



## **UGANDA YOUTH AND ADOLESCENTS HEALTH FORUM**

Plot 1238, Bukoto 1 - UCB Zone, P.O Box 25914 - Kampala, Uganda  
Email: [info@uyahf.com](mailto:info@uyahf.com) - Tel: +256 776385819/+256 200902407 - [www.uyahf.com](http://www.uyahf.com)

### Vacancy announcement

**Job Title:** Regional Coordinator – Karamoja and Teso  
**Organization:** Uganda Youth and Adolescents Health Forum (UYAHF)  
**Duty Station:** Moroto District  
**Deadline:** Friday 14th October, 2022 at 5:00pm East African Time.

### Your challenge

UYAHF in partnership with BRAC International with funding from UNFPA, is implementing the “*Live Your Dream*” program that aims at inspiring action towards a better life for young people and women to promote the well-being of the entire family targeting young people including in and out of school adolescent girls and boys, living with HIV/AIDS, teenage mothers, living with disabilities and their communities in Karamoja and Teso region, Uganda.

UYAHF is looking to hire 1 proactive, strategic, and open-minded team member to join our Moroto Office and play the role of Regional Coordinator split across different Sub- Counties that the project will be working in.

The new team member will play a critical role of managing administrative tasks on the regional level. The overall goal of your work will be to coordinate and lead on efforts to strengthen UYAHF’s programmatic work paying special attention to all UYAHF work implemented at district level and national level. You will also be responsible for delivering and documentation of project results and sharing of lessons learnt with relevant partners and in relevant advocacy spaces.

### **JOB DESCRIPTION**

**POSITION:** Regional Coordinator – Karamoja & Teso (1)  
**Duty station:** Moroto District  
**Reports to:** Program Manager - UYAHF

### **Roles:**

- Support development and implementation of project work plans and other relevant project technical tools on a monthly, quarterly and an annual basis.
- Represent the project at the local, district and national level engagements.
- Ensure proper accountability of project funds by providing timely accountabilities.
- Work with other Program Officers and the Program Manager to initiate and coordinate the planning of activities and ensure that project objectives are achieved with optimum utilization of project resources.
- Lead on the development, review and ensure timely availability of essential project tools and documents ranging from work plans, budgets log frames, reporting tools among others.
- Oversee implementation of project work plans by coordinating effective execution of project related activities as guided by the work plan, budgets and project results frameworks.



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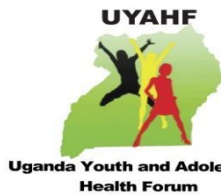
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**Uganda Youth and Adolescents  
Health Forum**

- Establish, manage and maintain the relationship with the relevant district authorities, line ministries, health development partner, community leaders, CSOs partners and religious structures where appropriate to achieve project objectives.
- Participate in proposal/grant writing for resource mobilization
- Support UYAHF's programs team with day-to-day management of all project activities related to strengthening community mobilization and youth empowerment programming to effectively respond to young people's SRHR needs including; HIV/AIDS, family planning, maternal and child health, post abortion care, gender-based violence (GBV), child marriages, CSE among others.
- Work with the M&E, Programs, Communications and Advocacy team to help maintain, monitor and document the indicators set in the work plan and learnings for community-level activities.
- Promote active participation of adolescents and young people, community influencers and local leaders and parents in the planning, implementation, monitoring and evaluation of project activities.
- Timely preparation and submission of monthly, quarterly and end of year/end of project reports highlighting key processes, achievements and success stories, engagement of various players and their roles, key recommendations, best practices and challenges.
- Prepare periodic project activity reports as well as activity articles and blogs summarizing key achievements and ensure that these are reported in the monthly newsletters
- Identify and document stories of change using various audio and visual media tools, like pictures, videos, podcasts, blogs and articles, documentaries, radio and TV programs, media and press briefs among others.
- Support the communications team through contributing content i.e, taking pictures/videos, writing stories, developing advocacy messages for regular updating of UYAHF's social media spaces.
- Collaborate with other technical partners within the given programmes / projects as well as stakeholders beyond the project(s) to ensure coordination of strategies and materials and to avoid gaps and overlaps.
- And any other lawful responsibilities may be assigned from time to time by your supervisor and or any other superiors.
- Utilize evidence-based approaches to life skills, case management and economic strengthening consistently.
- Conduct training for adolescents and young people to empower them to meaningfully participate in the project's activities at community, district and national level through their organized clubs.
- Participate in mapping of hotspots and other community structures to easily access underserved adolescents and young people.
- Lobby and advocate for Sexual Reproductive Health and livelihood needs of marginalized communities' young people, including those in refugee settlement.
- Develop and strengthen partnerships and collaboration with key stakeholders and the district local government,
- Attend monthly district and UNFPA coordination meetings for health gender, GBV, child protection and education among others.

### **Personal specifications**

#### **Qualification**



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### Essential criteria

- Degree in social work, social science, public health and medical related studies. An additional masters or postgraduate diploma shall be an added advantage.
- **APPLICANTS MUST BE FROM KARAMOJA OR TESO REGION AND WELL VERSED WITH THE LOCAL LANGUAGE**

### Skills/Experience/Knowledge:

- High levels of technical knowledge and the ability to work quickly and accurately.
- Demonstrate program and advocacy knowledge in humanitarian action and programing.
- A minimum of 3 years working experience with credible CSOs.
- Demonstrate knowledge and experience in project coordination and execution.
- Skills in proposal writing
- Excellent communication and team working abilities.
- A strong can-do attitude and the passion to strive for excellence.
- A native of Karamoja or Teso and well versed with the languages.
- Ability to ride a motorcycle or willingness to learn (ridding permit must be attached – optional)
- Female applicants are encouraged to apply.
- Knowledge in SRHR advocacy and programming will be an added advantage.

### Other Personal Attributes

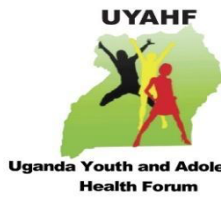
- The candidate must adhere to the safeguarding, reporting, fraud prevention and monitoring requirements of UYAHF, BRAC International and UNFPA for this role.
- The candidate must be pro-choice.

### **About Uganda Youth and Adolescents Health Forum - UYAHF**

Uganda Youth and Adolescents Health Forum (UYAHF) is a dynamic Youth led and Youth Serving Health, Human Rights, and Girl Centered Organization that seeks to advance quality health and wellbeing for young people. Specifically, UYAHF works to address and advance young people's specific needs as regards their sexual reproductive health and rights (SRHR), gender equality and health promotion, livelihoods, climate change, and SGBV among others by mobilizing and amplifying youth voices to inform policy and decision-making on these issues and strengthening the role of policymakers, key gatekeepers including community leaders, religious and cultural leaders, teachers, health workers, police, policymakers, parents, men and boys to take action, support and empower young people to live quality lives with equity, dignity, and opportunities to realize their full potential.

For more information check out our website: [www.uyahf.com](http://www.uyahf.com)

**Interested?** Please submit your CV/resume (3 pages Max) with a cover letter (2 pages Max) and two reference letters, to: [info@uyahf.com](mailto:info@uyahf.com) and copy [loketcho@uyahf.com](mailto:loketcho@uyahf.com) by close of business **Friday 14<sup>th</sup> October, 2022.**



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Job interviews will be held on **Thursday 20<sup>th</sup> October 2022**. Only successful candidates will be contacted for interviews.