



## **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)

**13<sup>th</sup> February 2025**

### **JOB DESCRIPTION AND PERSON SPECIFICATIONS FOR ADH CLINIC MBALE STAFF.**

#### **1. CLINICAL OFFICER**

**Location:** ADH Clinical – Mbale City.

**Reports to:** IEHS Project Coordinator – UYAHF.

**Responsible for:** Laboratory Technician, Midwife, and Nurse.

**Job Summary:** To ensure delivery of effective and efficient health services at the facility while maintaining a high quality of clinical and integrating key approaches that range from human rights-based approach, gender transformative and youth friendly services.

#### **Key Roles and Responsibilities**

- i. Diagnosing, treating and managing patients at the clinic.
- ii. Planning and budgeting for health services delivery activities at the Facility.
- iii. Managing and accounting for allocated medical, fiscal and other resources;
- iv. Overseeing the functioning of health management information system including regular updating, analysis and sharing the periodical reports;
- v. Overseeing regular maintenance of the unit infrastructure and equipment;
- vi. Co-coordinating the procurement of equipment, medicines and other supplies for the Health facility;
- vii. Carrying out human resource management functions like identifying manpower needs training, leave and performance appraisal;



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- viii. Coordinating the implementation of the Uganda National Minimum Health Care Package;
- ix. Ensuring adherence to Professional Conduct and Ethics;
- x. Overseeing the operationalization of the Occupation Health and Safety Policy and Guidelines.
- xi. Prepare and submit periodical reports and whenever they are required.
- xii. Co-ordinate the provision of Continuous Professional Development.
- xiii. Any other duty as maybe assigned.

### **PERSON SPECIFICATIONS**

- Must have a Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution.
- Have at least two (2) years of proven clinical working experience.
- Must be registered and licensed with the Allied Health Professionals Council.
- Training in management is an added advantage.

### **2. LABARATORY TEECHNICIAN – I VACANCY**

**Location:** ADH Clinic – Mbale City.

**Reports to:** Clinical Officer.

**Job Summary:** To provide laboratory diagnostic services and ensure quality control in health facilities.

**Key Responsibilities:**



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- i. Collect, process, and analyze laboratory samples.
- ii. Maintain and calibrate laboratory equipment.
- iii. Ensure proper storage and management of laboratory reagents and supplies.
- iv. Prepare and submit laboratory reports.
- v. Maintain cleanliness and safety in the laboratory environment.

### **QUALIFICATIONS:**

- Diploma in Medical Laboratory Technology.
- Registration with the Allied Health Professionals Council and hold a valid annual practicing certificate.
- At least 1 year of experience in a diagnostic laboratory

### **3. FACILITY NURSE – I VACANCY**

**Location:** ADH Clinic – Mbale City.

**Reports to:** Clinical Officer.

**Job Summary:** To carry out day today activities of patient / client care

#### **Key Duties and Responsibilities**

- i. Participate in continuous coverage on wards/units
- ii. Administer treatment as prescribed
- iii. Carry out nursing procedures.
- iv. Carry out observations, keep proper records and ensure their safe custody.

**UYAHF**



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- v. Participate in ward rounds.
- vi. Receive and register patients/clients.
- vii. Adhere to aseptic procedures
- viii. Adhere to ethical professional conduct.
- ix. Carry out health education
- x. Participate in primary health care activities

**QUALIFICATIONS**

- Must have Enrolled/Registered Nursing Certificate from a recognized Institution.
- Must be Enrolled with the UNMC and hold a valid practicing license.
- Atleast two (2) years of working experience in health service delivery.