

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: **Monitoring and Evaluation Advisor**
Supervisor Title: Director Monitoring, Evaluation & Learning
Supervises: Monitoring and Evaluation Officers

Job Summary:

Under the overall direction of the Director Monitoring and Evaluation, the Monitoring and Evaluation advisor will provide operational leadership for implementation of the DHAPP Monitoring, Evaluation and Learning framework and ensure that project performance is effectively monitored, analysed, reported and utilized for decision-making. He/she will ensure functionality of systems to measure and document program process, outputs and impact results by routinely and systematically collecting and analysing program data and presenting program results to project staff, and donors.

The MEL Advisor will lead routine monitoring of project implementation against approved workplans, contract deliverables, transition milestones, performance indicators and technical targets across all project components. The position will ensure that high-quality data are available to support performance improvement, accountability, adaptive management and reporting to DHAPP project leadership, the Ministry of Health and other project stakeholders. The incumbent will directly supervise Monitoring and Evaluation Officers and coordinate monitoring activities across HIV, TB, laboratory systems, supply chain, digital health, community systems, workforce development, quality improvement and health systems strengthening interventions implemented across the 69 project -supported health facilities.

Duties and responsibilities

Project M&E systems

- Coordinate and work with other project staff (Technical advisors and officers) to design, implement and manage a robust project M&E system.
- Participate in the development and review process of the project's Activity Monitoring, Evaluation and Learning Plan (AMELP).
- Conduct frequent and routine data verification and quality assessment exercises as per project requirements and follow up corrective actions resulting from the assessment.

- Support planning and implementation of baseline, midterm, endline, and other approved programme evaluations and assessments.
- Participate in PEPFAR reporting to ensure timely submission of PEPFAR specific project data
- On a regular basis, prepare and ensure timely submission of project performance monitoring plans, including developing and defining program indicators and sources of data, as well as contributing to annual work plans, quarterly and annual reports and other project documents.
- Coordinate routine tracking of all project indicators, milestones, deliverables and contractual obligations across all the intervention areas and periodically provide data to the project's Senior Management Team.
- Document progress on outcome level indicators attributable to project interventions at appropriate geographical levels including community level indicators.
- Conduct routine and frequent data analyses, including designing of various innovative data presentation and visualization tools (including maps), and share results with supervisor and the project technical team.
- Working with the concerned staff in development and management of project databases.
- Participate in the planning for dissemination and lessons learned and present results of program achievements and outputs in written reports and at conferences and meetings.
- Provide technical and coordination support to M&E officers to effectively and routinely support the project and different service delivery points i.e. health facilities and community centres.
- Work closely with facility teams and project data focal persons to improve data accuracy, completeness, consistency and timeliness across all reporting systems.
- Prepare performance review presentations and analytical summaries for senior management, DHAPP, project leadership and stakeholders.
- Participate in the development of operational research protocols and the implementation of operational research activities and special studies and facilitate the monitoring and follow-up of approved studies.
- Support dissemination of research findings and learning products through technical forums, reports and stakeholder engagements.
- Strengthen the capacity of facility-based health workers, data personnel, and project staff in data management, data quality assurance, analysis, and use, while building the capacity of project MEL counterparts to support project transition and long-term sustainability.

Government HMIS strengthening

- Support M&E Officers to provide technical and coordination support to facility and community teams to effectively and routinely collect, analyze, and report service delivery and program data and improve the quality of their records and data.
- Ensure that all stakeholders (including technical teams) in the collection and management of the data to be used by the project have a clear understanding of the results framework, indicators and the data collection tools.
- Work with District Biostatisticians to prioritize and plan jointly interventions to strengthen HMIS systems in the supported facilities.
- Using Quality improvement methods, support M&E officers to initiate quality improvement projects to improve data quality and enhance data use

Qualifications and skills required

- Bachelor's degree in Statistics, Biostatistics, Public Health, Epidemiology, Quantitative Economics, Health Informatics, Monitoring and Evaluation, or another relevant quantitative, health, or social science discipline. Post graduate training in Monitoring, Evaluation, and Learning will be an added advantage.
- A master's degree in Statistics, Biostatistics, Public Health, Computer science, Epidemiology, Monitoring and Evaluation, Health Informatics, Population Studies, Economics, or another relevant field is highly desirable.
- At least seven (7) years of progressively responsible professional experience in monitoring, evaluation, and learning, preferably supporting large, complex donor-funded public health, health systems strengthening, HIV/AIDS, TB, malaria, laboratory, surveillance, or global health security programs. Experience supporting U.S Government-funded programs, particularly PEPFAR, USAID, DoD/DHAPP, or similar international development programs, will be a strong advantage.
- Knowledge and experience with public health, especially HIV/AIDS, data management in Uganda, including data entry and cleaning, data analysis and reporting
- Excellent and practical understanding of PEPFAR Uganda reporting experience is a requirement
- Demonstrated ability to manage time and meet strict deadlines
- Knowledge of epidemiology and evaluation research methods (qualitative and quantitative)
- Demonstrated practical understanding of Ministry of Health data systems (e.g UGEMR, eAFIA, HMIS, DHIS2, Digital register)
- Computer proficiency in MS Word, PowerPoint, MS Excel, and competency in statistical and data analysis/visualization software Tableau/PowerBI, ArcGIS 10
- Ability to work independently with minimal supervision, ability to work under pressure
- Ability to fully grasp the complexity of data management
- The candidate will have a strong understanding of databases and data analysis skills
- Tech-savvy and possess excellent troubleshooting skills
- Good analytical thinking and ability to interpret public health and epidemiological data.
- Excellent interpersonal, teamwork, mentoring, written and oral communication skills
- Must be a Ugandan National

Job Title: Monitoring and Evaluation Officer

Reports to: Monitoring and Evaluation Advisor

Directly Supervises: None

Job Summary

The Monitoring Evaluation and Learning (MEAL) Officer will carry out the Monitoring and Evaluation function of Project in the respective assigned facilities by overseeing data collection, quality and reporting for the program as guided by DoW and DHAPP. The incumbent will work towards coordinated and efficient efforts in implementing strong data management processes to measure progress towards attainment of community and site targets. Under the leadership of the Monitoring and Evaluation Advisor MEAL Officer will work with the project and facility 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 facility and district level for improved program performance.

Duties and responsibilities

- Ensure timely, complete, and consistent collection, reporting, and submission of PEPFAR MER and other required health data from all supported health facilities into the national DHIS2 and other approved project and Ministry of Health reporting systems, in accordance with established reporting timelines and data quality standards. Strengthen health facility data collection, quality, analysis, and use for micro planning and decision-making, through training and supportive supervision.
- Support the preparation of quarterly performance reviews, including data compilation, analysis and interpretation, development of performance review presentations, documentation of key findings and action points, and drafting of quarterly and other routine project reports.
- Train, mentor, and coach data clerks and relevant health facility staff to effectively use and link EMR and MOH DHIS2 data systems to generate accurate, complete, and timely PEPFAR-required data for reporting.
- Support the role out and implementation of eAFYA and the e-registers into the supported project facilities.
- Training and support the 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
- Technical support to facility data staff on use of e-registers and monthly and quarterly HMIS reports generation from registers
- Facilitate the interpretation and use of M&E data, through the quarterly facility level review meetings between the project 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 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.
- Ensure utilization of standard operating procedures and data collection tools, systems, guidelines ensure harmonized data collection approaches across supported facilities and districts
- Support the planning and implementation of operational research, assessments and other learning activities, including development of data collection tools, data management and analysis, documentation of findings, and dissemination and use of evidence to inform programme improvement and decision-making.
- Provide technical support to data clerks at the facilities ensure high-quality record keeping at health facilities
- 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 cluster teams to consolidate facility work plans, focusing on meeting data and analytical needs
- Represent JCRC in facility technical and programmatic meetings

- Any other duties as per project demands

Qualifications and skills required

- Bachelor's degree in Statistics, Business Statistics, Public Health, epidemiology, Population Studies, Quantitative economics or another related field. Additional training, certificate or qualification in monitoring and evaluation (M&E) is an added advantage
- Minimum of 3 years of progressive experience in M&E for international donor funded public health projects, preferably USG
- Knowledge and experience with public health, especially HIV/AIDS, data management in Uganda, including data entry and cleaning, data analysis and reporting
- Excellent and practical understanding of PEPFAR Uganda reporting Systems
- Demonstrated ability to manage time and meet strict deadlines
- Knowledge of epidemiology and evaluation research methods (qualitative and quantitative)
- Demonstrated practical understanding of Ministry of Health data systems (e.g UGEMR, HMIS, DHIS2, eAFYA, e-register)
- Computer proficiency in MS Word, PowerPoint, MS Excel, and competency in statistical and data analysis/visualization software Tableau/PowerBI, ArcGIS 10
- Ability to work independently with minimal supervision, ability to work under pressure
- Ability to fully grasp the complexity of data management
- The candidate will have a strong understanding of databases and data analysis skills
- Good analytical thinking and ability to interpret public health and epidemiological data.
- Excellent interpersonal, teamwork, mentoring, written and oral communication skills
- Must be a Ugandan National

Position: Continuous Quality Improvement (CQI) Advisor

Reports To: Director Monitoring and Evaluation

Directly Supervises: None

Job Summary

The Continuous Quality Improvement and Research Advisor will provide technical leadership for the design, implementation, and institutionalization of Continuous Quality Improvement (CQI), implementation research, and operational research activities across the DHAPP project. The Advisor will work closely with the Director of MEL, technical advisors, project leadership and health teams to establish and strengthen systematic, data-driven approaches for identifying performance gaps, analysing root causes, implementing improvement interventions, monitoring results, and scaling successful practices.

The position will support the integration of CQI across priority clinical, laboratory, community, digital health, supply chain, infection prevention and control, and health systems interventions. The Advisor will use structured quality improvement approaches, including performance reviews, quality assessments, clinical and systems audits, root cause analysis, Plan-Do-Study-Act (PDSA) cycles, and other appropriate methodologies to improve service delivery, programme performance, and health systems outcomes.

Duties and responsibilities

Continuous Quality Improvement and Performance Improvement

- Lead the development, implementation, and periodic refinement of the DHAPP project CQI strategy, framework, tools, and processes in alignment with applicable project, Ministry of Health, DHAPP, PEPFAR, and other relevant quality improvement requirements.
- Establish and strengthen functional CQI structures and processes at facility, regional, and programme levels, including multidisciplinary quality improvement teams and routine mechanisms for identifying, prioritizing, and addressing performance gaps.
- Work closely with technical and MEL teams to ensure that routine programme data and quality findings are systematically used to identify priorities, monitor improvement, and assess the effectiveness of interventions.
- Plan and support QI-related trainings/learning sessions and technical assistance activities, including but not limited to: assisting with the design, delivery and management of QI trainings/learning sessions and other capacity building initiatives.
- Assist in strategic planning, including the development and implementation of QI activities at the regional, district and facility levels
- Support technical leads in the design, implementation and evaluation of project level QI collaboratives
- Guide facilities and all entities enrolled in national QI collaboratives and support their ongoing participation in such collaboratives
- Working with assigned M&E focal point, support collection, and update of data and their subsequent upload on applicable QI databases for ongoing use in performance improvement.
- Document QI training and technical assistance activities and produce reports for sharing.
- Liaise with other teams within the project to perform harvest sessions and develop “best practice” documents
- Plan for and ensure effective participation of the project in the annual national QI conference by supporting both project and facility teams to share their work through abstract development
- Support conduct of structured RCAs, implementation of mitigation measures (corrective actions) and monitoring of effective implementation of such measures
- Perform other related duties as assigned.

Implementation and Operational Research

- Lead the development and implementation of the project's implementation and operational research agenda in collaboration with the Director of MEL, technical teams, project counterparts, and other relevant stakeholders.
- Identify priority research questions arising from programme implementation, CQI activities, routine performance reviews, service delivery challenges, transition processes, and emerging health systems issues.
- Support the design and implementation of operational and implementation research studies to assess barriers, facilitators, effectiveness, feasibility, acceptability, efficiency, and sustainability of programme interventions.
- Develop or support the development of research protocols, concept notes, study designs, data collection tools, analysis plans, and dissemination plans in accordance with applicable ethical, regulatory, PROJECT, and institutional requirements.
- Coordinate with relevant institutions and stakeholders to support ethical review, regulatory approval, implementation, monitoring, and documentation of approved research activities.
- Work with technical teams to ensure that research is practical, relevant to programme priorities, and designed to generate actionable findings that can inform programme improvement and decision-making.

- Build the capacity of designated project personnel and health facility teams in CQI methodologies, operational research, implementation research, data interpretation, documentation, and use of evidence for decision-making.
- Provide mentorship and practical support to project teams in developing research questions, implementing approved studies, analyzing findings, and translating evidence into programme improvements.
- Support the progressive institutionalization and transfer of CQI and research tools, processes, competencies, and leadership responsibilities to designated project counterparts in line with the project's transition and sustainability objectives.

Qualifications, Skills and Experience

- A **bachelor's degree in medicine**, Nursing, Public Health, Statistics, Laboratory Sciences, Epidemiology, Health Services Management, or another relevant health or quantitative discipline. **Master's degree** in public health, Epidemiology, Biostatistics, Health Services Research, Health Systems Management, Quality Management, Medicine, Nursing, Implementation Science, Monitoring and Evaluation, or another relevant field will be an added advantage.
- Demonstrated experience designing and implementing CQI initiatives and/or operational or implementation research studies within public health, HIV/AIDS, TB, laboratory, MNCH, or health systems strengthening programmes.
- Demonstrated experience in developing research protocols, data collection tools, analysis plans, technical reports, research briefs, abstracts, manuscripts, or other knowledge products.
- Specialized training in HIV/AIDS is an added advantage.
- At least 7 years' experience in supporting the implementation of CQI activities at project level.
- Experience in providing Technical Assistance to large scale HIV/AIDS HSS interventions within MoH structures and systems.
- Comprehensive knowledge and experience in HIV/AIDS/TB management.
- Good working knowledge of HIV/AIDS/TB programs, strategies, processes and techniques
- Other Qualities/Attributes: Integrity, Emotional control, Confidentiality and Openness, Team player, Ability to work with highly demanding situations

Job Title: Database Administrator

Reports: Director, Monitoring, Evaluation and Learning (MEL)

Supervises:

- Software Developer
- Cybersecurity Specialist

Position Summary

The Database Administrator will provide strategic and technical leadership for the design, implementation, integration, governance, security, and sustainability of digital health and information systems under the DHAPP project Partnership for Resilient Military Health Systems.

The Advisor will lead the strengthening of digital health systems, enterprise databases, data infrastructure, interoperability, analytics platforms, and cybersecurity systems supporting HIV, TB/HIV, laboratory, surveillance, programme monitoring, quality improvement, and broader health systems strengthening.

Working closely with the Director of MEL, project technical teams, Project ICT and health leadership, and relevant Ministry of Health stakeholders, the Advisor will ensure that digital investments are integrated, secure, fit for purpose, and progressively transitioned to Project ownership. The position will provide direct technical supervision to the Software Developer and Cybersecurity Specialist.

Duties and responsibilities

Digital Systems, Architecture and Interoperability

- Lead the implementation of the project's digital health and information systems strategy, ensuring alignment with DHAPP-Project priorities, the Statement of Work, project requirements, Ministry of Health standards, and applicable digital health policies.
- Lead assessments of ICT and digital systems capacity across supported project health facilities, including infrastructure, connectivity, power, hardware, existing systems, data flows, and user capacity, and use findings to guide prioritization and investment.
- Lead the development and implementation of the project digital health and enterprise information architecture, defining how clinical, laboratory, surveillance, programme, workforce, quality improvement, and other priority systems and data sources will operate and interact.
- Provide technical leadership for the deployment and strengthening of e-AFYA, electronic medical records, eRegisters, and other approved digital health solutions, including system configuration, testing, commissioning, user support, and documentation.
- Lead the design and implementation of interoperability and data exchange mechanisms linking relevant systems, including EMRs, laboratory information systems, DHIS2, surveillance systems, and other approved Project and national platforms.
- Supervise the Software Developer and provide technical oversight for software development and customization, including requirements definition, technical design, development, testing, deployment, maintenance, documentation, and user acceptance.
- Lead the development and strengthening of dashboards, analytical platforms, and decision-support tools that support routine performance monitoring, quality improvement, programme management, surveillance, and strategic decision-making.
- Establish and maintain technical standards and documentation for databases, systems architecture, data dictionaries, metadata, system interfaces, workflows, and standard operating procedures to ensure consistency and sustainability.
- Lead the planning and implementation of enterprise data infrastructure, including databases, servers, storage, backup systems, networking, and other infrastructure required to support project digital health and programme information systems.
- Develop technical specifications, system requirements, Bills of Materials, and implementation plans for digital infrastructure and provide technical support during procurement, installation, testing, and commissioning.
- Establish and strengthen enterprise data management and governance systems, including data ownership, stewardship, access controls, data quality standards, metadata, sharing, retention, archival, and accountability.
- Supervise the Cybersecurity Specialist and provide technical oversight for information security, including implementation of cybersecurity policies, endpoint protection, firewalls, multi-factor authentication, vulnerability management, incident response, and security monitoring.

- Ensure implementation of robust backup, disaster recovery, and business continuity arrangements, including routine backup processes, recovery procedures, and documented restoration testing for critical systems and data.
- Build the capacity of Project personnel and project teams in database administration, digital systems management, interoperability, data governance, cybersecurity, and appropriate use and maintenance of digital systems.
- Lead digital systems transition and sustainability planning, including progressive transfer of system administration, technical documentation, governance responsibilities, security functions, and operational ownership to designated project structures in line with project transition milestones and sustainability objectives.

Required Qualifications

- Master's degree in health informatics, Computer Science, Information Systems, Information Technology, Software Engineering, Data Science, or another relevant field.
- Bachelor's degree in computer science, Information Technology, Information Systems, Software Engineering, Health Informatics, or another related discipline.
- At least eight (8) years of progressively responsible experience in digital health, health informatics, database management, enterprise information systems, information technology, or digital transformation.
- Demonstrated experience leading the design, implementation, or strengthening of large-scale information systems, preferably within public health, government, or other complex institutional settings.
- At least five (5) years of experience providing technical leadership or supervising multidisciplinary teams working in software development, database management, information systems, cybersecurity, or related areas.
- Demonstrated experience in database systems, enterprise data infrastructure, digital health systems, interoperability, analytics, or health information systems.
- Experience with information security, data governance, access management, backup, disaster recovery, or business continuity systems.
- Experience developing technical specifications, system requirements, procurement documentation, or implementation plans for ICT and digital infrastructure.
- Strong analytical, problem-solving, project management, communication, technical writing, and stakeholder engagement skills.

Job Title: Software Developer

Reports To: Database Administrator

Position Purpose

The Software Developer will provide technical expertise in the design, development, customization, integration, deployment, and maintenance of digital applications and software solutions supporting the DHAPP-Project Partnership for Resilient Military Health Systems.

Working under the supervision of the Database and Digital Systems Advisor, the Software Developer will support the development and strengthening of digital health applications, data management and reporting tools, interoperability solutions, dashboards, automation tools, and other approved digital platforms supporting HIV, TB/HIV, laboratory services, epidemiological surveillance, quality improvement, programme monitoring, and health systems strengthening.

The Software Developer will work closely with project technical teams, MEL staff, the Cybersecurity Specialist, project ICT personnel, and end users to ensure that digital solutions are user-centred, secure, interoperable, reliable, and aligned with the project's digital architecture and long-term Project ownership and sustainability objectives.

Key Duties and Responsibilities

- Participate in requirements gathering, business process analysis, and system design to ensure that digital solutions respond to programme, operational, and user needs.
- Design, develop, customize, test, and deploy web-based, mobile, and other approved software applications supporting health service delivery, laboratory systems, surveillance, programme management, quality improvement, and other DHAPP-Project priorities.
- Develop and maintain digital tools that improve the collection, management, analysis, visualization, and reporting of programme and health service data.
- Develop dashboards, automated reports, data visualization tools, and other decision-support applications to support routine performance monitoring, transition management, quality improvement, and strategic decision-making.
- Develop and maintain data extraction, transformation, automation, and integration processes that support the project's data warehouse, analytics platforms, and enterprise information architecture.
- Develop APIs, middleware, and other approved interoperability solutions to facilitate secure data exchange between EMRs, laboratory systems, surveillance platforms, DHIS2, databases, and other approved project and national information systems.
- Support digitization and automation of priority workflows and processes, including development of electronic tools that reduce duplication, improve efficiency, and strengthen access to timely information.
- Prepare and maintain technical documentation, including system requirements, architecture and design documents, source code documentation, user manuals, developer guides, and system administration procedures.
- Implement appropriate software development lifecycle and quality assurance processes, including functional, performance, interoperability, regression, and user acceptance testing.
- Monitor application performance and provide ongoing troubleshooting, maintenance, upgrades, and technical support to address software defects and changing user or programme requirements.
- Work closely with the Cybersecurity Specialist to integrate secure software development practices, including appropriate authentication, authorization, encryption, audit logging, secure communications, and remediation of identified application vulnerabilities.
- Ensure that developed applications comply with approved digital architecture, interoperability, cybersecurity, data protection, and information management standards.
- Monitor system usage and gather user feedback to identify opportunities for improving usability, functionality, performance, and adoption of deployed digital solutions.
- Develop training materials and provide user training, mentoring, and technical support to project staff, health workers, ICT personnel, and designated system administrators.

- Support the transition and sustainability of project-supported software and digital applications through maintainable system design, complete documentation, knowledge transfer, mentorship of project counterparts, and progressive transfer of technical responsibilities in line with project transition milestones.

Required Qualifications

- Bachelor's degree in computer science, Software Engineering, Information Technology, Computer Engineering, Information Systems, or another relevant field.
- A Master's degree in a relevant field is an added advantage.
- Minimum of five (5) years of progressively responsible professional experience in software development, systems development, application development, or digital health systems.
- Demonstrated experience designing, developing, testing, deploying, and maintaining web-based, mobile, or enterprise applications.
- Strong experience with modern programming languages, software development frameworks, databases, APIs, web services, and systems integration.
- Demonstrated experience with relational databases, data-driven applications, and integration of multiple information systems.
- Experience with software development lifecycle methodologies, version control, testing, quality assurance, and technical documentation.
- Demonstrated ability to troubleshoot and maintain software applications in operational environments.
- Strong analytical, problem-solving, communication, and teamwork skills.
- Experience supporting digital health, health information systems, laboratory information systems, surveillance systems, or other public health information platforms.
- Experience with DHIS2, electronic medical records, interoperability frameworks, FHIR, HL7, APIs, or health information exchange.
- Experience developing dashboards, automated reporting tools, data integration pipelines, or business intelligence applications.
- Experience supporting PEPFAR, DoD, CDC, USAID, or other donor-funded health programmes.
- Experience working within military, government, public-sector, or other complex institutional environments.
- Knowledge of secure software development principles and application security.
- Professional certification or advanced training in software development, cloud technologies, enterprise application development, or related fields.

Job Title: TB Advisor

Reports to: Technical Director

Directly Supervises: None

Job Purpose:

The TB advisor will work in collaboration with the program teams and the Project Technical team to ensure technical soundness of the TB and TB/HIV programs in the project facilities. She/he will provide technical oversight for prioritized lifesaving TB case finding, treatment

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.

- Strong attention to details and ability to work in team settings
- Possess sound professional ethics.
- Excellent oral and written communication and interpersonal skills
- Good time management skills and ability to prioritize.
- Knowledge of Navision system is an added advantage

Job Title: Finance Assistant

Duty Station: Kampala

Reports to: Finance and Operations Manager

Supervises: None

Job Purpose;

Under the direct supervision of the Finance and operations manager, the Finance Assistant 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 responsibilities;

- Provide first level review of mobile money payments requests and ensure swift disbursement of funds for program activities and ensure that all requests rhyme with the district approved work plans and budgets.
- Submit daily beneficiary payment reports/confirmations to activity coordinators and follow through unpaid transactions.
- Conduct verification of field activities.
- Support the cluster teams with tracking of cluster activities & payments.
- Regularly update the “Finance Tracker” with payments information.
- Ensure proper and initial coding of all expenses.
- Timely and accurate capture of accounting data into Navision Dynamics accounting system.
- Review of travel advance requests & follow through with their payment.
- Review staff liquidations & ensure that they are posted on a timely basis.
- Tracking of advances to the project staff through aging reports.
- Provide financial support to other team members and respond to finance related queries.
- Support month-end and other finance reporting activities.
- Support ad hoc financial information requests.
- Support in the preparation & review of site staff payrolls & related payments.
- Prepare quarterly VAT reports for submission to the Donor and prepare monthly bank reconciliations.
- Ensure that all the finance transactions supporting documents are stamped “PAID”, scanned and sequentially filed.
- Perform any other work-related duties/tasks as may be assigned from time to time.

Person Specifications:

- He/she must hold at least a Diploma in Accounting and Finance from a reputable institution.

- Concluded or ongoing professional Accounting Qualification (ACCA/CPA) is an added advantage.

Minimum Academic Qualifications:

- At least two years of working experience in a similar position, preferably with a USG funded agency or NGO.
- Basic understanding of accounting processes and procedures.
- Advanced knowledge & experience in using Navision Dynamics accounting package.
- Good level of competence in MS Excel, MS Word and Microsoft Outlook.
- Strong communication and listening skills.
- Good analytical ability.
- Exhibit good teamwork and ability to self-motivate.
- Ability to work under pressure and meet targets and deadlines.

Job Title: Procurement Officer

Duty Station: Kampala

Reports to: Procurement Manager

Supervises: None

Job Purpose;

The Procurement Officer will plan and coordinate the procurement of goods and Services for supported health units and project activities. S/he will be responsible for ensuring effective and efficient functioning of all procurement and disposal activities of the project.

Specific responsibilities;

- Plan, coordinate and manage the project procurement planning process.
- Plan, organize and lead the bid solicitation process including drafting and issuing of request for quotations among others, and developing bid evaluation criteria.
- Maintain and update the supplier database which is able to adequately serve the needs project needs and effectively manage suppliers to ensure timely delivery of the requested goods and services
- Prepare and timely submit monthly procurement reports and trackers
- Analyse client requests and select the most appropriate procurement method based on established practices, policy and past experience. Conceptualise and recommend new practices and procedures where no precedent exists.
- Analyse, negotiate and prepare contracts, ensuring appropriate terms and conditions are included to protect the interest of JCRC and avoid litigation
- Monitor and review progress of contracts, coordinate renewals as appropriate, review and approve invoices for payment, and resolve any problems that may arise as well as performing post contract evaluations.
- Create and maintain procurement records, including electronic records ensuring accuracy and integrity of data through regular report generation, review and update of data.
- Plan, coordinate and manage the disposal of all project obsolete items

- Ensure compliance with JCRC procedures, government obligatory regulations and donor guidelines. Ensure all auditable procurement and disposal documents are attached.
- Provide advice and guidance to clients on procurement matters and coaches clients on relevant processes to ensure client needs are met
- Perform other duties as assigned by the supervisor.

Minimum Qualifications;

- A Bachelor of Procurement and Logistics Management or Bachelor of commerce, Business Administration or any other business-related field.
- 3-5 years' practical experience in the field of Procurement and Supply management preferably with an INGO, with demonstrable knowledge of Public Procurement Laws of Uganda PPDA , DOS and DOD guidelines and regulations.
- Completed or pursuing CIPS
- Basic 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 detail
- 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: Senior Procurement Officer

Department: Finance and Operations

Duty Station: Kampala

Reports to: Procurement Manager

Supervises: None

Job Purpose;

The Senior Procurement Officer is responsible for overseeing and managing the procurement process within the Project. She/he will be responsible for procuring goods and services that align with the organization's objectives while ensuring strict compliance with procurement policies and procedures and will be the key driver of strategic sourcing, supplier relationship management, contract negotiation, and cost-effective procurement practices.

Specific responsibilities;

- Preparing procurement documentation such as Requests for Quotations (RFQs), Requests for Proposals (RFPs), and tenders.
- Source, evaluate, and select suppliers based on quality, cost, and delivery performance.
- Plan, organize and lead the bid solicitation process including drafting, analysing and issuing of request for quotations among others, and developing bid evaluation criteria.
- Monitoring and tracking the procurement process from initiation to completion to ensure timely delivery of goods and services.

- Identifying potential suppliers, visiting existing suppliers, and building and maintaining good relationships.
- Reviewing purchase terms and conditions; negotiating vendor purchase orders and contracts.
- Generating purchase orders, maintaining accuracy of purchasing and inventory systems and records
- Preparing and managing the procurement budget, working with other departments to identify procurement needs and prioritizing procurement activities.
- Monitoring vendor progress on purchase order and contracts in process; verifying quality of service provided and adherence to contract terms.
- Ensuring compliance with procurement policies and procedures, including maintaining proper documentation of procurement processes.
- Create and maintain procurement records, including electronic records ensuring accuracy and integrity of data through regular report generation, review and update of data
- Plan, coordinate and manage the disposal of all project obsolete items
- Resolving any disputes or issues with suppliers.
- Monitor supplier performance and implement corrective actions when necessary.
- Serve as the key liaison between suppliers and internal stakeholders.
- On-time supplier delivery rate/Delivery follow ups.
- Monitor procurement budget spending and report variances to the Procurement Manager.
- Ensure compliance with JCRC procedures, government obligatory regulations and DOD/ donor guidelines.
- Ensure all auditable procurement and disposal documents are attached on file.
- Support monthly vendor business reconciliations and avail monthly reports
- Maintain and update supplier databases and records.
- Perform any other task as per management request.

Minimum Qualifications;

- A Bachelor of Procurement and Logistics Management or Bachelor of commerce, Business Administration or any other business-related field.
- 5+ years' practical experience in the field of Procurement and Supply management preferably with an INGO, with demonstrable knowledge of Public Procurement Laws of Uganda PPDA and DOD guidelines and regulations.
- Completed or pursuing CIPS
- Basic 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 detail
- 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: Procurement Manager

Department: Finance and Operations

Duty Station: Kampala

Reports to: Director Finance and Operations

Supervises: Senior Procurement Officer, Procurement Officer

Job Purpose;

The Procurement manager is responsible for overseeing and managing the procurement process within the Project. She/he will be responsible for procuring goods and services that align with the organization's objectives while ensuring strict compliance with procurement policies and procedures and will be the key driver of strategic sourcing, supplier relationship management, contract negotiation, and cost-effective procurement practices.

Specific responsibilities;

Strategic Planning

- Develop, review, and maintain effective procurement policies, systems, and procedures.
- Review and harmonize the procurement policies with other JCRC policies and procedures.
- Formulate procurement strategies, plans, and activities.

Procurement Planning and Sourcing

- Develop and implement a project procurement plan to ensure effective operations in accordance with procurement policies and procedures.
- Plan and monitor the preparation of bidding documents and Requests for Proposals and technical Specifications in accordance with terms of reference of DOD and JCRC procurement guidelines.
- Assess and evaluate suppliers/items in line with the JCRC's procurement procedures and guidelines.
- Develop and maintain the supplier's database as per the JCRC's procurement policies and procedures.
- Design and implement a mechanism for pre-qualifying suppliers of critical items and services for the project in line with the procurement plan
- Review requests for quotations (RFQ) and purchase orders for accuracy and correct details prior to transmission to suppliers in line with project procurement guidelines.

Procurement Process Administration

- Support the implementation of the JCRC's quality assurance policy, associated SOPs, and procedures in accordance with the DOD standards.
- Identify and assess wasteful practices that impact the procurement process and JCRC resources and make appropriate recommendations to management.
- Supervise the compiling and forwarding of relevant documents for the payment of suppliers in line with the financial manual.
- Oversee assets and inventory disposal in line with JCRC and donor regulations.

- 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

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.

- Work with the project to identify platforms for optimization of the diagnostic Network for project laboratories and develop an optimization framework, SOPs and guidelines for the identified platforms.
- Coordinate with the project to assess, plan for and set up a sample repository for the project Public Health Laboratory that will serve as a hub for all project laboratories.
- Assess the infrastructure and equipment needs of the project public health laboratory and Procure as needed. Build capacity for optimal utilization of laboratory equipment.
- Coordinate the skilling of the site-based laboratory teams in provision of quality comprehensive HIV/TB laboratory services, commodity management and quality assurance.
- Work closely with the logistics/Supply chain Advisor to ensure accurate, complete laboratory orders and timely redistributions within the project health facilities.
- Monitor equipment functionality including periodic service, maintenance and repair.
- Monitor Biosafety and waste management practices in laboratories and institute measures to enhance compliance with the standards.
- Develop Laboratory concepts, implementation plans & budgets and Activity reports as per stipulated timelines.
- Contribute to documentation of the best laboratory services practices, success stories, abstracts in the supported districts/region.
- Perform any other duties as requested and assigned by the supervisor.

Qualifications and experience.

- Degree in Biomedical Laboratory Science or other laboratory related courses with Project management/Masters in Public Health as an added advantage
- At least 8 years of working with donor funded HIV/TB programs.
- Experience working with local government/districts or military and willingness to work upcountry.
- Excellent command of LIMs functionality, data analytics, data use for decision making
- Excellent written, oral communication and presentation skills
- Computer proficiency in word, excel and power point

Position: Community and PSS Officer (TB/HIV)

Reports to: Community and PSS Advisor

Supervises: Community Health workers

Job Purpose:

The Community and PSS Officer will work with the project facility leadership, health workers & Community teams to provide lifesaving HIV/TB community and PSS services to all eligible PLHIV and TB patients in care at supported sites within the project setting and surrounding communities.

Specific duties and responsibilities.

- Work with the site teams in the planning and implementation of integrated community interventions for provision of quality HIV Testing, Care & Treatment, PMTCT/EID, and TB services.

- Work with the on-site community health workers to implement interventions geared towards targeted HIV case finding and linkages to ART for children, adolescents, and adults.
- Work with the on-site community health workers to sustain a robust appointment keeping & Return to Care systems, Client literacy, Contact Tracing, Community TB screening and treatment continuity for all TB and PLHIV on treatment at supported DTUs.
- Work with the on-site Community health workers in the implementation of integrated facility and Community PSS interventions (ICSD)
- Coordinate & work with the site teams in the skilling of Community Health Extension Workers (CHEWs) in the project communities
- Participate in the provision of HIV, TB, Opportunistic infection & other disease screening services at facility and Community level.
- Develop customized concepts, costed plans, and develop reports as per stipulated timelines.
- Participate in routine community data collection, data analysis, performance review and data use to inform quality improvement initiatives for community services and Psychosocial Support.
- Work with Community Health Workers (peers, YAPs, GANC) to ensure provision of Psychosocial support for Adults, CALHIV, PMTCT and TB services.
- Documentation of promising practices & success stories in provision of HIV/TB community & PSS services
- Perform any other duties assigned by the supervisor.

Person Specifications:

- Hold a Bachelor's degree in Social Sciences or Community Development or Community Health or Nursing.
- Possession of a postgraduate degree in Public Health, Sociology or Community Health would be an added advantage.
- At least three years' experience in recent work with HIV/TB program at district, facility and community level.
- Excellent written and verbal communication or people skills.
- Excellent written, oral communication and presentation skills.
- Computer proficiency in word, excel and power point.

Job Title: Community & Psychosocial Support (PSS) Advisor

Reports to: Technical Director

Directly Supervises: Community and PSS officers

Job Purpose:

The Community & Psychosocial Support (PSS) Advisor will work in collaboration with the program team and the project community focal person to ensure technical soundness of the Community program. She/he will provide technical oversight for community & PSS services provided to PLHIV in care in the project and surrounding communities.

Duties and responsibilities.

- Coordinate planning and implementation of an integrated community program for access to lifesaving HIV Testing, Care & Treatment, PMTCT/EID and TB services.
- Coordinate community efforts geared towards targeted HIV case finding and Linkages to ART for children, adolescents and adults
- Coordinate Community health worker efforts directed at sustaining a robust appointment keeping & Return to Care systems, Client literacy, Contact Tracing and treatment continuity for all TB and PLHIV on treatment.
- Coordinate & work with the Community & PSS officers to coordinate the skilling of Community Health Extension Workers (CHEWs) in the project communities.
- Coordinate Community health workers implementation of integrated facility and Community PSS interventions (ICSD). Coordinate Community Health Worker provision of HIV, TB and other screening services at facility and Community level.
- Participate in routine data analysis, performance review and data use to inform quality improvement initiatives for community services and Psychosocial Support provided to PLHIV & TB patients in Care
- Spearhead development of master concepts, costed work plans and Activity reports as per stipulated timelines.
- Contribute documentation of best Community & PSS program best learnings, success stories and abstracts in the supported districts/region.
- Perform any other duties as assigned or coordinated by the supervisor

Qualifications and skills required.

- Bachelor's degree in social sciences, social works, Community Development, Nursing or other relevant qualification. Project planning and management and/or Masters in Public Health is an added advantage
- At least 5 years of recent work in donor funded HIV/TB programs.
- Experience working with local government or military setting.
- Excellent command of data analytics, data use for decision making
- Excellent written, oral communication and presentation skills.
- Computer proficiency in word, excel and power point.

Job Title: HIV Prevention Advisor

Reports to: Technical Director

Directly Supervises: None

Job Purpose:

The HIV prevention advisor will work in collaboration with the program teams to ensure technical soundness of the HIV Prevention, HTS and PMTCT/EID/MNCH program. She/he will provide technical oversight for lifesaving HIV prevention, HTS and PMTCT/EID/MNCH services to eligible clients within the project and surrounding communities.

Duties and responsibilities.

- Coordinate strategic planning and implementation of strategies aligned to provision of quality HIV prevention including hotspot mapping, screening for and linkage to PrEP (Oral and Injectable) for high-risk populations in the project settings, PrEP continuity, Risk reduction counseling and PEP.
- Coordinate targeted high yield HIV testing Interventions at facility and community level including PITC, ICT and APN, HIV Self testing, and linkage to HIV care and treatment Interventions.
- Coordinate efforts for improved uptake of PrEP in MCH, Maternal testing/retesting, EID testing and ART management for pregnant & Lactating mothers and their exposed infants.
- Coordinate program and site team implementation of Integrated MNCH/PMTCT/EPI/EID outreaches in project and surrounding communities.
- Work with the Community team to ensure standardized appointment tracking & Return to Care systems, Treatment literacy & PSS support for pregnant & Lactating mother in care.
- Work with the Community team to conduct outreaches to high-risk communities for HIV testing, PrEP eligibility screening, initiation and refilling, prevention literacy and risk reduction counseling among others.
- Support Viral load & quality of care monitoring and Viral load non-suppression/treatment failure management for pregnant and Lactating mothers in care.
- Work with the logistics advisor and field teams to ensure optimal availability of PrEP medicines, ARVs for pregnant and lactating mothers and exposed infants and HIV testing kits, through accurate quantification and ordering.
- Participate in routine data analysis, performance review and data usage to inform quality improvement initiatives for HIV Prevention, HTS and PMTCT/EID/MNCH
- Spearhead development of concepts, costed work plans and Activity reports as per stipulated timelines.
- Contribute to documentation of HIV Prevention, HTS and MNCH/PMTCT/EID best learnings, success stories and abstracts.
- 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/TB 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

Position: **Program Officer (TB/HIV)**

Reports to: Care and Treatment Advisor

Supervises: None

Description

The Program Officer will work in collaboration with the program team and health facility teams guided by technical oversight of technical leads to implement integrated lifesaving HIV/TB

prevention, care, treatment and support services the targeted sites. S/he will work closely with facility managers to ensure that critical quality HIV /TB activities are implemented in line with the MOH standards and in line with approved scope in the supported facilities using an integrated approach.

Main Roles and Responsibilities:

- Work with the site teams in planning, implementation, monitoring and reporting on priority HIV testing, Adult and Pediatric/Adolescent Care & Treatment and support services.
- Work with the Community & PSS officers to coordinate skilling of Community Health Extension Workers (CHEWs) in the prioritized district(s).
- Work with site teams to implement integrated high impact MNCH/PMTCT/EID interventions
- Work with the site teams & Community Health Workers to support TB case finding and access to TB treatment & preventive therapy.
- Work with the site teams and M&E officers to ensure accurate and timely data capture, collection, monitoring and reporting for services within supported facilities. Support the identification and implementation of quality improvement interventions towards improved service delivery.
- Work with the laboratory team to ensure effective coordination of the laboratory hub/sample transport network and optimal utilization of the diagnostic platforms including GeneXpert, CrP and POC/EID/VL and other platforms for client sample/result management within supported sites.
- Work with Logistics & supply chain team to sustain commodity availability within the supported sites through accurate forecasting/ordering and reporting.
- Contribute to documentation of the best practices, success stories, abstracts in the supported district/cluster.
- Spearhead engagement with the facility leadership for planning and implementation of activities.
- Develop customized work plans, weekly and district activity reports and budgets.
- Perform any other duties as requested and assigned by the supervisor.

Qualifications and experience.

- Degree in Medicine or Nursing with Public Health/ project management as an added advantage
- At least 3 years of working with donor funded HIV/TB programs.
- Experience working with local government/districts or military and willingness to work upcountry.
- Excellent command of data analytics, data use for decision making
- Excellent written, oral communication and presentation skills
- Ability to develop Activity plans and budgets.
- Computer proficiency in word, excel and power point.

Job Title: Health Systems Strengthening Advisor

Department: Transition and Sustainability

Reports to: Director Transition and Sustainability

Directly Supervises: Capacity Building Advisor and Supply Chain Advisor

Job Purpose:

The Health Systems Strengthening Advisor will spearhead efforts aiming at strengthening the integrated approach between different project components towards sustained high-quality

HIV/AIDS and TB services in supported health facilities. Additionally, the Health Systems Strengthening Advisor will work with the Ministry of Health, project to strengthen human resources management and lead capacity building to create a qualified, motivated and sustainable workforce.

Key Roles and Responsibilities

Health Systems Strengthening Strategy and Implementation

- Lead implementation of the HSS component of the DHAPP Project.
- Conduct health-system and facility assessments to identify bottlenecks affecting quality, access, efficiency, and sustainability of health services.
- Develop and implement HSS strategies and interventions addressing identified system gaps.
- Support integration of project interventions into existing project health structures and systems.
- Promote sustainable approaches that reduce dependence on project-supported resources.
- Identify opportunities for strengthening linkages between project health facilities and national health systems.

Health Facility Performance Strengthening

- Provide technical assistance to project health facilities to improve service delivery and overall performance.
- Support health facility leadership and management teams to identify performance gaps and develop corrective action plans.
- Conduct supportive supervision, mentorship, coaching, and performance reviews.
- Strengthen facility-level planning, implementation, monitoring, and accountability.
- Support facilities to establish and effectively use performance improvement mechanisms.
- Promote best practices and learning across supported project health facilities.

HIV Program Systems Strengthening

- Support strengthening of systems required for sustainable HIV prevention, testing, treatment, viral load monitoring, retention, and differentiated service delivery.
- Work with HIV technical teams to address health-system barriers affecting achievement of HIV program targets.
- Strengthen facility systems for client flow, appointment management, retention, referral, linkage, and continuity of care.
- Support integration of HIV services into routine project health services.
- Promote systems that improve access to and continuity of HIV services for project personnel, their families, and other eligible beneficiaries.

Leadership, Governance and Management

- Strengthen leadership and management capacity within supported project health facilities.
- Support health facility managers to use routine performance data for decision-making.
- Promote accountability, teamwork, effective delegation, and performance management.
- Strengthen coordination between project health leadership, facility teams, JCRC, and other stakeholders.
- Support development and implementation of facility operational and performance improvement plans.
- Facilitate review meetings and performance dialogue at appropriate levels.

Quality Improvement

- Support facilities to identify priority quality gaps, conduct root-cause analysis, and implement improvement interventions.
- Promote use of quality improvement methodologies to improve HIV and other priority health services.
- Document and disseminate successful quality improvement practices.

Health Information Systems and Data Use

- Support health workers and facility managers to analyze and use data for decision-making.
- Strengthen use of relevant Ministry of Health and PEPFAR reporting systems and project dashboards.
- Participate in data review meetings and performance analysis.
- Work with M&E and technical teams to identify system-level data gaps and corrective actions.

Human Resources for Health and Capacity Building

- Assess health workforce capacity and system gaps within supported facilities.
- Support development and implementation of facility-level capacity-building plans.
- Strengthen mentorship, coaching, supportive supervision, and continuous professional development.
- Support mechanisms for institutionalizing skills within the project health system.
- Work with project leadership to identify and address critical workforce bottlenecks affecting service delivery.

Health Commodities, Equipment and Infrastructure

- Collaborate with relevant project and project teams to identify gaps in essential medicines, HIV commodities, laboratory supplies, medical equipment, and other health-system inputs.
- Support systems for appropriate forecasting, ordering, storage, distribution, and utilization of health commodities.
- Support strengthening of equipment management, maintenance, and functionality systems.
- Work with the Biomedical Engineer and other relevant technical teams to strengthen equipment management.
- Identify infrastructure-related bottlenecks affecting service delivery and support appropriate solutions.
- Promote efficient and sustainable use of available resources.

Laboratory and Diagnostic Systems Strengthening

- Support strengthening of laboratory systems within supported project health facilities.
- Strengthen linkages between facilities and referral laboratories.
- Support systems for sample collection, transportation, results management, and utilization.
- Collaborate with laboratory and HIV technical teams to address diagnostic service gaps.

Sustainability and Institutionalization

- Lead efforts to institutionalize project-supported interventions within the project health system.
- Develop sustainability strategies for key project interventions.
- Support transition of appropriate project functions to project structures.

- Promote ownership of systems, tools, processes, and performance improvement initiatives by project health leadership.
- Identify and address risks that may affect continuity of services after project support.

Coordination and Stakeholder Engagement

- Work closely with project Medical Services leadership and supported health facilities.
- Collaborate with Ministry of Health departments, PEPFAR/DHAPP stakeholders, local government structures where applicable, and implementing partners.
- Participate in relevant technical working groups, coordination meetings, reviews, and planning sessions.
- Ensure harmonization of project interventions with national and project health priorities.
- Represent the HSS component of the project in relevant technical forums.

Monitoring, Learning and Reporting

- Develop and monitor HSS indicators and milestones.
- Track progress of health-system strengthening interventions across supported facilities.
- Identify implementation challenges and recommend corrective actions.
- Document best practices, innovations, lessons learned, and success stories.
- Contribute to project technical reports, annual work plans, quarterly reviews, and other donor/project reporting requirements.
- Support generation of evidence demonstrating improvements in health-system performance and sustainability.

Key Deliverables

- HSS implementation strategy and work plans.
- Health-system and facility capacity assessments.
- Facility performance improvement plans.
- HSS supportive supervision and mentorship reports.
- Health-system gap analyses and action plans.
- Capacity-building and institutional strengthening plans.
- Sustainability and institutionalization plans.
- Documentation of best practices and lessons learned.
- Timely technical inputs to DHAPP project reports.

Qualifications and skills required;

- Master's Degree (minimum) in Public Health, Health Management, or other relevant fields.
- 8 years of professional work experience in Health Service Delivery, Health Communications, and health systems strengthening with experience at community-level (experience with community health workers is an added advantage).
- Broad working knowledge of national and community structures and cultural practices in Uganda is essential.
- Previous exposure and experience in building capacity at individual and organizational levels; skills in at least two or more of the following technical areas: a) strengthening service delivery programs and integrating health service delivery at facility and into community structures
- Capable of working with and providing strategic technical guidance to a diverse group of health service delivery partners and helping to refine their community health approaches.
- Demonstrated ability to write technical papers and reports.
- Demonstrable experience in working with multiple stakeholders.

Job Title: Civil Engineer

Department: Transition and Sustainability

Reports to: Director Transition and Sustainability

Directly Supervises: None

Job Purpose

The Civil Engineer will be responsible for planning, designing, supervising, monitoring and ensuring the quality delivery of civil works and infrastructure projects in accordance with approved designs, specifications, contracts, applicable Ugandan standards and statutory requirements.

The position will provide technical oversight of remodelling and rehabilitation works, coordinate contractors and consultants, monitor progress, verify quantities and workmanship, and ensure that projects are completed safely, within budget, on schedule and to the required quality standards.

Main Roles and Responsibilities**Design and Technical Support**

- Review civil and structural drawings, designs, specifications and bills of quantities.
- Participate in site surveys, assessments, feasibility studies and technical investigations.
- Prepare or review designs for buildings, roads, drainage systems, water and sanitation infrastructure and other civil works.
- Provide technical solutions to remodelling and rehabilitation challenges and design changes.
- Review contractor method statements, work programmes and material submissions.
- Ensure designs and construction activities comply with applicable Ugandan standards, building regulations and project specifications.

Works Supervision

- Supervise rehabilitation and maintenance works at project sites.
- Monitor contractors to ensure works are executed according to approved drawings, specifications and contractual requirements.
- Inspect works and materials for quality and compliance.
- Verify setting out, levels, dimensions, quantities and workmanship.
- Identify defects and recommend appropriate corrective measures.
- Monitor concrete works, masonry, roofing, drainage, roads, water and sanitation works and other relevant civil works.
- Ensure proper testing and documentation of works materials and completed works.

Project Monitoring and Reporting

- Monitor project progress against approved work plans and schedules.
- Prepare regular technical and progress reports.
- Document site activities, challenges, decisions and agreed corrective actions.
- Participate in site meetings and technical coordination meetings.
- Track implementation of action points arising from site inspections and meetings.
- Support preparation and review of project budgets, cost estimates and Bills of Quantities (BoQs).

Contract and Cost Management

- Verify contractor measurements, interim payment applications and completed works.
- Assist in preparation and review of variation orders and claims.
- Monitor project expenditure against approved budgets.
- Maintain accurate records of quantities, measurements and site instructions.
- Support contract administration in accordance with the applicable contractual conditions.

Quality, Health, Safety and Environment

- Ensure works activities comply with approved quality standards.
- Promote safe working practices at construction sites.
- Identify and report health, safety and environmental risks.
- Ensure appropriate site safety measures are implemented by contractors.
- Monitor proper management of construction waste and environmental impacts.
- Ensure corrective actions are taken where quality or safety standards are not met.

Coordination and Stakeholder Engagement

- Coordinate with architects, quantity surveyors, structural engineers, contractors, suppliers and other technical personnel.
- Work closely with project management teams and relevant government authorities.
- Participate in consultations with local authorities, communities and other project stakeholders where required.
- Provide technical guidance to project staff and contractors.
- Support inspections and approvals by relevant authorities.

Qualifications and Experience

Essential

- Bachelor's Degree in Civil Engineering from a recognized university.
- Registration with the relevant professional engineering body in Uganda, where applicable.
- Valid practicing licence where required for the nature of the assignment.
- At least **5 years of relevant professional experience** in civil engineering, construction supervision or infrastructure projects.
- Demonstrated experience in construction supervision and quality control.
- Good knowledge of construction materials, methods and project management principles.
- Ability to interpret engineering drawings, specifications and Bills of Quantities.
- Computer literacy, including proficiency in Microsoft Office and relevant engineering software.

Desirable

- Experience working on donor-funded, government or development projects.
- Experience in health facility, institutional, road, water and sanitation or community infrastructure projects.
- Knowledge of Ugandan construction standards, building regulations and procurement/contract management requirements.
- Experience with AutoCAD, Civil 3D, structural/design software or project scheduling software.
- Membership of a recognized professional engineering institution.

Working Conditions

The Civil Engineer will be required to work both in an office environment and at construction/project sites. The role may involve frequent travel to project locations, including rural and hard-to-reach areas within Uganda.

The Engineer must be willing to work flexible hours when required to meet project implementation schedules and critical construction activities.

Job Title: Healthcare Waste Management and Infection Prevention and Control (IPC)

Advisor

Department: Transition and Sustainability

Reports to: Director Transition and Sustainability

Supervisees: None

Job Purpose

The Healthcare Waste Management and IPC Advisor will provide technical leadership in infection prevention and control and healthcare waste management across supported health facilities.

The Advisor will work with project Health Teams. District Health Teams, health facility management and other stakeholders to strengthen IPC systems, healthcare waste management practices, environmental hygiene, occupational safety and infection prevention standards.

The position will support health facilities to establish and maintain safe, practical and sustainable systems for healthcare waste segregation, collection, transportation, treatment and disposal, while strengthening IPC practices that reduce healthcare-associated infections and protect patients, healthcare workers, caregivers and communities.

Key Roles and Responsibilities

IPC Technical Leadership

- Provide technical guidance on implementation of national IPC policies, guidelines and standards.
- Support health facilities to establish and maintain effective IPC programmes.
- Conduct IPC assessments and identify gaps in infrastructure, practices, equipment, supplies and staff competencies.
- Develop and support implementation of facility-level IPC improvement plans.
- Strengthen IPC committees and focal-person systems at supported facilities.
- Promote standard precautions and transmission-based precautions as appropriate.
- Support implementation of hand hygiene, environmental cleaning, safe injection practices, PPE use and other IPC measures.
- Support prevention and control of healthcare-associated infections.

Healthcare Waste Management

- Assess healthcare waste management systems at health facilities.
- Support development and implementation of healthcare waste management plans.
- Strengthen waste segregation at the point of generation.
- Support appropriate collection, internal transportation, storage, treatment and final disposal of healthcare waste.
- Provide guidance on management of infectious, sharps, pharmaceutical, chemical and other categories of healthcare waste.
- Promote appropriate use and maintenance of waste treatment and disposal technologies.

- Monitor healthcare waste handling practices and identify risks.
- Support facilities to maintain adequate waste management infrastructure, equipment and supplies.
- Promote environmentally sound and safe healthcare waste management practices.

Health Facility Infrastructure and Environmental Hygiene

- Participate in assessment and planning of IPC-related infrastructure and facility improvements.
- Advise on appropriate placement and design of waste management areas, handwashing facilities, cleaning areas and other IPC infrastructure.
- Review facility designs and renovations from an IPC and healthcare waste management perspective.
- Assess water, sanitation and hygiene (WASH) infrastructure and its impact on IPC.
- Support improvements in environmental cleaning and sanitation.
- Provide technical input into procurement of IPC and healthcare waste management equipment and supplies.

Training, Mentorship and Capacity Building

- Conduct training and orientation of healthcare workers on IPC and healthcare waste management.
- Develop or adapt training materials, job aids, checklists and standard operating procedures.
- Provide on-site mentorship and coaching to healthcare workers, cleaners, waste handlers and facility managers.
- Strengthen capacity of IPC focal persons and committees.
- Conduct demonstrations and practical sessions on waste segregation, PPE use, hand hygiene, cleaning and disinfection.
- Promote continuous learning and peer-to-peer exchange of good practices.

Monitoring, Assessment and Quality Improvement

- Conduct routine IPC and healthcare waste management assessments.
- Develop and monitor IPC and waste management performance indicators.
- Use assessment findings and routine data to identify priority areas for improvement.
- Support health facilities to implement quality improvement initiatives.
- Monitor compliance with IPC standards and healthcare waste management procedures.
- Conduct follow-up assessments to measure improvement.
- Document best practices, lessons learned and challenges.

Occupational Health and Safety

- Promote occupational safety measures for healthcare workers, cleaners and waste handlers.
- Strengthen systems for appropriate PPE use and availability.
- Support safe handling and disposal of sharps and other hazardous materials.
- Promote appropriate procedures following occupational exposure incidents.
- Support facilities to identify and mitigate IPC and healthcare waste-related occupational hazards.
- Promote safe working environments and appropriate staff vaccination and health protection measures in accordance with national guidance.

G. Outbreak Preparedness and Response

- Support health facilities to strengthen IPC preparedness for outbreaks and public health emergencies.

- Provide technical guidance during suspected or confirmed outbreaks.
- Support appropriate isolation, patient flow and infection prevention measures.
- Assist facilities to strengthen preparedness for high-consequence infectious diseases.
- Participate in outbreak investigations and response activities when required.
- Support appropriate management of infectious waste during outbreaks.

Coordination and Stakeholder Engagement

- Work closely with the Ministry of Health and relevant technical departments.
- Coordinate with PROJECT Health Officers, District Health Teams and health facility leadership.
- Collaborate with IPC committees, WASH teams, laboratory teams, environmental health staff and other relevant stakeholders.
- Coordinate with implementing partners and development partners supporting IPC and healthcare waste management.
- Participate in relevant technical working groups, review meetings and coordination forums.

Procurement and Supply Chain Support

- Provide technical specifications for IPC and healthcare waste management equipment and supplies.
- Support assessment of facility needs for PPE, waste bins, sharps containers, cleaning materials, disinfectants and other supplies.
- Participate in technical evaluation of relevant procurement processes.
- Monitor appropriate use and availability of IPC and waste management supplies.
- Support facilities to develop appropriate stock monitoring and replenishment mechanisms.

Reporting and Documentation

- Prepare regular technical and progress reports.
- Document IPC and healthcare waste management assessments and improvement plans.
- Maintain records of training, mentorship and supportive supervision activities.
- Prepare technical briefs, success stories and lessons learned.
- Track implementation of agreed action points.
- Contribute to project reports and donor reporting requirements.

Qualifications and Experience

Essential

- Bachelor's Degree in Environmental Health, Public Health, Nursing, Medicine, Biomedical Sciences, Environmental Sciences, Health Sciences or a related field.
- A Master's Degree in Public Health, Environmental Health, Infection Prevention and Control or a related discipline is an added advantage.
- At least **5 years of relevant professional experience** in IPC, healthcare waste management, environmental health, WASH or health systems strengthening.
- Demonstrated experience supporting health facilities with IPC and healthcare waste management.
- Experience conducting health facility assessments, training, mentorship and supportive supervision.
- Good knowledge of healthcare waste management principles and IPC standards.
- Experience working with the Ugandan health system, including health facilities and District Health Teams.

- 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

The Advisor will work closely with project health leadership, health facility management teams, JCRC technical teams, Ministry of Health structures, National Medical Stores and other relevant supply-chain stakeholders to ensure that project-supported systems are aligned with Uganda Ministry of Health requirements, PEPFAR/DHAPP expectations, and project health-system priorities.

The position will strengthen systems for forecasting and quantification, procurement coordination, warehousing, inventory management, distribution, stock monitoring, logistics data management, commodity accountability, equipment logistics, and last-mile assurance.

Key Roles and Responsibilities

1. Supply Chain Strategy and Planning

- Lead implementation of the supply chain and logistics component of the DHAPP Project.
- Develop annual and quarterly supply chain work plans and budgets.
- Conduct supply chain assessments to identify bottlenecks affecting commodity availability and service delivery.
- Develop strategies to strengthen commodity security across supported project health facilities.
- Support integration of project-supported supply chain systems into existing project health structures.
- Identify supply chain risks and develop appropriate mitigation measures.

2. HIV and Health Commodity Security

- Strengthen systems to ensure uninterrupted availability of ARVs, HIV testing commodities, laboratory supplies, medicines for opportunistic infections, prevention commodities, and other essential health products.
- Monitor commodity availability and identify facilities at risk of stock-outs or overstocking.
- Support timely redistribution of commodities between supported facilities where appropriate.
- Strengthen systems for management of short-dated, expired, damaged, and excess commodities.
- Ensure appropriate accountability and documentation for project-supported commodities.
- Collaborate with HIV, laboratory, pharmacy, and clinical teams to align commodity requirements with service-delivery needs.

3. Forecasting, Quantification and Supply Planning

- Support facilities to conduct routine commodity forecasting and quantification.
- Review consumption, morbidity, patient numbers, stock-on-hand, losses, expiries, and pipeline information to inform supply planning.
- Support development of facility commodity requirements and orders.
- Monitor consumption trends and adjust forecasts accordingly.
- Work with technical teams to ensure commodity forecasts reflect program targets and anticipated changes in service utilization.
- Identify potential supply gaps early and recommend corrective actions.

4. Inventory and Stock Management

- Strengthen inventory management systems at supported facilities and project stores.
- Ensure appropriate use of stock cards, bin cards, inventory records, electronic systems, and other approved logistics management tools.

- Promote **FEFO (First-Expiry, First-Out)** and appropriate stock rotation practices.
- Conduct routine physical inventory counts and reconcile physical stock with records.
- Monitor stock levels, minimum/maximum levels, months of stock, losses, adjustments, expiries, and stock-outs.
- Support investigation and resolution of inventory discrepancies.
- Strengthen commodity accountability and traceability.

5. Logistics Management Information Systems (LMIS)

- Strengthen collection, validation, analysis, and use of logistics data.
- Ensure timely and accurate submission of logistics reports from supported facilities.
- Support facility teams to use LMIS data for ordering, forecasting, redistribution, and decision-making.
- Monitor data quality and completeness of logistics records.
- Develop and maintain supply chain dashboards and performance-monitoring tools where appropriate.
- Analyze logistics data to identify trends, bottlenecks, and facilities requiring intervention.

6. Warehousing and Storage

- Strengthen storage systems at project-supported stores and health facilities.
- Ensure commodities are stored according to manufacturer and Ministry of Health requirements.
- Conduct regular assessments of storage conditions.
- Promote appropriate organization, labeling, segregation, security, cleanliness, and environmental controls within stores.
- Strengthen systems for cold-chain commodities where applicable.
- Ensure appropriate documentation of receipts, issues, transfers, adjustments, and disposals.
- Support facilities to address identified storage gaps.

7. Distribution and Last-Mile Delivery

- Coordinate distribution of project-supported commodities to PROJECT health facilities.
- Develop efficient distribution schedules based on facility consumption and stock status.
- Monitor delivery timelines and completeness.
- Strengthen last-mile visibility and accountability of commodities.
- Track deliveries from source to facility and identify delays or losses.
- Support redistribution mechanisms to prevent avoidable stock-outs and overstocking.
- Maintain appropriate documentation for all commodity movements.

8. Procurement Coordination

- Work closely with JCRC procurement and finance teams to develop procurement plans based on approved project requirements.
- Provide technical specifications for health commodities and supplies where required.
- Monitor procurement lead times and identify risks to program continuity.
- Track procurement status and expected delivery dates.
- Ensure procurement processes comply with JCRC, donor, and applicable Ugandan requirements.
- Coordinate with approved suppliers and relevant government supply-chain entities.

Facility-Level Supply Chain Strengthening

- Conduct routine supply chain assessments and supportive supervision at PROJECT health facilities.

- Mentor stores personnel, pharmacists, laboratory staff, and other relevant health workers in logistics management.
- Support facilities to develop commodity improvement plans.
- Monitor key supply chain performance indicators.
- Provide targeted technical assistance to facilities experiencing persistent stock management challenges.
- Document and disseminate good supply chain practices across supported facilities.

Supply Chain for Laboratory Commodities

- Support forecasting and quantification of laboratory commodities based on testing volumes and program needs.
- Monitor stock status and expiry of laboratory commodities.
- Strengthen systems for appropriate storage and distribution of laboratory supplies.
- Coordinate with laboratory and technical teams to address supply interruptions.

Equipment and Asset Logistics

- Coordinate with the Biomedical Engineering team on logistics related to medical equipment.
- Support equipment inventory and asset tracking systems.
- Ensure appropriate documentation of equipment receipt, deployment, transfer, maintenance, and disposal.
- Support availability of essential equipment and associated consumables.
- Identify equipment-related supply chain bottlenecks affecting service delivery.
- Promote appropriate utilization and accountability for project-procured assets.

Commodity Accountability and Compliance

- Strengthen accountability mechanisms for project-supported commodities.
- Conduct routine commodity verification and reconciliation.
- Support investigations into losses, discrepancies, damages, and expiries.
- Ensure proper documentation and authorization for commodity adjustments and disposals.
- Promote compliance with JCRC, Ministry of Health, donor, and project requirements.
- Support preparation for internal and external audits and commodity verification exercises.

Capacity Building and Mentorship

- Assess supply chain capacity gaps among project health facility staff.
- Develop and implement supply chain capacity-building plans.
- Conduct mentorship and on-job training for stores personnel, pharmacists, laboratory staff, and facility managers.
- Strengthen skills in quantification, inventory management, LMIS, reporting, storage, and commodity accountability.
- Promote institutionalization of supply chain skills within the project health system.

Supply Chain Data Review and Performance Management

- Establish and monitor key supply chain performance indicators.
- Conduct routine stock analysis
- Present supply chain performance during project and facility review meetings.
- Develop corrective action plans for underperforming facilities.

Sustainability and Health Systems Strengthening

- Develop strategies for sustainable supply chain systems within the project health system.
- Strengthen ownership of logistics systems by project health leadership and facility teams.

- Minimize parallel project systems and promote use of appropriate national and project systems.
- Support transition and institutionalization of project-supported supply chain functions.
- Identify opportunities for efficiency, cost reduction, integration, and sustainability.

Coordination and Stakeholder Engagement

- Work closely with project Medical Services and health facility leadership.
- Coordinate with Ministry of Health supply chain structures and relevant government agencies.
- Collaborate with National Medical Stores and other approved supply-chain partners as applicable.
- Work closely with JCRC procurement, finance, M&E, clinical, laboratory, pharmacy, biomedical engineering, and HSS teams.
- Participate in relevant technical working groups, supply chain review meetings, and project coordination forums.
- Maintain effective communication with stakeholders on supply chain risks and corrective actions.

Monitoring, Reporting and Documentation

- Prepare routine supply chain performance reports.
- Provide technical input into quarterly, semi-annual, and annual project reports.
- Document supply chain challenges, interventions, achievements, best practices, and lessons learned.
- Maintain accurate supply chain records and documentation.
- Provide evidence-based recommendations to project management and project health leadership.

Qualifications and Experience

Minimum Qualifications

- Bachelor's degree in Pharmacy, Procurement and Logistics, Supply Chain Management, Health Supply Chain Management, Public Health, Health Services Management, or a related field.
- A Master's degree in Supply Chain Management, Public Health, Health Systems Management, Logistics, Procurement, or a related discipline is an added advantage.
- At least **5 years of progressive experience** in health supply chain and logistics management.
- Demonstrated experience managing or strengthening health commodity supply chains in Uganda.
- Experience supporting HIV/PEPFAR-funded programs is highly desirable.
- Experience working with Ministry of Health systems, National Medical Stores, health facilities, or implementing partners.
- Experience in commodity forecasting, quantification, LMIS, inventory management, warehousing, distribution, and supply chain performance monitoring.
- Capacity building and mentorship.

Job Title: Driver

Duty Station: Kampala

Reports to: Transport & Logistics Officer

Supervises: None

Job Purpose:

To transport JCRC staff and supplies from and to the required destination in accordance with transport schedules and procedures. He/she shall Keep and update a log of vehicle movement and ensure that the vehicle is in proper and safe condition at all times

Duties and Responsibilities:

- Complete and submit all necessary paperwork, such as dispatch sheets and any other paper work required for effective delivery of JCRC supplies
- Deliver and pick items, documentation and ensuring accurate capture of what the item/documentation is, who received the item, and obtaining proper signatures.
- Responsible for the cleanliness, safety and security of the vehicle and its contents, to prevent loss, damage or accidents.
- Ensure that the vehicle is in proper and safe condition prior to use and accept responsibility to report any damage or mechanical malfunctions that exist.
- Keep and update a log of vehicle movement and records any critical occurrences.
- Advise the Transport & Logistics officer on vehicle maintenance and service schedules, license requirements and any other repairs.
- Maintain an excellent driving record
- Transport employees, stakeholders, and other individuals as directed in a safe and responsible manner.
- Any other duties as may be assigned from time to time.

Qualifications & Experience;

- A minimum of Ordinary Level Certificate with training in Automobile Mechanics, Defensive Driving and First Aid
- Driver's valid license and good driving record. Classes: B, CM, DL
- At least 5 years of driving experience in an NGO organization Preferably USG Funded.
- Ability to communicate with officials and guests in a relaxed but competent and professional manner.
- Ability to work effectively with a diverse group of staff, implementing partners and beneficiaries.
- Language Proficiency: Ability to speak, read, and write in English fluently
- Demonstrate dependability and self-motivation.
- Maintain high level of personal integrity and reliability. Be willing to work extra/overtime hours as needed according to departmental workload.

Job Title: Fleet Officer

Duty Station: Kampala

Reports to: Finance and Operations Manager

Supervises: Drivers

Job Purpose;

Manage and control the effective use of organization's vehicles to ensure good stewardship as per JCRC and Donor Transport Policy and Procedures to ensure that fleet is maintained in the manner that will provide reliable transportation for effective implementation of project work

Specific responsibilities;

- Facilitate the registration of Motor Vehicles, renewal of Road Licenses and Fitness.
- Maintain the Vehicle Database for proper review and monitoring.
- Ensure the issuance of a weekly travel matrix.
- Produce summary of vehicle usage reports.
- Scheduling and routing of vehicles & drivers to ensure that members of staff needing transport are facilitated to carry out their various assignments.
- Facilitate healthy functioning and timely service of all vehicles and ensuring that all repairs carried out meet the required standard to minimize accidents and break downs.
- Ensure that comprehensive Insurance for all Motor vehicle/bikes is done and insurance claims are affected immediately after the accident has occurred.
- Be available 24hrs to aid in case of accidents or breakdowns and to effect emergence repairs by ensuring that there is appropriate security for project motor vehicles.
- Ensure that appropriate procedures and control on the issuance of fuel and lubricants is in place.
- Monitoring of vehicle movements through the tracking system as per standard procedures.
- Provide project vehicle logbooks to document and monitor vehicle transport utilization as per required JCRC standards and systems.
- Prepare monthly comparative analysis reports to ensure that fuel drawn on all vehicles & motorbikes to good use.
- Work in liaison with Supply Chain in recommending standard models of motor vehicles/bikes that meet required operational needs.
- Provide supervision and identify training gaps to drivers.
- Participate and support development and design of guidelines/policies that relate to fleet for JCRC for effective operations.
- Review of the accountability documentation from hired vehicles, garages, washing bays and other related
- Undertake additional assignments given by immediate supervisor

Qualifications, Skills and Experience

- The ideal applicant for the position should hold Bachelor of Logistics & Supply chain management, BBA-Option Logistics & Procurement, Transport and Logistics and other related.
- Diploma in Motor Vehicle Mechanics is an added advantage
- At least 5-8 years of proven and practical experience of fleet management experience with a Reputable NGO preferably in a donor setting.
- Diploma or bachelor of motor vehicle mechanics.
- Good report writing and supervision skills.
- Fluency in English both written and spoken.
- Good Communication and interpersonal skills essential
- Critical Thinker and ability to make decisions.

- Ability to work in a multicultural environment with NGO experience is added advantage.
- Must be computer literate High professional ethics and proficiency.

Application Procedure;

- All applications should be addressed to The Head Human Resources at Joint Clinical Research Centre via jobs@jcrc.org.ug.
- Applicants are STRICTLY advised to apply with a cover letter and CV combined in one PDF document not exceeding six pages, quoting clearly the Position in the subject line e.g. Senior Lab Advisor.
- Label the PDF document with your full name.
- Failure to follow the above application procedure will lead to automatic disqualification.
- Detailed job descriptions can be obtained from the JCRC Website. Via this link <https://www.jcrc.org.ug/resources/jobs-vacancy-announcements/>

Deadline: Friday 25th September, 2026 at 17:00 hours.

Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification.