



Reproductive
Health Uganda

REPRODUCTIVE HEALTH UGANDA

Plot 2 Katago road, Off Kiira road,

P.O Box 10746 Kampala- Uganda.



IPPF International
Planned Parenthood
Federation

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 the 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 the Foreign Common Wealth and Development Office (FCDO). RHU implements the (WISH) project in six sub-regions of Kampala Metropolitan, Busoga, Bukedi, Bugisu (Elgon), Lango and Acholi.

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 FCDO-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 FCDO 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, FCDO 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:	Finance 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	
<ul 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 programme ii. 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 FCDO. 	

- iii. Ensure compliance with internal and external reporting requirements on activities and programmes
- iv. Oversee the Value for Money framework
- v. Work with country E&L team to ensure PBR reporting and strategy in place
- vi. Decision making for finance related matters
- vii. 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 required
- x. 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

- 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

- 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

- 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	WISH- Cluster Coordinator (I)
REPORTS TO	Technical Manager Service Delivery– WISH
DUTY STATION	Lira
1. JOB PURPOSE	
<p>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.</p> <p>Monitor implementation of project activities, and liaise with partners in reproductive health in the catchment area.</p>	
2. KEY TASKS	
<ol 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 • 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 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	Service Provider (I)
REPORTS TO	Service Provider In-charge
DUTY STATION	Kapchorwa
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 	

How to apply

All suitably qualified and interested candidates who wish to join Reproductive Health Uganda should submit by post or hand-deliver or email 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: **27th January, 2023. Only shortlisted applicants will be contacted**

NB: Female applicants are encouraged to apply