



## 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 the US 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. 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. Applications should be received at the address below not later than 26<sup>th</sup> February 2024. Only shortlisted candidates will be contacted.

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

**Job Title: Senior Technical Advisor Care & Treatment (1 Position)**

**Duty Station: Kampala**

**Reports To: Deputy Program Manager**

**Job summary:** To provide leadership, coordinate and direct Clinical HIV Care and Treatment services, providing comprehensive HIV technical support supervision and mentorship, train and build capacity of health care workers at UEC and subnational healthcare facilities supported by the Faith-led Action to Sustain HIV Epidemic Control (FLASH) project. The job entails proficiency in Paediatric and Adult ART services, including regimen optimization, Viral Load Suppression and Coverage, TB/HIV integration, differentiated service delivery, assuring Continuity of Treatment, data driven quality improvement approaches as well as Laboratory and Pharmacy support. The job holder supports development of Standard Operating Procedure documents aligning with MoH and WHO policies, dissemination of new clinical updates. The job holder also supports UEC's efforts in Partnership building, resource mobilization, grant writing and research activities and initiatives.

**Job Title: Administrative Assistant (1 Position)**

**Duty Station: Masaka**

**Reports To: Regional Team Lead**

**Job Summary:** The purpose of the position is to provide administrative and secretarial services to ensure effective and efficient operations of the Masaka Project office. The job entails general office administration, inventory management, records storage, organizing and recording meeting minutes, managing project vehicles and transport arrangements and assist in some procurement processes. Residents in the region are encouraged to apply.

**Details regarding duties, responsibilities and qualifications are found at [www.ucmb.co.ug](http://www.ucmb.co.ug)**

## Job Specification

### **Senior Technical Advisor Care & Treatment:**

#### Job Summary:

To provide leadership, coordinate and direct Clinical HIV Care and Treatment services, providing comprehensive HIV technical support supervision and mentorship, train and build capacity of health care workers at UEC and subnational healthcare facilities supported by the Faith-led Action to Sustain HIV Epidemic Control (FLASH) project. The job entails proficiency in Paediatric and Adult ART services, including regimen optimization, Viral Load Suppression and Coverage, TB/HIV integration, differentiated service delivery, assuring Continuity of Treatment, data driven quality improvement approaches as well as Laboratory and Pharmacy support. The job holder supports development of Standard Operating Procedure documents aligning with MoH and WHO policies, dissemination of new clinical updates. The job holder supports UEC's efforts in resource mobilization, grant writing and research activities and initiatives.

#### **Specific Roles:**

- Provide technical leadership in the development of an integrated FLASH program annual plans in collaboration with other Technical Advisors and project Teams at UEC and the supported facilities.
- Spearhead the strengthening of comprehensive HIV/AIDS care and Treatment services, TB care, NCD integration and cormorbidities and other ancillary support services in the Health Care facilities (HCF) participating in the FLASH program.
- Take lead in building the capacity of Technical staff (advisors and project officers) at UEC and regions as well as health workers at HCFs (didactic, mentoring, coaching, preceptorship) in all the technical areas to enable them provide the comprehensive clinical HIV/AIDS services.
- Provide updates to FLASH staffs and HCFs to enable FLASH re-strategize in view of new developments in the HIV/AIDS arena.
- Guide the project in selecting appropriate interventions for HIV care and treatment, monitoring tests according to national and international standards to assure high quality of care.
- Take lead in operations research and patient level outcomes assessment to optimize treatment outcomes as well as building capacity of UEC staff in quality improvement and operational research initiatives.
- Liaise with and supervise the Technical Teams for supply chain management to ensure adequate and uninterrupted supplies of HIV commodities.
- Liaise with the Monitoring and Evaluation team to ensure programmatic components of the M&E system are functionalized.
- Identify, ensure optimal use and flag human resource needs for HCFs including technical assistance.
- Facilitate development and /or adherence to minimum standards of care services and training at all levels of the health system.

- Participate in and provide technical guidance during the development of FLASH annual work plan, planning and budgeting activities for the centre, regions and HCFs.
- Participate in identifying, documenting, disseminating and scaling up best practices in care and treatment.
- Design and coordinate the establishment of a model technical and administrative supervisory system for FLASH to support HCF.
- Work with other Technical Advisors to scale up comprehensive PMTCT services, HIV prevention services within FLASH supported regions and HCFs, document successes and challenges, evaluate outcomes to inform planning and implementation.
- Document programmatic achievements, write narrative reports and keep UCMB informed on monthly, quarterly and annual basis.
- Actively participate in partner engagements, meetings such as Regional Implementing mechanisms, above site IPs, district local governments and sister medical Bureaus.
- Represent UEC at MOH, donor and other partners' meetings and engagements as well at international level.

### **Qualifications**

- A medical degree with a Master's degree in Public Health or related field, a Master's degree in a Clinical discipline is an added advantage.
- At least 5 years of professional experience working in a Leadership/Management position in HIV/AIDS prevention, care & treatment programs.

### **Key demonstrable Competencies:**

- Hands-on knowledge and skills in designing, planning, implementing and monitoring ART including Pediatric care, and TB/HIV programs.
- Practical experience in working with health systems at the district level.
- Sound understanding of current issues and developments in the field of HIV/AIDS and especially PMTCT, ART and HCT.
- Trainer Skills, grant writing and operational research skills
- Strong skills in leadership, teamwork and networking. Good verbal communication and writing skills.
- Willingness to work and travel in rural settings in Uganda.
- Good working knowledge of Microsoft office programs including MS Excel, MS Word and MS Power Point.

## **Administrative Assistant - Masaka**

### **PURPOSE OF THE POSITION**

The Administrative Assistant is responsible for providing administrative and Secretarial services to the Regional Project office to ensure effective and efficient operations.

### **RESPONSIBILITIES**

**1. To enable clients and other contacts to communicate with staff with maximum efficiency and professionalism including but not limited to;**

- Ensuring that reception services are provided in such a fashion that visitors are provided with a warm welcome and that their needs are swiftly met.
- Ensuring that the reception area is clean, tidy and attractively arranged at all times.
- Ensuring that all incoming communication (telephone, mail, email etc) are responded to professionally, and reliably passed on to the appropriate person/ officer.
- Keeping a log of incoming contacts and checking that they have all been dealt with while highlighting any lapses.

**2. To ensure that staff are provided with swift and professional administrative support including but not limited to;**

- Ensuring that a high standard of secretarial service is provided to all staff.
- Ensuring that other administrative services are provided in a timely and reliable fashions e.g. travel arrangements, conference venues bookings, meeting arrangements.
- Ensuring that all office equipment e.g. photocopier, is in good working order at all times.
- Managing the stationary store to ensure that essential supplies are always available.
- Maintaining and assuring security of office assets, updating the assets register.

**3. To ensure that the physical work environment of the office is clean, safe, secure and attractive at all times including but not limited;**

- Supervising the cleaners to ensure a good standard of cleanness and hygiene.
- Liaising with security guards to ensure that the office facility is properly guarded at all times, making spot checks, giving feedback as appropriate and reporting any problems.
- Taking personal initiative to spot any safety or security hazards and ensuring that corrective action is taken.

**4. Provide administrative support to ensure that operations are maintained in an effective, up to date and accurate manner but not limited to;**

- Type correspondence, reports and other documents
- Maintain office files
- Open and distribute the mail
- Take minutes at meetings
- Distribute minutes

## **5. Provide support to management to ensure that management is provided with the resources to make effective decisions**

- Maintain records of decisions
- Prepare correspondence for management.
- Prepare documents and reports.
- Schedule management meetings
- Prepare agenda for management meeting
- Record minutes and submit minutes for approval

## **KNOWLEDGE, SKILLS AND ABILITIES**

The incumbent must have proficient knowledge in the following areas:

- Knowledge of office administration and bookkeeping procedures
- Ability to maintain a high level of accuracy confidentiality concerning financial and employee files.

### **Skills**

The incumbent must demonstrate the following skills:

- Excellent interpersonal skills
- Team building skills
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Attention to detail and high level of accuracy
- Very effective organizational skills
- Effective written communications skills
- Computer skills including the ability to operate spreadsheet and Word processing programs
- Stress management skills
- Time management skills

### **Academic Qualifications and Experience**

- A University degree in secretarial services or administration or office management with at least 3 years hand on experience.
- Diploma in Secretarial Studies with over 5 years hands on experience in a busy environment.  
Extensive knowledge of computer software applications, such as desktop publishing, Microsoft office, project management, spreadsheets, and database management.