

and retention for TB patients and Preventive therapy for clients within supported district/sites in the Ankole region.

Duties and responsibilities.

- Coordinate strategic work planning and implementation of strategies aligned to provision of lifesaving TB and TB/HIV services for adults & Pediatric patients.
- Coordinate with the community advisor, program and site team to implement active TB case finding and retention packages, TB contact tracing and uptake of TB preventive therapy.
- Work with the Laboratory Advisor to support project and site laboratory focal persons optimal utilization of TB diagnostic services.
- Work with program officers to ensure timely MDR TB patient identification and evacuation.
- Work with the Logistics advisor and program/site team to ensure TB commodity security in the project facilities.
- Participate in routine data analysis, performance review and data usage to inform quality improvement initiatives for pediatric and adult TB and TB/HIV services.
- Coordinate and work with the Program officers and site teams to conduct quarterly TB data collection, TB EQA sampling and performance review.
- Spearhead development of concepts costed work plans and Activity reports as per stipulated timelines.
- Contribute to documentation of 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 & Bachelor of 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 TB and TB/HIV programs
- Willingness to work and travel in different regions in Uganda.
- Excellent written, oral communication and presentation skills
- Computer proficiency in word, excel and power point.

Position Title: ICT Officer

Duty Station: Kampala

Reports To: Director Financial Management and Operations

Supervises: None

General Position Summary

The ICT Officer will be responsible for a variety of moderately complex information technology support duties to ensure smooth delivery of the technology department. Monitors, operates or coordinates and assists others in the operation of computer hardware, software and peripherals to achieve desired results. He or she will provide information to project and field-based staffs on established policies and procedures or services provided

Essential Job Responsibilities

1. Technical Support:
 - Resolving software issues
 - Assisting users with technical problems
2. System Monitoring and Maintenance:
 - Monitoring network and system performance
 - Performing regular maintenance tasks like updates and patches
3. Cybersecurity:
 - Managing firewall and security policies.
 - Monitoring and responding to security incidents.
4. Project Management:
 - Coordinating IT projects, ensuring milestones are met.
 - Providing training sessions and support for project-related software.
5. Bill verification and processing for supported facilities, field and office staff
6. Site support
 - Site Internet and Network management.
 - Laboratory IT Support
7. Data Management:
 - Backing up and restoring data as needed.
 - Ensuring data integrity and security.
8. Software Support:
 - Overseeing software deployments and updates.
 - Providing technical support for application issues.
9. Documentation and Reporting:
 - Maintaining IT documentation and inventory.
 - Reporting on IT performance and incidents.
10. Hardware Maintenance and Repairs:
 - Diagnosing and fixing hardware issues with computers, printers, and other peripherals.
 - Setting up new hardware, including computers, servers, and networking equipment.
11. Network Setup and Troubleshooting:
 - Physical installation and maintenance of network cables and hardware.
 - Troubleshooting network connectivity issues that cannot be resolved remotely.
12. Software Installation and Configuration:
 - Installing and configuring software to the machines.
 - Performing software updates and patches
13. User Support:
 - Assisting with issues that users are unable to resolve such as complex software configurations or hardware malfunctions.
14. Plan and budget for the procurement of all IT equipment, Licenses and Software
15. Performs any other duties that may be assigned from time to time.

Qualifications, Skills and Experience

- The Ideal candidate must possess a Minimum of BSc Information Technology from a recognized university
- Computer operations training, or experience in Multi operation system preferred.
- Knowledge in hardware maintenance and repairs
- Minimum of 5 year's IT working experience in an NGO preferably USG Funded is an added advantage.
- Excellent oral and written communication skills
- Proven ability to set priorities, multi-task, and work collaboratively as well as independently.
- Excellent Interpersonal Skills

Position Title: Finance Officer

Duty Station: Kampala

Reports To: Finance and Operations Manager

Supervises: None

Job summary:

Under the direct supervision of the Finance and Operations Manager, the Finance Officer will be responsible for disbursement and ensuring accountability for funds disbursed by the foundation in support of approved activities. He or she will ensure timely first level review of the financial transactions source / support documents for accuracy, reliability, reasonability and completeness; all in compliance with internal Policies and specific donor(s) regulations.

Specific duties and responsibilities include:

- Assist in timely processing, reconciliation and liquidation of staff travel advances.
- Provide first level review of mobile money payments requests and generate the associated output files.
- Submit daily mobile money reports/confirmations to activity coordinators and follow through unpaid transactions as well as daily reconciliations of all disbursements for supported activities.
- Maintain and update data base of all mobile money payment schedules
- Provide the first level packaging and reviewing of vendors' payments requests.
- Perform field paperwork verifications to ensure attainment of value for money.
- Support transactions capturing in quick books as may be assigned
- Ensure proper and initial coding of all expenses.
- Ensure that all the finance transactions support documents are stamped paid, scanned and sequentially filed.
- Support end-month closure activities, including performing bank reconciliations.
- Participate in monthly balance sheet reconciliation.
- Provide operations support by participating in quarterly inventory counts and assets verification processes.
- Perform any other work-related duties/tasks as may be assigned from time to time.

Required Qualifications

- The ideal candidate for the job placement must hold a bachelor's degree in accounting or finance. Membership to professional Accounting bodies such as CPA, ACCA will be an added advantage
- At least 3-year relevant work experience preferably in a busy NGO environment.
- Knowledge of USG/DOS rules and regulations will be an added advantage.