



Uganda Youth and Adolescents
Health Forum

UGANDA YOUTH AND ADOLESCENTS HEALTH FORUM

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JOB OPPORTUNITY WITH GERMAN DOCTORS' PROJECT

ABOUT UYAHF

The Uganda Youth and Adolescents Health Forum (UYAHF) is a youth-led organization focused on improving the health and well-being of adolescents and young people aged 10 to 35. UYAHF provides comprehensive, gender-sensitive sexual and reproductive health rights (SRHR) information and services. It advocates for girls' equal opportunities, enhances gender equality, and mobilizes communities to combat sexual and gender-based violence (SGBV) and harmful practices. UYAHF aims to empower young people, particularly adolescent girls and young women, to live with agency, dignity, and the opportunity to reach their full potential.

ABOUT THE PROJECT

With funding from the German Doctors, UYAHF is going to implement a project "***INCLUSIVE AND EQUITABLE HEALTHCARE SERVICES (IEHS)***" in the Districts of **Butebo, Mbale, Budaka, and Bukedea** with the aim to provide equitable access to comprehensive healthcare services, ensuring that every individual can receive quality preventive, curative, palliative, and rehabilitative care. By addressing healthcare disparities and promoting inclusive practices, we will work towards healthier communities by December 2025.

1. PROJECT CORDINATOR – 1 VACANCY

Location: Mbale City with constant travel to Project areas.

Reports to: Programs Manager – UYAHF.

Responsible for: MEAL officer, Field Officers and Communications Officer.

Job Summary:

The Project Coordinator will provide overall leadership, technical support, coordination and management of the project. He/she will facilitate implementation of project activities and assists in the development of technical project tools, materials and models.

KEY ROLES AND RESPONSIBILITIES

The Project Coordinator will be responsible for the following:

- i) Supporting the day-to-day implementation of the project activities including planning and preparation of field activities and supervision of staff in field.
- ii) Ensuring that financial accountability and reports are prepared and sent on time to the Programs Manager and GD Project Officer.
- iii) Preparing and sharing monthly and Quarterly management and financial reports of the project with Programs Manager and GD Project Officer.
- iv) Tracking the project budget including initiating requisitions and working with the finance team to ensure proper accountability of advanced funds.
- v) Coordinating the work of the short-term doctors, including their induction, debriefing, field introductions and movements with the driver.
- vi) Overseeing the general wellbeing of the short-term doctors while in the country.
- vii) Ensuring that all project logistics (materials supplies and equipment) are available at the right time and in the right quantities.
- viii) Coordinating and scheduling travels, meetings and appointments for project staff and supporting engagement with partners.
- ix) Organizing and coordinating project meetings, workshops, activities, and events etc.
- x) Maintaining close coordination and communication with Implementation teams, partners and collaborators, namely Government ministries, donors, District Local Governments, health facilities and the target communities.
- xi) Mobilizing the support of community leaders, healthcare workers and other stakeholders for the project activities in the areas of implementation.
- xii) Keeping proper records of all information related to the project.
- xiii) Participating in the preparation and execution of dissemination activities including preparation of technical reports, manuscripts, publications, blogs, and PowerPoint presentations and engaging in dissemination activities.
- xiv) Tracking progress against targets and document the project outputs.

- xv) Guiding all the medical aspects of the project a a technical leader person.
- xvi) Perform any other project duties as may be assigned from time to time, by the Programs Manager and GD Project Officer.

PERSONS QUALIFICATIONS AND SPECIFICATIONS.

- A suitable person MUST possess a bachelor's degree in Human Medicine, Public Health, Environmental Health Science, or any health-related course.
- A postgraduate training in Public health, Environmental health science, Project planning and Management, International Development or a related field.
- At least five (5) years of experience in managing of International development programs or International health-related projects.
- Should have strong project management skills including management and financial skills.
- Should have exceptional problem-solving, planning, and organizational skills.
- Ability to organize, manage, prioritize, and follow through on multiple tasks.
- Strong work ethic and the ability to work independently and as part of a team including with diverse sectors.
- Ability and flexibility to travel to remote areas to supervise field activities.
- Excellent verbal and written English language skills.

2. FIELD OFFICER – 4 VACANCIES

Location: Project Districts of Mbale, Butebo, Budaka, Bukedea.

Reports to: Project Coordinator.

Job Summary:

The Field Officer will be responsible for implementation of project activities in the allocated district. He/she will be a project focal and contact person in the district with responsibility of planning, implementation, supervision, monitoring and reporting on project activities.

KEY ROLES AND RESPONSIBILITIES

The Field Officer will be responsible for the following:

- i) Coordinating project activities in the allocated district.
- ii) Planning and Implementing project activities.
- iii) Preparing and requisitioning of activity funds in line with project workplan and budget.
- iv) Preparing financial accountability and reports for implemented activities.
- v) Ensuring all projects required logistics are available and sufficient for planned activities.
- vi) Representing the project at district level engagements.
- vii) Guiding all the medical aspects of the project in the district.
- viii) Preparing and sharing monthly and Quarterly reports of the project with Project Coordinator.
- ix) Coordinating the work of the short-term doctors in the district assigned.
- x) Working as language interpreter for short term doctors to the local languages.
- xi) Receive, distribute and account for logistic items delivered to the district to support project activities.
- xii) Organizing and coordinating project meetings, workshops, activities, and events etc
- xiii) Mobilizing the support of community leaders, healthcare workers and other stakeholders for the project activities in the areas of implementation.
- xiv) Tracking progress against targets and document the project outputs in the district.
- xv) Perform any other project duties as may be assigned from time to time, by the Project coordinator.

PERSONAL QUALIFICATIONS AND SPECIFICATIONS.

- A diploma in clinical medicine, Public Health, Nursing, Environmental Health.
- Should be registered with relevant regulatory board with a valid practicing license.

- Working experience of there (3) years with health institution or development program/project supporting health services.
- Should be knowledgeable of the local language(s) in the district applied for.
- Should have skills in project management including finance.
- Ability to organize, manage, prioritize, and follow through on multiple tasks.
- Strong work ethic and the ability to work independently and as part of a team including with diverse sectors.
- Excellent verbal and written English language skills.

3. MONITORING, EVALUATION AND LEARNING (MEAL) OFFICER – 1 VACANCY – PART TIME BASIS

Location: Mbale City with constant travel to project areas.

Reports to: Project Coordinator.

Job Summary:

The MEAL Officer will provide support and management of monitoring, evaluation and learning processes of the Project. Will provide and support framework for tracking project outputs, targets and outcomes and ensuring that the project is on course and meeting the intended objectives.

KEY ROLES AND RESPONSIBILITIES

The Monitoring, Evaluation and Learning (MEAL) Officer will be responsible for:

- I. Implementing a functional MEAL system for the project.
- II. Providing support to the project team in designing, monitoring and evaluating all project's interventions and outcomes.
- III. Collecting monitoring, evaluation, research and learning data on the project activities and learning initiatives covering different interventions.
- IV. Managing and setting workplans and identifying resource needs for data collection exercise.

- V. Ensuring data collection tools are fit for purpose and appropriate to context through review and revision with line supervisor.
- VI. Conducting focus groups discussions and key informant interviews.
- VII. Collecting, analyzing and presenting quantitative and qualitative data through written reports and dashboards.
- VIII. Verifying the quality of data through quality assurance protocols development and execution and triangulation of findings with primary and secondary data sources.
- IX. Maintain regular contact with beneficiaries, community leaders, municipality representatives and other NGOs, inviting them to participate in monitoring and assessment processes and
- X. Any other duty as may be assigned by supervisor.

QUALIFICATION AND PERSON SPECIFICATIONS:

- A Bachelor's Degree in information management, social sciences, statistics, Population studies/demography or any related field.
- A Postgraduate training in Monitoring and Evaluation from a recognized university/Institution.
- Minimum of three (3) years' experience working in a health service institution or development NGO with a focus on MEAL processes.
- Good Knowledge of monitoring and evaluation methodology and report writing.
- Good analytical capacity for qualitative and quantitative information.
- Experience in coordinating the process of data collection in addition to experience in managing and preserving the data through android device.
- Experience in tracking project progress against objectives, preparation of Log-frames, and project indicators.
- Good working knowledge of Microsoft Applications (Word, Excel, Access, PowerPoint etc.)
- Key MEAL officer characteristics: Organized, available, good learner, diplomatic and able to work as a part of the team. On the other hand, the officer must have the ability to take initiative and work independently.

- Previous field experience in assessments, data gathering, interviews, and Knowledge acquired in any of the following fields: health sector, health care services at national and community level.

4. DOCUMENTATION AND COMMUNICATION OFFICER – 1 VACANCY – PART TIME BASIS

Location: Mbale City with constant travel to Project areas.

Reports to: Communications Manager and or Project Coordinator.

Job Summary:

Develop and implement effective communications activities for external customers and stakeholders. Write and optimize content for the website, digital newsletters, print publications and social networking sites. Ensure consistency in terms of voice, branding, messaging and frequency of posting via digital channels.

KEY ROLES AND RESPONSIBILITIES

The communications officer will be responsible for

- I. Collaborating with project implementation team to develop and implement an effective communications strategy based on targeted audience.
- II. Writing, editing, and distributing project content, including publications, press releases, website content, annual reports, activity engagements, and significant change stories, that communicates the project's activities.
- III. Managing ongoing discussions on key prevailing issues using twitter spaces and other social media engagements
- IV. Responding to media inquiries and arrange interviews for the project.
- V. Taking photos, capture interviews, videos and produce them into short, summary videos, especially during public events, outreach and meetings.
- VI. Supporting live streaming of the project's events.
- VII. Creating daily social media posts in line with project goals and share them on all the project's social media platforms.
- VIII. Establishing and maintaining effective relationships with journalists, and maintain a media database.

- IX. Maintaining records of media coverage and collate analytics and metrics.
- X. Assisting in conducting daily media reviews to identify articles relevant to the work of the project.
- XI. Taking custody of all communications and branding materials and equipment and ensuring their effective and efficient use.
- XII. Coordinating production of various customized information products including audio/visual communication for the project.
- XIII. Managing and adhering to all branding requirements and visibility of the project...
- XIV. Designing activity and campaign: graphic posters, fliers, and brochures.
- XV. And any other duty as may be assigned by the supervisor.

QUALIFICATIONS AND PERSONS SPECIFICATIONS

- Should have a bachelor's of Journalism or Mass communication or related field from a recognised institution.
- A postgraduate training in communication or journalism and relevant experiences in the similar or related assignments will be an **added advantage**.
- High skills and knowledge of use of ICT equipment.
- Excellent verbal, written, and interpersonal skills.
- Good time management and organizational skills.
- Proficient in Microsoft Office, content management systems, and social media platforms
- Knowledge of different aspects of public information and communication
- Proficiency in design and publishing software
- Ability to conceptualize, design and implement major information campaigns.
- Ability to rapidly analyze and integrate diverse information from varied sources.
- Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships.

- Ability to produce a variety of written and visual communications products in a clear, and concise style.

5. DRIVER – 1 VACANCY

Location: Mbale City with constant travel to Project area

Reports to: HR and Administration Manager

Responsible for: None

Job Summary: Support the project work through driving of project officials, partners and stakeholder to and from project work. Support the project team through making errands and deliveries as direct.

KEY ROLES AND RESPONSIBILITIES

The driver will be responsible for;

- i) Providing transport service to Project staff, visitors and stakeholders as may be assigned.
- ii) Ensuring that project vehicle policy is strictly adhered to in vehicle management.
- iii) Keeping assigned vehicle clean and insuring that it is properly handled, kept in good condition and usable at all times.
- iv) Implementing daily, weekly, and monthly vehicle maintenance checks and work with the administration manager to have all vehicles maintained in a safe working condition
- v) Ensuring that the vehicle has enough fuel before embarking on transport service or heading for a field trip.
- vi) Keeping correct/proper and neatly recorded vehicle log sheets and submit to the supervisor on monthly basis for review, checking and feedback.
- vii) Ensuring that the vehicle is used for the intended/assigned purpose in accordance with the prior authorisation given by the supervisor.
- viii) Reporting in writing on any maintenance need (minor/major) to the supervisor timely and accurately.
- ix) Reporting any accident immediately to the supervisor as appropriate.

- x) Ensuring that the car is equipped with First Aid kit at all times
- xi) Following-up vehicle related issues with the police and insurance companies as per instructions,
- xii) Delivering messages/post to other offices as per instructions.
- xiii) Assuming other relevant responsibilities as instructed by supervisor.

PERSON QUALIFICATIONS AND SPECIFICATIONS.

- A minimum of Uganda Certificate of Education or equivalent.
- A clean and valid driver's License.
- Previous Driving Experience of 3-5 years – preferably with NGO.
- Ability to communicate, write and read in English.
- Experience of basic auto mechanic skills.
- Time management and organizational skills to keep track of deliveries and stay on schedule.
- Exceptional communication and interpersonal skills to interact with internal and external clients.

How to apply:

Interested candidates should submit their CV along with a cover letter detailing their relevant experience to uyahfchanel@gmail.com and copy to : vmuhenda@uyahf.com and jnakato@uyahf.com Please include job applied for in the subject line of the mail. Only shortlisted candidates will be contacted for interviews. **Deadline is 25th October 2024.**

UYAHF is an equal opportunity employer. We encourage applications from individuals regardless of gender, ethnicity, or disability status.