

VACANCY ANNOUNCEMENT

JOINT CLINICAL RESEARCH CENTRE



The Joint Clinical Research Centre (JCRC) is an indigenous medical organization that was established in 1991 as a limited liability not-for-profit Joint venture between the Uganda Ministry of Health (MoH), Ministry of Defense and Makerere University Medical School (now Makerere University College of Health Sciences). JCRC is located on plot 101 Lubowa Hill Off Entebbe Road P.O. Box 10005 Kampala.

Joint Clinical Research Centre seeks dynamic, motivated, and innovative candidates for the position of Data Clerk in the LPHS North & Southwest project based in Kigezi.

JOB ADVERT

Job Title: Knowledge Management and Communication Advisor

Reports to: Monitoring, Evaluation and Learning Director

Contract Duration: 03 months renewable

Number of positions: 01

Location: Kabale

Joint Clinical Research Centre Profile:

Joint Clinical Research Centre (JCRC) is a Centre of Excellence that was started in 1990 to address the very serious problem of HIV/AIDS, which was at its peak by that time. The institution is a limited liability, not for profit, Non-Governmental Organisation (NGO), which was initiated by a collaborative effort of: Ministry of Health, Ministry of Defence and Makerere University Medical School (currently College of Health Sciences).

About the Project:

Local Partner Health Services – North & Southwest is a 2-year Activity implemented by Joint Clinical Research Centre (JCRC). The Activity aims to support the continuation of technical assistance for the implementation of a district-based, integrated package of quality HIV/AIDS, TB, Malaria, MNCH services and Global Health Security to the beneficiary population in North & Southwest regions. The main goal of the activity is to increase the availability, accessibility and utilization of quality, integrated HIV, TB, Malaria, MNCH services and Global Health Security.

Job Summary:

The Knowledge Management and Communications Advisor shall work with the regional team in Kigezi and Ankole to plan, organize and lead the implementation of knowledge management and

communication activities. S/he will participate in the development of innovative methods of knowledge exchange across the project, dissemination of project activities, best practices, and lessons learned. To develop, implement and identify strategies in communication and knowledge management for the promotion of a positive organizational image for LPHS North and Southwest Project.

Roles and Responsibilities:

- Work closely with senior project management to determine project knowledge management priorities and provide technical support for all Project knowledge management activities.
- Serve as point of contact and interact independently with project field-based colleagues on the production of knowledge management deliverables and keep senior project management apprised of activity progress.
- Ensure that knowledge management activities are implemented according to approved Branding & Marking plan; provide TA to other Staff and Partners on those standards; and review/assess performance against standards.
- Synthesize and share lessons learned in effective knowledge management strategies and activities.
- Contribute knowledge management content to new project opportunities.
- Support the synthesis and curation of evidence and experience emerging from the project's programming and routine data analysis.
- Work closely with science writers, editors, designers, and language translation specialists to produce high-quality, audience-appropriate print and digital knowledge products, including peer-reviewed publications, blog posts, photo essays, Newsletters, technical briefs, reports and fact sheets; conference abstracts and presentations; and training materials and other technical tools.
- Coordinate virtual and, where appropriate, in-person learning exchange activities.
- Support the development and execution of communications and dissemination strategies for implemented projects, including liaising with JCRC corporate communications teams' communications team, and other strategic partners.
- Contribute to the preparation of annual work plans and progress reports in a timely fashion for submission to DOS including developing infographic pieces.
- Ensure timely development and completion of project knowledge management deliverables.

- Provide support to collaborating partners with the development of knowledge management deliverables.
- Stay abreast of relevant health science and evidence-based practices and ensure knowledge products reflect and promote the latest evidence to JCRC staff and Partners.

Minimum Qualifications

- The applicant must hold a Bachelor's Degree in Mass Communication, Journalism, Public Relations or other related qualifications is required.
- At least three years of relevant knowledge management experience, including experience with Donor-funded global health projects.
- Demonstrated ability to manage projects, set realistic priorities, and plan for the successful implementation of activities.
- Experience working in a fast-paced environment, juggling multiple priorities.
- Experience working with PEPFAR supported organizations is an added advantage
- Highly proficient writing and verbal communication skills; adept at cross-cultural communication. Must be able to read, write, and speak fluent English. Must be proficient at Microsoft Office, graphic designing and should be a good photographer.

How to apply

All applications must be addressed to; The Manager Human Resource & Development at Joint Clinical Research Centre, Plot 101 Lubowa Campus off Entebbe Road, P.O Box 10005, Kampala-Uganda. Email: jobs@jcrc.org.ug Strictly two documents combined in one PDF are required (Application letter and CV not exceeding 6 pages).

Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification

Closing Date: 12th April 2026