

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

General Position Summary

The Finance and Operations Manager will be responsible for all aspects of the project's financial, human resources, operations, information technology, and administrative management. He/she will be a strategic thought hands-on and participative leader responsible for the financial and administrative business management of all operations of the project. This position will be responsible for the accounting, financial reporting, budgeting, tax compliance, risk management and audit functions of the project. The position will ensure that there are effective financial and accounting system controls and standards in place and is also responsible for managing the administrative operations of the program.

Essential Job Responsibilities

- Provide strategic leadership to the project, ensuring regional cohesion across finance/operational functions.
- Works closely with the regional program manager, technical staff, and pertinent JCRC regional office staff to ensure project resources are effectively and efficiently budgeted, analyzed, disbursed, monitored and reported in achieving project objectives and results.
- Provide guidance to regional finance and administrative staff members, using well-written and thorough policies, and procedure manuals.
- Support the compliance and external audit exercises of the project.
- Ensure compliance to policies and procedures that are in line with organization and donor requirements, which provide a basis for new staff with an orientation and existing staff refresher training.
- Lead the regional project budget preparation and monitoring, financial management and reporting, accounting, human resources management, procurement, transportation, IT, legal, office management, security and all other administrative and operational functions of the organization. Responsibilities extended to oversight and ensuring compliance of local partners.
- Ensures that adequate and appropriate internal controls are in place, in compliance with DOD policies and procedures, to meet generally recognized accounting standards.
- Develop and implement process improvement plans for to ensure effective and efficient financial controls and operational procedures.
- Keep abreast with the latest trends in financial accounting and share learning with project finance and administrative staff.
- Tracks project expenses to prepare monthly financial reports and annual budget projections to ensure full compliance with DOD and JCRC rules and regulations.
- Develop capacity of team performance and drive for excellence Manages project funds for the appropriate execution of the project.
- Enforce and implement procedures for project financial management, procurement, sub-contracts, and consultant contracts to ensure transparency and good business practices.
- Actively participates and coordinates planning and status meetings to ensure proper implementation of programs and service.
- Provide stewardship of project assets and other resources.
- Any other duties as assigned by the supervisor.

Knowledge, Skills and experience;

- The ideal candidate must have a Master's degree in business, Finance, Accounting, or a similar relevant field majoring in accounting and finance.

- Professional certification, active ACCA or CPA member is a must.
- At least 5 -10 years of progressive and professional experience in finance, operations, administration, logistics and/or HR-related matters for international development activities of similar scope and size of this Activity, of which 5 years must be at Senior managerial level.
- Fluency in financial and project management systems and procedures and demonstrated leadership, management, organizational, and decision-making skills.
- Experience in managing donor-funded projects of similar scope and size as this Activity.
- Previous experience working on DOD or PEPFAR-funded programs.
- Demonstrated experience in risk management and implementation of internal controls for Finance and Grants sections, including establishing and managing financial management and compliance systems and procedures.
- Significant experience in fundraising, and proposal writing skills shall be an added advantage
- Ability to communicate effectively in written and oral form, e.g. in designing policies, writing memos and letters, and in discussions, negotiations and workshop settings
- Strong leadership skills, Proven capacity for analytical and interpretative problem anticipation and solving and Supervisory experience with demonstrated ability to mentor staff through skills development.
- Knowledge of Accounting, proficiency in Excel and Navision or other ERPs is an added advantage

Position: Senior Laboratory Advisor

Reports to: Technical Director

Supervises: None

Description

The Senior Laboratory Advisor will work in collaboration with the program teams and the project senior laboratory team to provide overall technical oversight for implementation of quality laboratory management systems, development and implementation of accreditation roadmap for project laboratories, strengthening laboratory hub network for the project facilities and optimizing the diagnostic capacity of the project laboratories. He/she will work closely with project leadership and collaborate with laboratory national mechanisms/institutions towards Laboratory systems strengthening in project laboratories.

Main Roles and Responsibilities:

- Coordinate with project laboratory team toward establishing and maintaining a strong sample referral and transportation network to improve operational efficiency, improve Turn Around Times (TATs) and improve access to and utilization of laboratory services within the project.
- Conduct assessment of the laboratory capacity in the project facilities and recommend upgrades for infrastructure, equipment, human resource capacity building/training and other health system strengthening in Lab logistics, Laboratory Management Information Systems, and governance among others. Work with the project and project team to implement the recommendations from the assessment.
- Coordinate with project laboratory team to prepare for and mentor sites through a series of accreditation preparatory activities for selected laboratories and ensure maintenance of the acquired accreditation.