

- Strong report-writing, communication and facilitation skills.

Desirable

- Experience supporting regional or national referral hospitals.
- Experience working on donor-funded health programmes.
- Experience in health facility construction, renovation or infrastructure projects.
- Experience with WASH in healthcare facilities.
- Knowledge of Uganda Ministry of Health IPC and healthcare waste management guidelines.
- Experience supporting outbreak preparedness and response.
- Training or certification in IPC, environmental health, WASH or healthcare waste management.

Working Conditions

The position will involve office-based work as well as frequent travel to health facilities and project sites. The Advisor should be prepared to work in rural, remote and hard-to-reach areas of Uganda.

The role may require work outside normal working hours during outbreaks, emergency response activities, training events, facility assessments and other critical project activities.

Job Title: Capacity Building Advisor

Department: Transition and Sustainability

Reports To: Health Systems Strengthening Advisor

Supervises: None

Job Purpose

The Capacity Building Advisor will lead the design, coordination, implementation and monitoring of capacity-building interventions aimed at strengthening the skills, systems, leadership and institutional capacity

The Advisor will work closely with Project departments and staff, project Counter parts and health facilities to identify capacity gaps and develop practical, sustainable approaches to address them.

The position will ensure that capacity-building activities are aligned with national priorities, project objectives and the needs of supported institutions and health facilities.

Main Roles and Responsibilities

Capacity Needs Assessment

- Conduct organizational and individual capacity needs assessments.
- Identify knowledge, skills, performance and system gaps among health workers, managers and institutions.
- Work with project to prioritize capacity-building needs based on service delivery gaps and performance data.
- Develop capacity assessment tools, methodologies and frameworks.
- Analyze assessment findings and develop appropriate interventions.

Capacity Building Strategy and Planning

- Develop and implement project capacity-building strategies and plans.
- Design structured capacity-building approaches that combine training, mentorship, coaching, supportive supervision and peer learning.
- Develop annual, quarterly and activity-based capacity-building work plans.
- Ensure capacity-building activities are aligned with national health sector priorities and project requirements.
- Promote sustainable approaches that strengthen existing government systems rather than creating parallel structures.

Training and Mentorship

- Design and facilitate training programmes for health workers, managers and other stakeholders.
- Develop training materials, job aids, mentorship guides and other learning resources.
- Coordinate technical experts and facilitators involved in capacity-building activities.
- Provide mentorship and coaching to District Health Teams and health facility teams.
- Support on-the-job learning and continuous professional development.
- Organize communities of practice, learning sessions and experience-sharing forums.

Institutional and Systems Strengthening

- Support strengthening of organizational structures, processes and management systems.
- Build capacity of project Health Teams and health facilities in planning, implementation, monitoring and performance improvement.
- Strengthen leadership, governance, supervision and accountability systems.
- Support development and institutionalization of standard operating procedures, guidelines and tools.
- Promote knowledge management and institutional learning.
- Support transition and sustainability planning to ensure capacity remains after project support ends.

Coordination and Stakeholder Engagement

- Work closely with the Ministry of Health and relevant government departments.
- Coordinate with project Health Teams, District Health Teams and health facility leadership.
- Collaborate with professional bodies and other stakeholders.
- Participate in technical working groups, coordination meetings and stakeholder forums.
- Ensure capacity-building interventions are coordinated and avoid duplication.

Monitoring, Evaluation and Learning

- Develop indicators for measuring capacity-building outputs, outcomes and impact.
- Monitor implementation of capacity-building activities against approved plans.
- Assess changes in knowledge, skills, confidence and performance following capacity-building interventions.
- Use routine programme data and performance dashboards to identify areas requiring additional support.
- Document lessons learned, best practices and successful approaches.
- Conduct post-training follow-up and supportive supervision to assess application of knowledge and skills.
- Contribute to project learning and adaptive management.

Technical Assistance

- Provide technical assistance to project Health Teams and health facilities.

- Identify performance gaps requiring targeted technical support.
- Develop improvement plans with relevant stakeholders.
- Provide hands-on support to strengthen implementation and problem-solving.
- Support teams to apply new knowledge and skills within their routine work.
- Ensure technical assistance is responsive to local needs and context.

Documentation and Reporting

- Prepare weekly, monthly, quarterly and annual capacity-building reports.
- Document training, mentorship and coaching activities.
- Maintain accurate records of participants, training outputs and follow-up actions.
- Prepare success stories, case studies and learning briefs.
- Contribute to donor and project reports.
- Maintain a database or tracking system for capacity-building activities and results.

Qualifications and Experience

Essential

- Bachelor's Degree in Health Sciences, Public Health, Education, Social Sciences, Management, Human Resources Development or a related field.
- A Master's Degree in Public Health, Health Systems Management, Organizational Development, Education, Management or a related field is an added advantage.
- At least **5 years of relevant professional experience** in capacity building, health systems strengthening, organizational development, training or technical assistance.
- Demonstrated experience designing and implementing capacity-building programmes.
- Experience working with the Uganda health system, including Ministry of Health, local governments, District Health Teams and health facilities.
- Experience in training, mentorship, coaching and supportive supervision.
- Strong report-writing and documentation skills.
- Good computer skills, including Microsoft Office applications.

Desirable

- Experience working on USAID, Global Fund, PEPFAR, World Bank or other donor-funded health programmes.
- Experience supporting health facilities and district health systems.
- Experience in HIV/AIDS, TB, malaria, maternal and child health, health systems strengthening or other relevant health programmes.
- Experience using performance data to identify capacity gaps and guide technical assistance.
- Training or certification in adult learning, instructional design, coaching or organizational development.

Position: Supply Chain Advisor

Reports to: Health Systems Strengthening Advisor

Supervises: None

Description

Job Purpose