

REPRODUCTIVE HEALTH UGANDA

Plot 2 Katago road, Off Kiira road,
P.O Box 10746 Kampala- Uganda.



Office of 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 to implement a project, namely; **“Addressing the Sexual and Reproductive Health and Rights Needs of Vulnerable Populations”** in Northern and Central Uganda funded by DANIDA through IPPF. The project sites are Adjumani, and Kampala (Bwaise and Owino) in Northern and Central Uganda, respectively. It is a two-year project starting April 2020 – March 31st, 2022.

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

Job Title: Project Officer (I)

Duty Station: RHU- Adjumani

Reports to: Project Coordinator-DANIDA Project

Job Role:

The Project Officer will be responsible for overseeing the implementation of the **“Addressing the Sexual and Reproductive Health and Rights Needs of Vulnerable Populations” project in Adjumani**, but also support other programme interventions. 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 project planning and implementation with utmost efficiency
2. Coordinate community based SRHR interventions embedded within the project
3. Oversee operations and mentorship of peer educators and other project support staff

4. Compile and submit project reports at different levels including branch and head office
5. Ensure effective alignment of program and financial aspects of the project to contribute to set program objectives.
6. Continuously document best and promising practices exhibited within the project implementation
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. 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). 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

Position: Service Provider (I)

Duty Station: Adjumani

Reports to: Project Officer/ In-Charge

Job Role

Provide Integrated Sexual and Reproductive Health & Rights (SRHR) services to all clients according to Ministry of Health (MOH) and RHU guidelines.

Essential Duties and Responsibilities

1. Inform, educate, and communicate with clients, to motivate and enable them make informed SRHR choices
2. Provide quality integrated SRHR services to clients at all delivery points as per RHU's SRHR service package
3. Refer clients where necessary, to defined referral point(s)
4. Provide technical assistance to community agents to standardize and improve their performance
5. Work closely with government structures e.g. VHTs and advocate for inclusion of RHU activities into district work plans and access to district health resources
6. Collect and maintain complete and accurate records of clients according to RHU/MOH guidelines
7. Review and utilize data to improve service delivery at health facilities
8. Perform any professional duties as may be assigned by the supervisor.

Training and experience

Registered Midwife 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.

Knowledge, Skills and Temperament

Thorough knowledge and skill in providing integrated Sexual and Reproductive Health & Rights services, that include maternity services, delivery of long term and permanent methods of contraception, STI management, etc. Able to provide sonography services. 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; competence in managing common minor illnesses. Ability to work effectively under pressure, and with minimum supervision. Skill in training and mentorship

Other Personal Attributes

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

The candidate must be pro-choice

Position: Counsellor (I)

Duty Station: Adjumani

Reports to: Project Officer

Job Role: Provide quality counselling services to people in refugee settings in accordance to Ministry of Health (MoH) and RHU guidelines; to enable them overcome mental and emotional issues. The counsellor will diagnose, treat, and help patients create coping strategies.

Essential Responsibilities and duties

1. Assess clients through conversations, interviews, and observations to determine the appropriate testing or examination.
2. Develop a treatment plan that may include counselling, medication, or other services
3. Set Client goals and discuss a treatment plan
4. Encourage, support, and listen to clients
5. Educate the client on strategies and coping skills
6. Refer clients to resources like psychiatrists, treatment facilities, or community services
7. Coordinate with other healthcare providers, agencies and community resources in order to create a thorough treatment plan
8. Prepare reports for submission to the In-charge
9. Perform any other professional duties as may be required from time to time by the Supervisor

Training and experience

Bachelor's degree in Psychology, Social Work, or Counselling from a recognized Institution.

At least two years' experience as a professional Counsellor. Individuals with previous NGO experience, will have an added advantage.

Knowledge, Skills and Temperament

Thorough knowledge and skill in providing counselling services to marginalized and vulnerable populations. Excellent verbal and written communication skills. Ability to empathize with clients and help them open up. Good time management skills and Proven experience in developing effective treatment plans. Ability to work effectively under pressure, and with minimum supervision. Excellent interpersonal skills with patients, colleagues, and community resources. Comfortable in a fast-paced environment with multiple clients. Skill in training and mentorship

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 (I)
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Reports to:	Project Officer
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Duty Station:	Adjumani
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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

Job Title:	Office Attendant (I)
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Reports to:	Project Officer
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Duty Station:	Adjumani
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Job Role

Maintain Cleanliness of the Clinic/Office facility and deliver messages

Essential Duties and Responsibilities

1. Maintain cleanliness of the clinic/office facility
2. Deliver packages, goods and mails and any other information to specified people, places and offices
3. Report all major and minor damages on the clinic/office premises at hand, to the supervisor
4. Prepare and serve tea for staff
5. 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 work long hours. Communication skills-able to speak and write English. Ability to interpret and follow instructions. Ability to report in time, emergencies. 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

Job Title: Driver (I)

Reports to: Project Officer

Duty Station: Adjumani

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: 13th March 2020. Only shortlisted applicants will be contacted

NB: Female applicants are encouraged to apply