalate issues related to M&E and data. ix. Perform any other professional duties as may be assigned by the supervisor
4. EDUCATION AND QUALIFICATIONS
<ul style="list-style-type: none"> • Bsc. Demography and Reproductive Health, Population Studies, Statistics or related field.
5. PROFESSIONAL EXPERIENCE
<ul style="list-style-type: none"> • At least two years' experience in managing data for health-related projects Individuals with previous NGO experience will have an added advantage
5. SKILLS
<ul style="list-style-type: none"> • Demonstrable data management skills and ability to write clearly and concisely. • Demonstrable competence in computer data entry using diverse computer programs with speed and accuracy. • Paying attention to detail.
6 OTHER PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> • The candidate must adhere to the safeguarding reporting and monitoring requirements of this role • The candidate must be pro-choice

JOB TITLE	Drivers (6)
REPORTS TO	Cluster Coordinator– WISH
DUTY STATION	Kampala, Iganga, Tororo, Lira, Gulu, Mbale
1 JOB PURPOSE	
Drive, deliver messages and maintain Association's vehicles in line with RHU policies.	
2 KEY TASKS	
<ul style="list-style-type: none"> i. Drive RHU vehicles/authorised passengers to specified destinations as approved by the Supervisor in line with RHU vehicle use and management policy ii. Deliver packages, goods and mails and any other information to specified people, places and offices iii. Maintain Association's vehicles in proper running conditions-by conducting physical inspection/check of vehicle status/condition, e.g engine oil, water, nuts, battery water, license, third party insurance, brakes, and tyre pressure prior to any journey iv. Monitor the security of vehicle, authorized passengers and luggage v. Report all major and minor damages and accidents on the vehicle at hand, to the supervisor using relevant documentation/forms in accordance to RHU vehicle use and management policy 	

vi. Perform any other professional duties as may be assigned by the supervisor.
3. EDUCATION AND QUALIFICATIONS
<ul style="list-style-type: none"> • At least an Ordinary Level Certificate or its equivalent • Possession of two or more Classes of driving permit • A certificate in defensive driving from an established driving school/firm is an added advantage
4. PROFESSIONAL EXPERIENCE
<ul style="list-style-type: none"> • Experience in driving, with clean driving record of not less than 3 years, preferably with a Non-Government Organization (NGO)
5. SKILLS
<ul style="list-style-type: none"> • Ability to prioritize and handle multiple tasks simultaneously and able to drive long distance • Communications skills-able to speak and write English • Interpret and follow traffic signs and regulations • Monitor and report in time, expiry of motor vehicle road license and third party insurance • Ability to take security precautions
I OTHER PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> • The candidate must adhere to the safeguarding reporting and monitoring requirements of this role • The candidate must be pro-choice

How to apply

All suitably qualified and interested candidates who wish to join Reproductive Health Uganda should submit by post or hand-deliver their application letters and attach certified copies of academic transcripts, a detailed Curriculum Vitae and other relevant documents as well the contact addresses (**e-mail**) of 3 referees including their telephone contacts to:

The Executive Director, Reproductive Health Uganda, P.O. Box 10746 Kampala
Or hand-deliver at: RHU Head Office, Plot 2, Katago Road, Kamwokya (Opposite Uganda Museum)

Closing Date: 30th **November, 2018. Only shortlisted applicants will be contacted**
NB: Female applicants are encouraged to apply