

JOINT CLINICAL RESEARCH CENTRE

JOB ADVERT



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 (JCRC) seeks to recruit competent, dynamic, motivated and innovative candidates for the following positions;

Job Title: **Senior Monitoring and Evaluation Officer**

Job Summary:

The Senior M&E Officer will lead the design, implementation, and quality assurance of monitoring, evaluation, and learning (MEL) activities for the Global Health Security (GHS) portfolio in Uganda, with a strong focus on Ebola Virus Disease (EVD) epidemic preparedness, detection, and response. The officer will build and run a results-focused M&E system that tracks the timeliness and quality of outbreak detection, investigation and response; generates reliable data for decision-making by the Ministry of Health, districts and partners; meets donor reporting requirements; strengthens JCRC and district capacity; and supports compliance with donor, government and JCRC requirements.

Duties and responsibilities

- Develop, maintain and operationalize the M&E plan, results framework and indicator reference sheets, aligned to IHR (2005) core capacities, the Joint External Evaluation (JEE), the National Action Plan for Health Security and donor requirements.
- Track preparedness, detection and response indicators (e.g. timeliness of alert notification, investigation and response, contact follow-up, laboratory turnaround, IPC readiness, points-of-entry screening, risk communication).
- Strengthen data collection, flow and use across districts, Regional Public Health Emergency Operations Centres (RPHEOCs) and national systems (e.g. DHIS2, eIDSR, laboratory information systems); develop dashboards for real-time and routine decision-making.
- Plan and lead routine data quality assessments, data reviews and supportive supervision; ensure data protection and ethical standards are upheld.
- Rapidly set up or scale M&E and reporting during EVD alerts and outbreaks, including situation reports, response performance tracking and daily/weekly data reviews.
- Design and conduct after-action reviews, simulation exercise evaluations, assessments and operational research; lead the learning agenda and translate findings into program

improvements. Maintain action trackers, document lessons and good practices, and promote adaptive management and continuous improvement

- Analyze and visualize indicator trends, alert-to-investigation timelines, readiness gaps, geographic coverage and response performance; provide concise briefs and recommendations to incident management and programme leadership.
- Prepare high-quality weekly, monthly, quarterly and emergency reports, briefs, success stories and lessons learned and presentations for timely donor, Ministry of Health
- Conduct data-quality assessments, verification, cleaning and triangulation; investigate reporting gaps and implement corrective actions with districts, health facilities, laboratories
- Build the M&E skills of district teams and other partner staff in on indicators, digital tools, surveillance/M&E integration, data quality, analysis and data use; participate in relevant technical working groups and coordination forums.
- Perform other duties as assigned by the supervisor.

Qualifications and skills required

- The ideal candidate must possess a Master's degree in public health, Epidemiology, Biostatistics/Statistics, Health Informatics, Population Studies, Development Studies or a related field, from a recognized institution. A relevant bachelor's degree with substantial advanced M&E experience may be considered
- Postgraduate training in M&E or a Field Epidemiology Training Program (FETP) in outbreak analytics, field epidemiology, surveillance, research methods, data management, is an added advantage.
- At least 7 years of progressively responsible M&E, epidemiology, surveillance or public-health programme experience, including at least 3 years years in epidemic preparedness and response, health security, or surveillance (EVD/viral haemorrhagic fevers or other epidemic-prone diseases).
- Demonstrated experience supporting infectious disease emergency preparedness or response, preferably viral haemorrhagic fevers/EVD or comparable outbreaks, and working with government, districts, donors and implementing partners.
- Proven experience in results frameworks, indicator management, data-quality assurance, evaluation, quantitative analysis, dashboards and donor reporting in complex, multi-partner programmes.
- Experience with donor-funded programmes (e.g. CDC, WHO, Africa CDC, or similar) and their reporting requirements.
- Experience working with the Uganda health system, Ministry of Health, districts and PHEOCs; experience supervising a team is an added advantage.
- Sound knowledge of IHR (2005), JEE, IDSR, PHEOC operations and outbreak performance metrics (e.g. the 7-1-7 targets); strong knowledge of surveillance and emergency-response information flows
- Advanced Excel; proficiency in R, Stata or SPSS; DHIS2; dashboarding (Power BI/Tableau); experience with DHIS2 and mobile data platforms (KoboToolbox/ODK).
- Excellent technical writing and presentation skills for technical, policy and lay audiences.
- Strong coordination, mentoring and stakeholder-engagement skills
- Fluent in English; knowledge of a local Ugandan language is an added advantage

Job Title: Monitoring and Evaluation Officer

Reports to: Monitoring and Evaluation Advisor

Job Summary

Under the leadership of the M&E Advisor, the M&E Officer oversees data collection and reporting within an assigned cluster or district, working with facility data clerks and the M&E Assistant to ensure complete, high-quality project data is collected and reported on schedule. The Officer leads facility, district and cluster-level capacity building and drives strategies to improve data demand and use for program performance.

Key Performance Indicators and Targets

- 100% of supported facilities submit complete routine reports into DHIS2, Prevention Tracker, TBINFO and other required systems by the prescribed deadlines for each reporting period.
- Conduct and document data verification or reconciliation for 100% of supported facilities at least quarterly; resolve or formally escalate at least 90% of identified discrepancies within 10 working days.
- Provide documented mentorship or support supervision to every assigned data clerk and the M&E Assistant at least once per quarter, with at least 90% of agreed corrective actions completed by the next follow-up.
- Deliver at least one targeted HMIS, DHIS2, dashboard, data visualization, or data-quality capacity-building session per district each quarter, with at least 90% of participants demonstrating improved competency through post-session assessment or practical review.
- Produce and present an updated district/cluster performance dashboard or analytical summary at least twice a month and facilitate quarterly district review meetings in 100% of assigned districts with documented decisions and action trackers.
- Submit 100% of required district/cluster quarterly reports by the agreed deadline, with all mandatory indicators, milestone analyses, data-quality findings, explanations for performance gaps, and prioritized actions included.
- Review EMR/database functionality and data-entry practices at all supported sites weekly; log 100% of identified data quality issues and ensure at least 95% are resolved within the agreed timeline.

Duties and responsibilities

- Coordinate timely, consistent data collection and reporting from supported health facilities into DHIS2, Prevention tracker, TBINFO, eCBSS and other MOH systems.
- Lead capacity building for district and facility teams on HMIS strengthening, data collection, entry and quality improvement, including DHIS2 use, dashboards and data visualization

- Supervise and mentor the M&E Assistant and facility data clerks within the assigned cluster/district.
- Summarize and present performance data relating to milestone performance to district teams regularly, and participate in Quality Improvement meetings.
- Lead the reconciliation and troubleshooting of data discrepancies across all the MOH reporting systems.
- Facilitate quarterly district- and facility-level review meetings to support data interpretation and use.
- Lead generation of quarterly district reports and support audit tool updates, quality assurance, and review meetings.
- Provide oversight of EMR/database functionality and data entry practices at supported sites.
- Represent the project in facility and district technical and programmatic meetings.
- Perform other duties as assigned by the supervisor.

Qualifications and skills required

- The ideal candidate must possess a Bachelor's degree in Statistics, Quantitative Economics, IT, Demography or a related field
- Additional training in data management is an added advantage
- At least five years of experience in data management, including supervisory or coordination experience
- Experience navigating DHIS2 and other MOH data requirements
- Experience supporting TB or TB/HIV district data systems is an added advantage
- Experience and knowledge of audit tools.
- Strong interpersonal and team leadership skills

Position: Continuous Quality Improvement (CQI) Advisor

Reports To: Director Monitoring and Evaluation

Directly Supervises: None

Job Summary

Under the supervision of the Director Monitoring and Evaluation, the Quality Improvement (QI) / Integration Advisor provides technical leadership in designing, implementing, and monitoring continuous quality improvement (CQI) initiatives across supported facilities and districts, and leads implementation of the Activity's health integration agenda. The Advisor works closely with technical teams, site staff, District Health Teams (DHTs), and the MoH to strengthen service quality, embed QI approaches in HIV/TB and related programming, and build local capacity for sustainable, data-driven quality improvement

Duties and responsibilities

- Strengthening district and facility QI structures, including QI committees, focal persons and coaching systems, and using QI maturity assessments to guide institutional strengthening.
- Design and lead QI collaboratives that target stalled HIV, TB and maternal, newborn and child health (MNCH) indicators, selecting facilities by caseload and persistent poor performance so that high-impact sites are reached without leaving smaller underperforming facilities behind.

- Establish, orient and performance-manage district QI coaches; standardize coaching guides, deliverables, visit schedules and documentation requirements.
- Guide facility teams to develop clear problem statements, conduct root cause analyses, open QI projects and apply the Model for Improvement and Plan-Do-Study-Act cycles.
- Synthesize successful change ideas into practical change packages and coordinate spread to comparable sites and service areas.
- Lead implementation of the Activity's health integration agenda in the region, working with technical advisors, DHTs and the MoH to strengthen integrated service delivery at supported facilities.
- Work with technical teams and facilities to map client pathways, strengthen pre-clinic preparation and service tagging, improve referral and linkage systems, and ensure eligible clients receive all due services during each encounter.
- Promote systematic use of client feedback, including routine client satisfaction and feedback information, to identify service-quality gaps and track corrective actions.
- Ensure QI interventions are feasible within routine government systems and promote ownership by District Health Teams and facility leadership.
- Collaborate with the M&E team to ensure complete, timely, and accurate entry of QI projects, coaching data, and results into approved national and project databases.
- Review audit-tool findings, dashboards and outcome and process indicators; identify low-performing sites, verify data quality and direct targeted coaching and mentorship.
- Coordinate with DBTs and synthesize root cause analyses and external quality assessments, develop action plans with accountable owners and timelines, and track actions to closure.
- Participate in project performance-review meetings and provide documented technical guidance on change ideas and corrective actions for lagging indicators.
- Build the capacity of project staff, district teams, QI coaches and facility teams through continuing professional development, mentorship, coaching and peer-learning sessions.
- Document lessons, success stories, technical briefs, abstracts, manuscripts and best practices, and maintain a pipeline of events/conferences /tracker for knowledge products and dissemination opportunities.
- Coordinate with UHA and MOH to implement national and donor QI collaborative activities in the region
- Represent the project at national and regional CQI Technical Working Groups

Key Performance Indicators and Targets

- At least 85% of facilities enrolled in a QI collaborative maintain at least one active, documented QI project; 100% of priority facilities receive the scheduled monthly coaching visit.
- At least 80% of collaborative facilities demonstrate improvement from baseline in the selected process or outcome indicator by the end of each improvement cycle, with regional performance reaching the agreed project target for the prioritized indicator.
- $\geq 90\%$ of facilities holding weekly pre-clinic preparatory meetings, $\geq 90\%$ regional performance on the All Services indicator
- $\geq 90\%$ client satisfaction across the region; 100% of the monthly RCSFI interview target reached; $\geq 80\%$ of facilities with an RCSFI-based action plan documented in the dashboard.
- Conduct and document at least two priority root cause analyses per review period; at least 80% of agreed RCA and actions are completed by the due date.
- $\geq 85\%$ of participating facilities running at least one QI project tracked in the CQI database; 100% of districts holding monthly district QI committee meetings.
- $\geq 90\%$ of scheduled monthly district QI coach visits completed and recorded in the database;
- At least 5 QI CPD sessions delivered to the program team on topics such as the Model for Improvement, measuring improvement, and QI tools, etc
- At least 10 abstracts submitted to national and international conferences, with $\geq 30\%$ accepted; at least 2 success stories per quarterly report.

Qualifications, Skills and Experience

- The ideal candidate must possess a Bachelor's degree in Medicine and Surgery, or Nursing; a related Master's degree is an added advantage
- Experience in comprehensive HIV/AIDS/TB care and support services
- At least seven years of experience as a medical professional, including four years managing QI initiatives in a reputable organization
- Good knowledge of project planning principles and donor guidelines, with a strong understanding of quality improvement approaches to HIV interventions
- Demonstrated ability to build the capacity of health workers in HIV/AIDS programming and quality improvement

Job Title: Monitoring and Evaluation Assistant

Reports to: Monitoring and Evaluation Advisor

Job Purpose:

Under the leadership of the MEL Advisor, M&E Assistant will work with the cluster team members, the health facility data clerks, to ensure that clean and complete project data is collected weekly, monthly, quarterly, semi-annually, and annually is collected and reported in a timely manner in the respective data management systems. He/she will implement strategies for improved data demand and utilization at the facility and district level for improved program performance.

Duties and responsibilities.

- Ensure timely and consistent data collection and reporting from all health facilities in appropriate systems with the PEPFAR MER indicators and their data sources into PEPFAR Uganda Data Management System (HIBRID) weekly and monthly donor High-Frequency reporting requirements and MOH into the District Health Information System Ver 2.
- Strengthen health facility data collection, quality, analysis, and use for micro-planning and decision-making, through training and supportive supervision
- Summarize and present performance data to the district teams on weekly, monthly, and quarterly intervals.
- Participating in Quality Improvement meetings at district and facility levels where possible.
- Train, mentor, and coach data clerks health facilities to use, and link EMR, MOH DHIS2, and any other relevant databases to produce PEPFAR-required data for reporting
- Implement strategies for scale-up of patient unique identifiers for patients to inform national scale-up of the program
- Training and support the districts, health sub-districts, and facilities in data management systems, including DHIS2, data entry, generating data queries, data visualizations, pivot tables, DHIS2 data validation rules and analysis, report management, district/facility dashboards, etc.

- Facilitate the interpretation and use of M&E data, through the quarterly district level and facility level review meetings between the project, the district health team and health care workers
- Facilitate implementation of capacity building through workshops and on the job trainings on HMIS strengthening, data collection and reporting, conducting data quality audits and subsequent data quality improvement for districts HMIS/ District Biostatisticians, data clerks and the health workers
- Troubleshoot data-related problems, work to reconcile/clean inconsistencies in weekly, monthly, quarterly data reports from project-supported health facilities in DHIS2, HIBRID and KP/PP combination tracker
- Ensure utilization of standard operating procedures and data collection tools, systems, guidelines by health facility staff and data clerks to ensure harmonized data collection approaches across supported facilities and districts that promote completeness and accuracy.
- Provide technical support to data clerks at the facilities ensure high quality record keeping at health facilities
- Ensure that data collections tools are available at the facilities and of the appropriate latest nationally approved versions.
- Provide technical support to data clerks at the facilities ensure on-time data entries into patient electronic medical records system (EMR).
- Provide onsite support in the maintenance, troubleshooting of the patient level Electronic Medical Record (EMR)/data bases at the supported sites
- Utilize the approved tools and processes for data visualization and use
- Respond to requests for standard and ad hoc data reports as required in a timely manner
- Work closely with district and facility teams to implement the work plans, focusing on meeting data and analytical needs
- Take Lead on generation of the quarterly district reports
- Support audit tool updates at site level, quality assurance and merging to produce district audit tool
- Support audit tool review meetings at both facility and district level
- Represent JCRC in facility and district technical and programmatic meetings
- Any other duties as assigned by the immediate supervisor.

Job Qualification/ Requirement:

- The ideal candidate must possess a Bachelor's degree in Statistics, Quantitative Economics, IT or relevant field
- Additional training in data management packages is an added advantage
- Five years of experience in data management.
- Experience in navigation of DHIS2 and USG data requirements.
- Previous experience in supporting busy TB, TB/HIV district data systems is an added advantage
- Good interpersonal skills and can work in teams.

Position: Knowledge Management and Communications Advisor

Reports To: Director Monitoring and Evaluation

Job Summary

The Knowledge Management and Communications Advisor will provide strategic and technical leadership in the planning and implementation of knowledge management and communication activities in the Project. S/he will develop innovative approaches for knowledge sharing, organizational learning, and the documentation and dissemination of project achievements, best practices, and lessons learned. The Advisor will also design and implement communication strategies that strengthen stakeholder engagement, enhance project visibility, and promote a positive organizational image for JCRC and the project.

Duties and responsibilities

- Work with senior project management to set KM priorities, provide technical support, and ensure timely delivery of all project knowledge management activities and deliverables.
- Act as primary point of contact with field-based colleagues and partners, coordinating KM deliverables and keeping leadership updated on progress.
- Ensure KM work complies with Branding & Marking standards, providing technical assistance and performance reviews to staff and partners.
- Produce high-quality print/digital knowledge products (publications, briefs, reports, newsletters, training materials, etc.) in collaboration with writers, editors, designers, and translators.
- Support communications and dissemination strategy execution, including liaising with corporate communications teams and strategic partners.
- Capture and share lessons learned, synthesize evidence/data from programming, stay current on health science evidence, and coordinate learning exchange activities.
- Contribute KM content and infographics to new project proposals, annual work plans, and progress reports;
- Any other duties as assigned from time to time.

Qualifications, Skills and Experience

- The ideal candidate must hold a Bachelor's Degree in Mass Communication, Journalism, Public Relations or other related qualifications.
- A post graduate qualification in a related field will be of added advantage.
- 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 donor-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 in Microsoft Office, graphic designing and AI applications.
- S/he should be a good photographer.