

- Develop and implement a procurement monitoring and evaluation systems.
- Prepare and submit periodic reports on procurement activities and performance to Management.
- Provide access to records to the Auditors as may be required and provide responses to audit or any other queries promptly.

Risk and Compliance Management

- Develop and implement systems for identifying and mitigating procurement risks as per the JCRC risk management framework.
- Monitor the implementation and execution of vendor contracts.
- Adherence to DOD and JCRC procurement policies and procedures.

Team Management

- Support the staff to develop individual work plans to create visibility and clarity of tasks and track their progress against these plans.
- Develop and implement KPIs for staff, evaluate and assess staff performance regularly.
- Ensure that all staff have individual development programs, and the department has a defined training plan.
- Provide guidance, coaching, and mentoring to department staff.

Minimum Qualifications;

- A Bachelor of Procurement and Logistics Management.
- 5+ years' practical experience which three (3) must have been gained from a supervisory position in a reputable organization in the field of Procurement and Supply management preferably with an INGO, with demonstrable knowledge of Public Procurement Laws of Uganda PPDA and DOD/DOS guidelines and regulations.
- Professional Diploma in Procurement & Supplies CIPS Level 6 or its equivalent is a must.
- A Master's degree in any of the above courses is an added advantage.
- Knowledge of Accounting, proficiency in Excel and Navision or other ERPs is an added advantage
- Thorough knowledge of procurement principles and procedures and attention to details.
- A high degree of integrity and confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- The incumbent must possess excellent communication, team working and good interpersonal skills.

Job Title: Care and Treatment Advisor

Reports to: Technical Director

Directly Supervises: Program Officers

Job Purpose:

The Care & Treatment Advisor will work in collaboration with the program teams to ensure technical soundness of the Care & Treatment program. She/he will provide technical oversight for lifesaving care and treatment services to PLHIV adults, Adolescents and Children within the project facilities and surrounding communities.

Duties and responsibilities.

- Coordinate strategic planning and implementation of strategies aligned to provision of quality HIV Testing & ART linkage, Care & Treatment services for all PLHIV in Care.
- Work with the Community & PSS advisor to coordinate facility & community efforts geared towards targeted HIV case finding & Linkages to ART for PLHIV, ensure standardized appointment tracking & Return to Care systems, MMD, Preferred DSDM, Treatment literacy & PSS support for PLHIV in care.
- Support Viral load & quality of care monitoring and Viral load non-suppression/treatment failure management for all PLHIV.
- Work with the Logistics advisor and program team to ensure optimal availability of clients' ARVs, HIV testing & viral load kits, Quality of Care commodities for access to AHD, Cancer cervix and NCD screening, monitoring and management services for PLHIV in care.
- Participate in routine data analysis, performance review and data usage to inform quality improvement initiatives for adult HIV testing, Care & Treatment services.
- Work with the TB and Prevention/PMTCT-EID advisors to support access to TB & PMTCT/EID services for eligible clients in Care.
- Spearhead development of concepts costed work plans and Activity reports within stipulated timelines.
- Contribute to documentation of Care & Treatment best learnings, success stories and abstracts in the supported facilities.
- Perform any other duties as assigned or coordinated by the supervisor

Job Qualification/ Requirement:

- Bachelor of Medicine & General Surgery or Diploma in Clinical Medicine with Project management/Masters in Public Health as an added advantage
- Recent work experience of a minimum of five years with HIV care and Treatment programs
- Willingness to work and travel in rural settings in Uganda.
- Excellent written, oral communication and presentation skills
- Computer proficiency in word, excel and power point

Job Title: Finance and Operations Manager

Department: Finance and Operations

Duty Station: Kampala

Reports to: Director Finance and Operations

Supervisees: Finance officers, Finance Assistants, Fleet Officer, Stores & Inventory Officer, Administration and Front desk Officer