

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 to implement a project, namely; “***Approaches in Complex and Challenging Environments for Sustainable SRHR (ACCESS) in Uganda, a Foreign Common Wealth and Development Office (FCDO) UK-funded restricted project***”

With a focus on four diverse countries, the ACCESS Consortium aims to produce a set of scalable, evidence-based, participatory approaches that support and engage marginalised and under-served populations in complex and challenging environments to claim and access comprehensive SRH information and services. The ACCESS Consortium will work to bridge the humanitarian-development continuum, working with the most marginalised communities to build their overall SRHR resilience and crisis response while simultaneously addressing their SRHR development needs. It is a three-year project starting January 2021 – December 31st, 2023.

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

Job Title: Programme Director-ACCESS project

Duty Station: Kampala

Reports to: Executive Director & Head of ACCESS Consortium

Job Role

The ACCESS Programme Director will be responsible for the delivery of a FCDO UK-funded restricted project, titled Approaches in Complex and Challenging Environments for Sustainable SRHR (ACCESS) in Uganda.

Essential Responsibilities

1. Lead the delivery of the ACCESS restricted project in Uganda over three years, with IPPF and five global consortia partners.
2. Oversee the strategic direction for the ACCESS project in Uganda in collaboration with IPPF and global partners, specifically delivering against the results framework and developing learnings / global goods to support FCDO’s SRHR future direction.

3. Manage programmatic relationship with RHU, IPPF, including working with technical and contract teams; and be key point person for FCDO Country Team in Uganda.
4. Coordinate with an interdisciplinary team at RHU with expertise in technical areas, operations, finance and monitoring and evaluation following existing RHU rules and regulations.
5. Manage consortium partner relationships, to include effective communication and collaboration for the purposes of supporting programme delivery, coordination, and contractual and performance management.
6. Ensure timely submission of programme and financial reports to the Head of ACCESS through the Director-General.
7. Manage project risk strategically, ensuring the appropriate mitigation measures and contingency plans are developed (in collaboration with IPPF) to ensure the project follows the appropriate protocols and actions.
8. Advise the Head of ACCESS and Programme Manager on all matters pertaining to the project progress, funding, donor relations, challenges and opportunities.
9. Provide technical leadership and share lessons and best practices of ACCESS on behalf of IPPF.
10. Contribute to research publications and present the work of the ACCESS Consortium at national/regional conferences and other platforms.
11. Perform other professional duties that may be assigned by the Supervisor

Training and Experience

- Postgraduate qualification in public health, Health management, Social Work & Social Administration, or related field essential.
- Extensive knowledge of Sexual and Reproductive Health and Rights (SRHR), the humanitarian response and the health development sector.
- At least 5 years of work experience including at least 3 years of management experience related to programme management in the field of sexual and reproductive health (SRH)

Knowledge, Skills and Temperament

- Proven and extensive experience in programme management with a focus on the provision of comprehensive, quality SRH services in complex and challenging settings.
- Proven ability to effectively coordinate stakeholders, diverse project teams and other resources for a common purpose.
- Demonstrated experience working on projects funded by international donors (e.g. FCDO, UN), with critical understanding of donor relations, reporting and compliance to successfully deliver donor-funded contracts (Experience managing or providing support to FCDO funded initiatives desirable).
- Proven ability to address difficult issues and challenging or complex relationships in a constructive, positive and results-driven way.
- Proven analytical ability and experience in evaluation and research/operational research desirable.
- Knowledge of standards/tools/best practices in SRH and experience in applying them to different contexts.

- Excellent people management, team building and interpersonal skills including oral and written communication skills.
- Highly developed project management skills, particularly with regards to donor compliance, maintaining programme quality, monitoring and evaluation, financial and risk management.
- Developed partnership, networking and relationship building skills with the ability to collaborate effectively with a wide range of stakeholders in a multi-partner consortium.
- Proven research and analytical skills.
- Good understanding of the complexity of SRH issues in Uganda across different cultural, socio economic, emergency and development contexts.
- Excellent IT skills.

- Awareness of and sensitivity to the multi-cultural and diverse environment in which RHU operates.
- Open and approachable, with a collaborative approach to work.
- Integrity and ability to maintain confidentiality.
- Understanding of, and a commitment to, safeguarding including child protection, in a local and international context.
- Supportive of gender and women's SRH rights.

Job Title: Project Officer

Duty Station: Kyangwali

Reports to: Programme Director-ACCESS

Job Role:

The Project Officer will be responsible for overseeing the implementation of the Project - **Approaches in Complex and Challenging Environments for Sustainable SRHR (ACCESS) in Uganda**. The project aims to contribute to increased access to Sexual and Reproductive Health and Rights (SRHR) services among the vulnerable populations in the project catchment areas.

Essential Duties and Responsibilities

1. Undertake program planning and implementation with utmost efficiency
2. Coordinate community based SRHR interventions embedded within the program
3. Oversee operations and mentorship of peer educators and other program support staff
4. Compile and submit program reports at different levels including branch and head office
5. Ensure effective alignment of program and financial aspects of the program to contribute to set program objectives.
6. Continuously document best and promising practices exhibited within the program multi component interventions.
7. Inform, educate, and communicate with clients, to motivate and enable them make informed SRHR choices

8. Provide quality integrated SRHR services to clients at all delivery points as per RHU's SRHR service package
9. Refer clients where necessary, to defined referral point(s)
10. Perform other professional duties that may be assigned by the Supervisor

Training and Experience

- Diploma in Clinical Medicine and Community Health from a recognised institution with a valid Practicing License and registration certificate.
- Two years' experience in providing integrated Sexual and Reproductive Health services. Individuals with previous NGO experience and experience, while offering family planning and maternity services will have an added advantage.
- Post Graduate training in Project Planning Management is an added advantage.

Knowledge, Skills and Temperament

- Strong documentation, coordination and analytical skills
- Strong interpersonal and communication skills.
- Hands on experience in facilitation specifically capacity building trainings for staff and key stakeholders
- Demonstrated skills and experience in proposal development, report writing
- Willingness to contribute and work as part of a team together with capacity to deal with people of diverse cultures.
- Ability to work under minimum supervision and keeping deadlines.
- Willingness to comply with set policies and procedures
- Computer literate (ability to work with vast social media technologies shall be of added advantage)
- Having in-depth understanding of the SRHR environment of Uganda shall be of added advantage.

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: Information Management Officer (1)

Reports to: Project Officer

Duty Station: Kyangwali

Job Role

Manage the branch's health information system, client data and filing system

Essential Duties and Responsibilities

1. Utilize computerized data entry equipment and programs to enter, store and/or retrieve information as required within set timelines.
2. Verify data entry; and combine data from different systems when information is inadequate; clean data to eliminate duplication.
3. Secure the safety and integrity of information by various means.
4. Maintain client confidentiality and protect operations by keeping information confidential
5. Perform program support tasks such as organize forms; photocopies; filing; orders and maintain project; makes reminder calls to client visits as required
6. Conduct client satisfaction surveys, operational researches and other research activities at the branch.

7. Provide technical back-stopping and capacity building to staff and partners in data management.
8. Proactively identify, troubleshoot and escalate issues related to M&E and data.
9. Perform any other professional duties as may be assigned by the supervisor

Training and Experience

- Bachelor of Arts Degree in Demography and Reproductive Health, Population Studies, Statistics or related field.
- At least two years' experience in managing data for health-related projects
- Individuals with previous NGO experience will have an added advantage

Knowledge, Skills and Temperament

- 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.

Other Personal Attributes

- The candidate must adhere to the safeguarding reporting and monitoring requirements of this role
- The candidate must be pro-choice

Position: Laboratory Technician (1 Position)

Duty Station: Kyangwali

Reports to: Project Officer

Job Role:

Provide Laboratory services at RHU service delivery points to support clinical diagnosis and care

Essential Duties and Responsibilities

1. Process specimens, help diagnose conditions and produce quality and timely laboratory results
2. Manage and maintain laboratory equipment and reagents in accordance with laboratory standards
3. Refer clients/specimens to relevant partner agencies as necessary
4. Maintain equipment and an adequate stock of laboratory reagents
5. Provide technical guidance on how laboratory services could be improved
6. Perform any other professional duties as may be assigned by the supervisor.

Knowledge, skills and temperament

Thorough knowledge and skills in laboratory service provision. Demonstrated organizational skills and ability to multi-task; demonstrated ability to work effectively under pressure, and willingness to coach and build technically competent teams.

Training and experience

Must possess, as a minimum, a Diploma in Medical Laboratory Science from a recognized institution and a valid Practicing License. Experience in providing a wide range of laboratory services for different conditions for at least two years. Previous NGO experience will be an added advantage.

Job Title: Driver (1)

Reports to: Project Officer

Duty Station: Kyangwali

Job Role

Drive, deliver messages and maintain Association's vehicles in line with RHU policies.

Essential Duties and Responsibilities

1. Drive RHU vehicles/authorized passengers to specified destinations as approved by the Supervisor in line with RHU vehicle use and management policy
2. Deliver packages, goods and mails and any other information to specified people, places and offices
3. 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
4. Monitor the security of vehicle, authorized passengers and luggage
5. 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
6. Perform any other professional duties as may be assigned by the supervisor.

Training and Experience

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. Experience in driving, with clean driving record of not less than 3 years, preferably with a Non-Government Organization (NGO)

Knowledge, Skills and Temperament

Ability to prioritize and handle multiple tasks simultaneously and able to drive long distance. Communications skills-able to speak and write English. Ability to interpret and follow traffic signs and regulations. Ability to monitor and report in time, expiry of motor vehicle road license and third-party insurance. Ability to take security precautions

Other Personal Attributes

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

The candidate must be pro-choice

How to apply

Submit by post or hand-deliver 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: 10th February 2021. Only shortlisted applicants will be contacted

NB: Female applicants are encouraged to apply