



UGANDA EPISCOPAL CONFERENCE

Uganda Catholic Secretariat

Uganda Catholic Medical Bureau

The Uganda Episcopal Conference (UEC), the legal body of Catholic Bishops of Uganda with funding from Centers for Diseases Control and Prevention (CDC) is implementing the Comprehensive HIV Epidemic Control project through FBO/PNFP health facilities in the seven CDC supported regions within Uganda. The project supports PNFP facilities in Masaka-Wakiso, Kampala, Mubende, Soroti, Hoima, West Nile and Rwenzori regions. Internally the project is known and shortened as FLASH- Faith Led Action to Sustain HIV Epidemic Control. The five-year project (Oct 2020- Sept 2025) is in its 4th year of implementation. UEC would like to fill the following positions with quality and highly motivated candidates able to work with a dynamic project team at the Uganda Catholic Secretariat. Eligible and interested candidates should apply and attach their signed CVs, copies of certificates, degrees, and testimonials. Suitable candidates residing in highlighted regions are encouraged to apply. Applications indicating duty station and job applied for should be directed to the address below not later than 24th November 2023. Only shortlisted candidates will be contacted.

The Secretary General
Uganda Catholic Secretariat
Plot 672, Hanlon Road, Nsambya Hill
P. O. Box 2886
Kampala

Detailed Job Descriptions:

Job Title: Data Scientist/Programmer (1 Position)
Duty Station: Kampala
Reports To: Senior Technical Advisor- Strategic Information

Job Summary: To organize, analyze and interpret data and statistical information to support project staff and stakeholders use it to make evidence based decisions. Support the implementation of Health Information Systems at UEC through enhancing existing systems, developing and rolling out innovative tools for the data management cycle.

Documentation and Tools management

- Prepare documentation of steps taken to facilitate analysis of data (Data analysis plans)
- Select most appropriate data analysis programs or packages based on user needs and intended results
- Prepares data for analysis using software packages
- Design appropriate tools to support analysis and presentation of data

Analysis, interpretation, and dissemination

- Analyse data to identify trends on various project indicators
- Organize and interpret statistical information to support staff and stakeholders use it to make decisions
- Respond to data related queries and calls, and keep track of these
- Produce reports and charts communicating trends within data to both data and non-data clients, staff, and managers
- Choose and use most appropriate methods of presenting analysed data to the different audiences

Data quality, Reporting, and learning

- Lead data cleaning efforts for the various data sets within UEC or jointly with MoH and Monitoring and Evaluation Technical Support Program (METS) to ensure that data submitted in reports is accurate and usable
- Support project M&E staff to collect, organize and report on project outputs, outcomes and impact to the various stakeholders including UEC, CDC, MoH, Districts, and facilities
- Produce relevant graphics to include in the various narrative reports
- Support compilation of UCMB's annual health sector reports, and other reports as appropriate
- Provide synthesized data to support abstract writing
- Identify data sets that can be used for information learning sessions
- Provide data to project staff to use during program review meetings with various stakeholders including UCMB, facilities, MoH, CDC, METS, districts, and Implementing Partners

Database programming

- Write scripts, procedures, or queries for HIS solutions and databases
- Monitor performance of deployed HIS solutions, document and fix bugs and errors and share back with users using appropriate platforms
- Requirements gathering from users and stakeholders to support enhancements of deployed HIS solutions
- Design appropriate interim data collection applications to address UEC's emerging data collection and use needs
- Support User Acceptance Testing (UAT) of new HIS products to determine suitability for use
- Work with Monitoring and Evaluation Technical Support (METS) Program to ensure that deployed HIS solutions are in synch with UgandaEMR and other approved national systems like Clinic Master
- Build capacity of UEC and facility staffs in use of the deployed systems, including UgandaEMR, Healthstats, Viral Load dashboard, and others as need arises

Qualifications, experience and skills

- Degree in Computer Science, Statistics, Mathematics, a master's degree in Software engineering or computer science with at least 6 years of experience
- Knowledge of and experience with DHIS2, HRIS and PEPFAR related software platforms
- Data Visualization (PowerBI, Tableau, Advanced Excel)

- Statistics and research analysis: STATA, SPSS, Advanced Excel, Epi-Info
- Deep working knowledge of the main programming languages often used within analytics, data mining and data science including R, SAS, Python and SQL, and knowledge of Java, C/C++, Perl and Ruby
- Experience in development and management of data tools, enterprise level Web based, Desktop based and Mobile applications using Microsoft .NET, Java and other Technologies such as C#, ASP.net, Bootstrap, JQuery, CSS, HTML5, MSSQL and MySQL
- Database/tools Design skills (SQL, MS Access, ODK, KOBO, Research Electronic Data Capture (REDCap), DHIS2/DATIM/HIBRID
- Experience developing and maintaining project databases for monitoring implementation of project activities. Technical expertise in data collection, processing and analysis, and feedback mechanisms is required
- Expertise in the use of mobile technologies for data reporting and collection preferred.
- Ability to develop effective working relationships with counterparts at all levels, local organizations, and other program partners.
- A high level of mathematical and or statistical ability
- The ability to sift, analyze, model and interpret data from multiple sources, looking for trends that highlight problems (early warning indicators) or opportunities
- Strong organizational, interpersonal and management skills

Job Title: Project Officer HIV Prevention (1 Position)

Duty Station: Rwenzori

Reports To: Regional Team Lead

Job Summary: The purpose of the position is to provide technical support to health facilities in the region to deliver high quality HIV testing services, optimize index testing, HIV self-testing, recency testing, offer HIV prevention services to key and priority populations, and implement PrEP, GBV/VAC intervention services. The holder will work with religious leaders to complement efforts of health facilities in risk communication, retention and linkage to care.

Roles and Responsibilities:

HIV Counseling and Testing services (HTS) related roles and responsibilities

- Support facilities to offer targeted HTS services to realize increased HIV+ yield in pursuit of the 1st 95 in all the PNFP facilities in the targeted region.
- Work to Intensify PITC at high yielding points with messages that promote HTS while emphasizing the WHO 5Cs.
- Devise new strategies for increasing partner and other family members testing in all the PNFP accredited facilities in the Region.
- Support facilities to intensify ART clients' linkage through the Facility-community linkage framework, inter and intra-facility referrals to achieve the 2nd 95.
- Support facilities to offer targeted HTS services to outreach sites to priority and key populations at places such as landing sites, trading centres.
- Offer technical guidance on the mapping of all hotspots and safe spaces for KPs and PPs and ensure effective service delivery to these targeted groups.

- Build capacity of supported facilities in the delivery of PITC and Comprehensive HTS in line with WHO and MOH recommendations.
- Conduct regular capacity building sessions in the supported facilities to ensure quality and timely implementation of recommended HTS strategies such as eligibility screening at all service delivery points, Partner Notification Services (PNS) and HIV self – testing, Recency testing among others.
- Enhance the capacity of and support PNFP facilities to offer Assisted Partner Notification services.
- Play a key role in Quality Assurance/Quality Improvement in HTS of supported facilities including data quality checks (DQA)
- Provide Technical assistance to facilities in delivery of Adolescent and children friendly HIV testing services
- Prepare monthly progress reports on the performance of HTS indicators for supported sites
- Regularly participate in HTS data review meetings at Program, region, district and facility levels
- Regularly plan for and conduct joint facility level HIS and HTS data quality audits to verify and validate HTS and PNS reports
- Contribute/participate in the development of the monthly, quarterly or annual, departmental work plans and budgets and regularly refer to these plans in the implementation of program activities
- Identify, document and share key lessons to aid cross learning.
- Writing periodic reports (quantitative and qualitative) on HTS services

Community-Facility linkages and referrals related roles and responsibilities

- Provide onsite training for VHTs, linkage facilitators and lay counselors in community HIV/AIDS care for all supported PNFP facilities in the region focusing on the Country targets goals of 95-95-95.
- Liaise with district officials (DCDO, PSWO, DACs, DOVCC and SOVCC) to strengthen and harmonize implementation of community HIV programs.
- Strengthen partnerships with community based organizations and civil service organizations and other structures in the community to enhance bi-directional linkages between supported facilities and the communities.
- Support the implementation of differentiated services delivery models (DSDM) in PNFP supported facilities to ensure continuum of response while integrating community activities in other program areas
- Monitor and offer guidance on the performance of community outreaches, satellites and sub-contracted CBO/CSO programs in faith based Health Care Facilities
- Represent the program at various fora as the occasion demands such as Regional and district level meetings and lobbying campaigns.

Gender Services related roles and responsibilities

- Build the capacity of health workers in supported PNFP facilities on gender equality, equity and gender main streaming
- Oversee gender activities implementation in all the supported facilities.

- Support facilities to create awareness amongst communities on gender based violence, violence against children and advocate for access and support facilities to care for GBV survivors

Adherence support related roles and responsibilities

- Periodically review and develop tailor made adherence messages for supported PNFP facilities.
- Offer technical assistance on Viral Load monitoring and intensified adherence counseling
- Offer continuous technical assistance in adherence counseling and psychosocial support to clients
- Assist faith based health care facilities in setting up adherence program strategies across various age bands.

Key population and Priority population related roles and responsibilities

- Establish and strengthen key priority and priority populations care programs in PNFP facilities that serve such populations in the region.
- Guide health workers in clinics with KPs on KP and PP program implementation, recording in KP/PP register and reporting
- Identify KP CSOs within the region, establish linkages and bi-directional referrals with PNFP facilities for KP related services.
- Organize and conduct trainings for health workers and peers in stigma reduction and clinical competency related to KPs using the MOH curriculum.

Qualifications/Competencies:

- Bachelor's degree in Nursing, Diploma in Nursing, Clinical medicine.
- A certificate in HIV Counseling from a recognized University
- A five-year experience of working with a recognized institution dedicated to HIV/AIDS work
- Evidence of active implementation of HIV/HTS activities in the past three years
- Adequate knowledge of the current HIV prevention services
- Mentoring and coaching skills to lower cadres

Job Title: Project Officer HIV Care & Treatment (1 Positions)

Duty Station: Mityana

Reports To: Regional Team Lead

Job summary: The job holder builds site capacity to offer quality HIV treatment services, ART initiation, support ART regimen optimization, retention in care, viral suppression and regimen switching as per national guidelines, implementation of differentiated service models, support sites to routinely conduct mortality audits, and patient chart reviews to identify issues that hamper adherence. S/he supports tracking, documenting and laying strategies to minimize interruption in treatment and assure continuity of treatment within the region.

Summary of Roles and Responsibilities

A. Technical and Strategic Leadership

- Serves as the technical specialist for UEC FLASH project in aspects of clinical care and treatment for HIV/AIDS with emphasis on antiretroviral treatment (ART) initiation, continuity of treatment (CoT), multi-month dispensing (MMD), regimen optimization, differentiated service delivery (DSDM), adherence and viral load coverage (VLC) and viral load suppression (VLS) at regional and facility levels.
- In liaison with Senior Technical Advisor - Care & Treatment, provides expert-level guidance to health facility clinical and counseling teams in HIV/AIDS care and treatment
- Keeps current on all new developments in HIV/AIDS treatment, care and support in order to advise and/or lead health facilities on priorities and implementation approaches.
- Convenes technical meetings to review progress and discuss improvement initiatives at regional level.
- Supports the review of facility budgets and workplans to ensure they are responsive to the requirements to meet set targets and quality standards.
- Any other duty that may be assigned from time to time.

B. Capacity Building

- Conducts training, mentorship and technical support supervision regularly to health facility staff on aspects of HIV care and treatment at regional level for achievement of targets and quality standards.
- With support from Senior Technical Advisor Care & Treatment, develops Standard Operating Procedure (SOP) guides for facility teams to refer to. The SOPs include, but are not limited to, CoT, Viral Load Coverage (VLC) and Viral Load Suppression (VLS), ART regimen optimization for children, adolescents and adults, Advanced HIV Disease Management (AHDM)
- Conducts Continuous Medical Education (CME) sessions physically and virtually on key sub technical areas to build capacity of health facility staff

C. Monitoring, Evaluation and Quality Improvement in HIV Care and Treatment

- Working with the Strategic Information (SI) team, prepares and responds to ad-hoc reports and data calls on different indicators under care and treatment.
- Supports recording and reporting of data in HIV care and treatment. Participates in periodic data quality assessments (DQAs) and ensures that reported data is accurate, complete and timely as a good representation of the HIV care and treatment indicators.
- Supports the institution of data-driven CQI projects in sub technical areas that need improvement in supported health facilities at regional level
- Foster a learning environment that facilitates cross learning and exchange of best practices, recommended strategies, and innovative interventions to improve health outcomes for people living with HIV (PLHIV) receiving services through UEC supported facilities.
- Support active participation of clinical teams in QI collaboratives
- Support facility-level and UEC-level periodic data review meetings with follow-up of agreed action plans for improvement
- Conducts facility-level assessments using the SIMS (Site Improvement Monitoring System) tool and supports facility teams to address identified gaps.

D. Representation, Collaboration and Teamwork

- Works closely with District Health Management Teams to deliver quality HIV care and treatment services.
- Works with the Supply Chain and Laboratory advisors to ensure uninterrupted supplies of logistics for supported health facilities
- Works closely with other partners including the regional comprehensive mechanisms to optimize opportunities for cross sectoral integration and leveraging of resources across the different program components to guarantee client-centered services are prioritized and implemented across all supported health facilities

Qualifications and qualities:

- Diploma in Clinical Medicine; a degree in Public Health or a related field is an added advantage.
- Knowledge in training, mentorship and technically sound
- Strategic decision making and leadership
- Teamwork, networking and good interpersonal skills

Experience working with HIV, TB or related public health projects for three years is an added advantage

Job Title: Project Officer Supply Chain (1 Positions)

Duty Station: Masaka

Reports To: Regional Team Lead

Job Summary: The job holder supports health facilities in stock management of pharmaceuticals and other health supplies. S/he collects, synthesizes and transmits data & information related to health supplies utilized by the program, supports facilities to adhere to forecasting and reporting requirements, use of standard templates and systems; coordinates Adverse Event reporting and Pharmacovigilance and commodity redistribution.

Roles and Responsibilities:

- Work with health facilities to quantify and forecast commodities needed
- Support health facilities to implement Good Pharmaceutical Practices (GPP) and support their certification in the GoU GPP program.
- Assess the regional, district and facility level supply chain business processes and identify key performance indicators to be used to monitor the supply chain process.
- Facilitate the recording and reporting of SCM data in paper-based registers and in the EMR including TWOS, WAOS (DHIS2), weekly RASS
- Support formation of Therapeutic Medicines Committees (TMCs) at facility level and monitor their activities
- Build capacity of health workers to respond to, and report Adverse Events (AEs)
- Facilitate redistribution of commodities between over-stocked facilities and those which are understocked
- Support disposal and waste management of expired commodities

- Link health facilities to Warehouses; NMS, JMS, MAUL to enable uninterrupted supply of commodities essential for delivery of quality HIV/TB services.
- Facilitate the capture of supply chain transactions and the maintenance of complete and accurate records at each stage of service delivery.
- Facilitate the preparation and circulation of periodic and ad-hoc supply chain reports for use in planning and performance management.
- Support implementation of internal controls to mitigate risks in all supply chain business processes
- Promote awareness and understanding of relevant SCM tools and information.
- Train and mentor health workers in Good Pharmaceutical Practices (GPP).
- Collaborate with district teams, other implementing partners and warehouses to secure commodities for UEC supported facilities.
- Any other duty that may be assigned from time to time

Qualifications and competencies:

- Diploma in Pharmacy; a degree in a related field is an added advantage
- Knowledge in training, mentorship and technically sound
- Strategic decision making and leadership
- Risk management
- Teamwork, networking and good interpersonal skills
- Certification in GPP is an added advantage
- Experience working with HIV, TB or related public health projects for the past five years is desirable.

Job Title: Project Officer PMTCT (2 Positions; one per station)

Duty Station: Rwenzori, Mityana

Reports To: Regional Team Lead

Job Summary: The holder supports PNFP facilities to implement maternal and child health services geared at elimination of mother child transmission of HIV, EID services, differentiated services delivery models for pregnant and lactating mothers, partner services, cancer of cervix screening, retention (CoT) and viral suppression among infected mothers and infants.

Key Duties and Responsibilities:

- Collaborate with Senior Technical Advisor Prevention, Regional team Lead, and District PMTCT focal persons to develop monthly and quarterly eMTCT/EID work plans and budgets for the region.
- Conduct routine mentorship and continuous quality improvement activities to improve eMTCT within PNFP supported health facilities and participate in quality assurance/Quality Control for services in project-supported facilities in the region.
- Coordinate technical support supervision and mentorship visits on PMTCT cascade, birth cohort and retention monitoring for health facilities so as to strengthen mother baby care points.

- Scale up integration of health services such as; ANC/PITC, HIV/syphilis duo testing, EID/immunization integration, infant and young child feeding counselling at health facility and community levels.
- Scale up integration of family planning counseling and services into all MNCH and HIV services.
- Work with the District Health Teams and health facilities to facilitate the provision and access to Early Infant Diagnostic (EID) services for HIV-Exposed Infants (HEI).
- Coordinate modular training/refreshers of health providers (with practical component) in eMTCT, EID and Pediatric HIV care and treatment as defined in the Regional and District training plans.
- Conduct operational research and compile best practices and harmonize approaches into a comprehensive PMTCT service package that can be owned and sustainably implemented at regional level.
- Support existing community organizations, civil society activities, local culture group activities and professional organizations that can be used to support and build capacity of community structures in delivering the national plan for eMTCT.
- Tag each eMTCT client to mentor mothers for tracking and reactivate PMTCT family support groups to promote retention and adherence of mothers and infants into care.
- Engage mentor mothers on the use of mobile phones (mHealth) and home visits for the follow up of PLHIV women and their exposed infants/children to ensure continuum of care and accuracy of data
- Engage the facility health workers to monitor and supervise the Mentor mothers ,VHTs, RCT volunteers and PLHIV groups in the community for effective implementation of the eMTCT plan
- Engage Mentor mothers to provide HIV prevention information and promote HIV testing as a routine service in all MCH service stations (ANC, Maternity, Postpartum clinics, Child health/immunization clinics, STI clinics, outpatient clinics, outreach clinics etc) as well as advocating for couple HIV testing and counseling for all young women.
- Support Mentor Mothers / VHTS to create demand for safe delivery services by skilled attendants in health facilities as well as utilization of postpartum care by actively tracking both mothers and mother-baby pairs.
- Support health facilities implement strategies to increase male involvement in PMTCT services.
- Work with M& E officers to support health facilities monitor weekly Option B+ reports, early retention reports, HMIS 105, HMIS 106a and HMIS 012 reports.
- Generate monthly PMTCT/EID cascades, QI initiatives reports and include in cluster monthly reports.
- Work with the Supply chain officers to ensure constant supply of HIV testing kits, ARVs for both mothers and HIV infected infants.

Qualifications, Skills and Experience:

- The applicant for the EMTCT/EID Program Officer job placement must hold a Diploma in Registered Comprehensive Midwifery, Diploma clinical Medicine, Bachelor's degree in Public Health, Nursing or Midwifery or a related field is an added advantage.
- Three years' experience in HIV/AIDS programming, preferably with PEPFAR-funded projects.
- Training in elimination of mother to child transmission Option B+ is a MUST
- At least three years of work experience in a busy clinical setting
- Sensitivity of cultural differences with a good understanding of the political and ethical issues surrounding HIV and EMTCT services
- Ability to manage projects, set priorities and plan for the successful implementation of programs.
- Ability to work with minimum supervision, team player with drive as an initiative.
- Program experience with implementation of eMTCT/EID and MNCH program.
- Familiarity with decentralized public health systems
- Report writing skills and basic knowledge of Microsoft word, Excel and power point packages.
- Attention to detail, especially regarding data accuracy.
- Team player and good communication skills
- Ability to work with others and maintain compatibility among project staff, sub-contractors, consultants and recipients of assistance.

Job Title: HMIS Officer/IT (1 Position)

Duty Station: West Nile

Reports To: Region M & E Officer

Job Summary: The holder spearheads data collection, timely reporting of adhoc and routine reports, supports utilization of manual and electronic systems at supported facilities, ensures data entry in national and PEPFAR systems DHIS2, PIRS, HYBRID, assures data quality, conducts DQAs, ensures functional Uganda EMR systems at sites, support performance review meetings for sites and district led reviews and supports QI interventions across the region.

Roles and Responsibilities:

- Mentor health facility staff in documentation into appropriate national HMIS tools.
- Ensure completeness, consistency and accuracy of data captured into the HMIS
- Support facility staff in the timely compilation of the routine HMIS reports.
- Support health facility staff in producing data summaries that inform continuous quality improvement initiatives in HIV and TB programming.
- Participate in analysis and interpretation of data
- Ensure availability of required tools at the facility levels.
- Provide forecast to avoid stock-outs of HMIS tools at facility level.
- Support facilities to compile and submit weekly reports
- Any other duties as may reasonably be assigned from time to time.

Minimum Qualifications:

- Degree in Statistics, Statistics and Economics, Actuarial Science, Computer Science, IT, QE, Business statistics, Population studies or any data management related field. OR Social sciences and Development studies. Postgraduate training in M&E is an added advantage
- Experience in medical data management is an added advantage.
- Experience in the navigation of DHIS2 and USG-databases.
- Previous experience in supporting busy TB / HIV district data systems is an added advantage
- Ability to work under pressure and accomplish tasks with minimal supervision.
- Understands client confidentiality and exhibits a high level of ethical conduct
- Has basic computer literacy including word processing, excel, internet and PowerPoint.
- Attention to detail
- Good interpersonal skills and ability to work in a team
- Ability to work under pressure and accomplish tasks with minimal supervision.
- Good communication skills

Job-related experience and knowledge:

- At least 3 years' experience.

Job Title: Finance and Grants Specialist (1Position)

Duty Station: Kampala

Reports To: Finance and Compliance Manager

Job Summary: The holder provides contracts and grants support to sub grantees and ensure compliance with the terms and conditions of the cooperative agreement and guidelines of the UEC grants manual, donor rules and regulations, identify compliance gaps, analyze the causes of gaps, and work with grantee staff and management to build capacity, enhance general awareness of compliance issues, and assist with the development of action plans that address gaps and strengthen internal controls, systems, and procedures in an efficient manner. Lead capacity building activities to improve grant management and compliance to USG rules and regulations including development of grant agreement templates and training materials.

Key roles of the position

- Orientation of sub-grantees on financial management practices
- Review sub-grant budgets, funds requests for sub-grantees as well as preparing payment requisitions for sub-grantee funds.
- Provide a comparison of actual expenditures with budgeted amounts for each sub grantee and contract
- Onsite Mentorship, coaching and Capacity building of sub-grantee finance staff.
- Provide training and support to project staff on financial procedures and grant compliance.
- Ensure sub award agreement or contracts are signed with the sub-grantees.
- Conducting both Pre and Post award financial, administrative and risk assessment for sub-grantees
- Preparation of periodic liquidation reports for sub-grantees.
- Provide regular legal compliance reviews of all sub recipients to determine if they are in compliance with professional standards as well as the requirements of donors, local laws and the grant agreement.

- Periodically monitor, the sub recipients' financial operations, records, systems, and procedures
- Assist sub grantees in preparing annual expenditure analysis reports
- Provide technical support to the budget holders in preparation & compiling the budgets.
- Entering monthly sub-grant liquidations, performing sub-grant reconciliations in Navision system.
- Supporting sub-grantees on budget adjustments and redirection processes and advising the Finance Manager and the Program Manager on redirection approvals requests by sub-partners.
- Co-ordinating sub-grant audits.
- Conduct Asset verification of project related assets at sub-grantees.
- Compilation and submission of VAT reports and related documents to the donor.
- Stay informed about best practices and industry standards in donor funding requirements and financial management.
- Collaborate with program managers, project teams, and funding agencies to address financial concerns and provide guidance.
- Communicate financial information effectively to non-financial stakeholders

Qualifications:

- Bachelor's degree in finance, accounting, business administration, or a related field. A master's degree or professional certification (e.g., CPA, ACCA, CIMA) is preferred.
- At least 5 years of experience in USG grants and financial management, with a focus on grants and project finances.
- In-depth knowledge of grant regulations and compliance requirements.
- Proficiency in computer packages especially Advanced Excel
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Knowledge in use of Navision system

Skills:

- Financial analysis
- Budget development and management.
- Grant compliance and reporting.
- Auditing and internal controls.

Job Title: Finance and Administration Officer (1 Position)

Duty Station: Luwero

Reports To: Finance and Compliance Manager

Job Summary: The holder offers guidance to supported sites on financial management, conducts monthly support supervision, collects liquidation reports from facilities, verifies accuracy and compliance to UEC and donor requirements. S/he facilitates sites to submit quarterly requests, budget reviews, funds reallocation and supports finance report generation.

Specific Responsibilities and Tasks

- Prepare cash forecasts for the Regional Office and review budget forecasts for the Regional Sub recipients to ensure they are in line with the approved grant budgets and monitor partners' budgets throughout the year.
- Assist Program Staff in developing grant budgets that align with their work plans.
- Conduct financial reviews for Sub-recipients (partners) to evaluate compliance with UEC and Donor regulations.
- Timely and accurate verification of sub recipient advances and liquidations of HIV/AIDS related activities ensuring that all expenses are coded to the appropriate account codes, expenses are within budget and are adequately supported and are authentic.
- Provide general capacity building to counterparts in areas of budgeting, broad financial management and programmatic accountability.
- Monitoring and evaluation of partner advances /grants and assisting partners/grantees with advice and practical guidelines on financial matters.
- Assist the Project Accountant with month end reporting.
- Review all substantiating source documentation to ensure that they comply with GAAP, A-122 and all relevant USG regulations,
- Conduct reconciliation and monitoring of the grant data entered in the NAVISION accounting software.
- Prepare payment requests, vouchers for accuracy and completeness for payment.
- Perform monthly bank reconciliations and submits to Project accountant for review.
- Ensure compliance with donor rules and regulations
- Review and process cash advances for Partners.
- In close collaboration with the Regional Team Lead oversees the arrangement of staff and visitors' travel within and outside the region.

Internal/ external working relations:

UCMB finance staff, other project technical staffs, supported health care facilities, and vendors.

Qualifications, experience & abilities:

- B. Com/BBA with Accounting options.
- At least three years' work experience in a busy finance environment; NAVISION knowledge and experience in Health-related NGO operations, regulations and compliance issues.
- Part qualification in CPA, ACCA at level II and above is an added advantage.
- Computer Literacy with Competency in MS word, MS Excel and accounting software.
- Team player with excellent written and oral communication skills in English.
- The person must be able to work with minimum supervision.
- Ability to manage multiple tasks at a time and work effectively with colleagues from different backgrounds.

Job Title: Driver (4 Position)

Duty Station: Kampala, West Nile, Rwenzori, Soroti

Reports To: Regional Team Lead/ Administrator

Job Summary: They will drive project staffs to various destinations in total observance of traffic regulations, ensure safety of vehicles, monitor mechanical conditions of vehicles and oversee vehicle repairs.

Duties:

- Driving office vehicles for UCMB business or authorized purposes in mentioned regions.
- Securing and proper maintenance of vehicles, their tools and accessories.
- Ensuring continuity of transport services by adhering to duty rosters.
- Detecting mechanical faults of vehicles and reporting them for appropriate action.
- Entering mileage and other entries in the log books.
- Ensuring assigned vehicles have up-to-date vehicle registration and insurance
- Checking service schedules and ensuring service is carried out or service status is reported appropriately.
- Checking vehicles to detect damages/faults at the completion of any long journey, and at weekly intervals
- Ensuring that all vehicle documents are in order and up to date (log books, insurance, registration, clearance to operate etc.)
- Checking and ensuring that all vehicle tools are present and in order and that all necessary controls (oil, lubricant, fuel, water etc.) have been carried out before driving or releasing a vehicle for a long journey.
- Ensuring the UCMB vehicles are regularly kept clean and tidy both external and internally by ensuring prompt vehicle washing
- Ensuring absolute punctuality for duty and adhering to duty roster or instructions.

Qualifications:

- A certificate of O level and above is required.
- A valid driving permit
- Additional training in defensive driving is an added advantage
- Work experience of not less than five years with a good track record.
- Experience working with National or International organizations is an added advantage

Personal Characteristics

- Non-alcoholic or individual who does not drink alcohol while on duty
- Good communication and interpersonal abilities
- Good time-keeper
- Good temperament and able to freely but respectfully and constructively relate with people of all levels