



EMPLOYMENT OPPORTUNITY

The Uganda Episcopal Conference through its health department, Uganda Catholic Medical Bureau (UCMB) is working in partnership with Novartis on a Familia Nawiri (Health Family) Health Systems Strengthening (HSS) Project.

The UCMB is responsible for the provision of national coordination & leadership, engagement in strategic partnerships for the catholic health network, provision of technical support, assistance and advisory services—including building/strengthening sustainable institutional capacities of accredited health facilities, and setting and monitoring of norms and standards within the Catholic Health Network—consistent with national policy.

In order to contribute to the objectives of the departments' mandate, UCMB wishes to recruit a Project Officer for the position **Program Officer, AMR/Non-Communicable Diseases (NCDs)** to coordinate, lead and expand the portfolio of work which covers Anti-Microbial Resistance (AMR), Non-Communicable Diseases (NCDs) and Common Infectious Childhood Diseases in the Communities served by the Catholic Health Network in Uganda for the Familia Nawiri HSS Project.

JOB LOCATION

The Uganda Catholic Secretariat - Uganda Catholic Medical Bureau
Plot 672, Hanlon Road, NSAMBYA – Kampala, Uganda.

KEY DUTIES AND RESPONSIBILITIES:

- Work collaboratively across UCMB technical disciplines and programs to produce timely, high-quality integrated deliverables.
- Support and facilitate dialogue with, and training of, key Catholic Health Network health system stakeholders to support Familia Nawiri Project objectives.
- Contribute to the preparation and review of Familia Nawiri project reports, publications, proposals, and others, as required.
- Prepare timely updates on deliverables, quarterly reporting and timely submission of annual narrative reports and documentation to donor and key stakeholders and partners.
- Support the development of contextually appropriate communication materials on Diabetes, Sickle-Cell Disease, Epilepsy and other NCDs self-care for public awareness raising and other advocacy materials such as newsletters, fact sheets and documentation of success stories.
- Manage and support NCDs *as well as* Sickle-Cell Disease & Epilepsy Awareness Creation campaigns in targeted Dioceses and communities of the project health facilities.
- Maintain updated technical knowledge in Diabetes & Other NCDs management and other related public health topics, in order to provide technical assistance to project partners.
- Develop operational work plans and budgets in line with approved UCMB non-communicable disease activities and budget lines
- Work with the UCMB M&E team to manage data on non-communicable diseases.

*The UCMB supports The Advocacy Agenda of People Living with NCDs—an initiative by the NCD Alliance and people living with NCDs on Full and Meaningful Involvement—to bring on board the insight of the lived experience in NCD project management and encourages qualified candidates to express interest.

- Take lead in organising Non-Communicable Diseases trainings for health care workers and regular revision of the training curriculum
- Review and update Non-Communicable Disease Information, Education, and Communication (IEC) materials targeting different population groups and settings
- Develop and maintain relationships with the health facilities selected for the project and coordinate activities such as conducting site assessments; activating selected sites; and conducting supportive supervision visits and facility performance improvement plans.
- Perform any other relevant tasks as requested by the UCMB Familia Nawiri Project Manager.

Skills and Abilities required

- Strong oral and written communication skills to maintain working relationships with facility managers and stakeholders.
- Excellent writing skills with the ability to translate technical information into accessible language for a diverse range of audiences, as evidenced by writing reports, articles, or other materials that summarize key findings
- Working proficiency in at least one local Ugandan language
- Proficiency in Microsoft Office (*Word, Excel, PowerPoint*)
- Strong organizational and leadership skills
- Excellent interpersonal and communication skills, including the ability to manage multi-stakeholder processes
- Good analytical and decision-making skills
- Ability to take initiative, innovative, hardworking, and results-oriented
- Ability to work under pressure, conscientious and efficient in meeting commitments, observing deadlines, and achieving results
- Ability to work well in team settings, but with self-sufficiency and self-motivation
- Ability to multi-task with flexibility and demonstrated priority-setting ability

Qualifications:

Education required: A Degree in Public Health or equivalent, Health Promotion, or related Social Sciences discipline.

Work Experience:

A minimum of at least 5 years working experience in NCDs and/or infectious disease control and prevention, health system strengthening or other relevant public health programs.

At least 5 years of experience and demonstrated skills in coordination or management of health and related programs, health promotion and Project management. Experience in evaluating and reporting on program/project impact shall be essential and valuable.

Knowledge required:

A good Knowledge of Uganda's health care service delivery system and management of health care services is required.

Knowledge of the Catholic Church health care system and structures *including* familiarity with Church Teaching with respect to health and healthcare is essential.

A working knowledge of generating project work plans, budgets, reporting and summary documents is essential.

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HOW TO APPLY:

Candidates who meet the above criteria should a Hand deliver their Cover letter, CVs and copies of Academic documents/testimonials to;

THE SECRETARY GENERAL

UGANDA CATHOLIC SECRETARIAT,

PLOT 672 HANLON ROAD NSAMBYA,

P.O. BOX 2886, KAMPALA-UGANDA.

NOT Later than 20th October 2022

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