



Action for Community Development (ACODEV)

EMPLOYMENT OPPORTUNITIES

ACODEV is a regional NGO that was founded in 2003 and runs Integrated Community Development Programs in Public Health, Human Rights, OVC support, Livelihood and Grassroots Capacity Development programs including sub-granting for small grassroots organizations in East and now Southern Africa region. Please visit <http://www.acodevuganda.org/> for more information on ACODEV. ACODEV through partnership with MENINGITIS RESEARCH FOUNDATION is launching a 3-year project in in Gulu District with funding from Irish AID. The project focuses on building community to clinic approaches to defeating Meningitis and Septicemia in ulu District. It will involve working to build community and health care systems to Strengthen community-based referral pathways, capacity of health workers and VHTs, CHEWs to better recognize meningitis and provide appropriate response. The project will also include building community awareness on Meningitis and Septicemia so as to increase community action and response. In connection with this ACODEV is inviting applications from suitable Ugandan Nationals for the following positions;

Job Title: Project Coordinator

of Positions: One (1)

Duty Stations: Northern Region: – Gulu (1)

Reports to: Programs Manager

The Project Coordinator is responsible for ensuring the quality of all activities related to the project which is focused on improving health outcomes by addressing needs relating to meningitis and sepsis. This will be achieved through regular coordination with the District Health Management Team, health facilities, district leaders and Community Health Extension Workers (CHEWs, comprising Community Health Extension Workers (CHEWs) and Village Health Volunteers) and other relevant NGOs. Provide technical support/supervision to all trained health workers, CHEWs & other project staff to ensure quality delivery of services through awareness, follow-up and documentation of data generated to inform project management decisions. Ensuring that appropriate financial and administrative documentation is kept to ensure audit compliance.

Key Roles & Responsibilities

- Directly work to ensure effective execution of all phases of project activities
- Help implement a plan for disseminating the case studies and the workbook at District level meetings.
- Supervise the Project Officer to ensure an effective delivery of SRHR and HIV services to vulnerable and key populations
- Track project activities to support meeting reporting requirements for funders.
- Develop and disseminate quality assurance strategies to direct service providers.
- Provide overall direct technical assistance to all project staff and direct service providers in order to ensure quality service delivery.
- Participate in development, implementation and follow-up of training activities
- Work with the appropriate district authorities to ensure provision of quality long Acting and permanent methods of family planning
- Develop and maintain contacts with health workers, teachers, LG leaders and Governmental authorities, to identify and address SRHR and HIV issues, and develop Related services
- Conduct monthly site visits, review the programming and implementation of ongoing project activities, prepare reports, make recommendations and conduct follow-up visits as directed by the Programs Manager.

- Ensure consistent and efficient use of all resources especially financial resources by all field based staff.
- Perform other duties as assigned by the Project Manager.

Job Requirements

- Bachelor's degree or higher in health or social sciences field
- Experience in implementation of community-based projects
- Good writing and communication skills
- Ability to work effectively with a wide variety of people including Ministry of Health and other District Health Teams (DHTs)
- Honest and able to manage and account for funds appropriately
- Competency in computer applications (word, excel, power point)
- Excellent communication skills with strong leadership skills and a supportive management style.
- Excellent stakeholder liaison skills, and experience working in partnerships to deliver Programs.
- Knowledge of the Acholi Language is an added advantage

Job Title: Project Officer
of Positions: Two (2)
Duty Stations: Northern Region: – Gulu
Reports to: Project Coordinator

The Project Officers will be responsible for overseeing project activities and providing timely and reliable information for effective decision making. In addition, the person will be responsible for organizing project field-based implementation activities and the successful completion of assigned activities. The Project Officer will spearhead project planning, supervision and periodic review of all activities planned, directly influencing the efficiency and cost-effectiveness of the project.

Key Roles & Responsibilities

- The Project Officer will be responsible for ensuring smooth implementation of daily project activities in line with addressing needs related to management of Meningitis and Sepsis and to ensure that the goals and objectives of the project are met.
- The Project Officer will assist in adapting and promoting relevant awareness and training materials for addressing Meningitis and Sepsis within the project field activities targeting relevant households
- He/she will provide supervision to all trained Community Health Workers, Village Health Volunteers & Health Workers, with an emphasis to ensuring the targeted households access required interventions related to management and addressing health concerns of Meningitis and Sepsis.
- The Project Officer will ensure effective mobilization of the relevant project stakeholders, including primary beneficiaries to participate in all planned project strategic engagements at both district and health facility levels respectively.
- Develop partnerships with other community-based mobilization groups, health care providers, community health facilities, and other organized groups in the community to orient them on the Project goals & objectives and to solicit their involvement/participation in project awareness activities for sustainability purposes.
- Together with the MEAL Manager, ensure spot checks are undertaken regularly and corrective actions undertaken where necessary in ensuring the achievement of project objectives and goals are maintained.
- Support the development and implementation of an accountability mechanism for all project teams including CHWs, Village Health Volunteers, Health Workers in data collection, analysis and reporting to guide in decision making.
- Support in facilitating dissemination of communication findings, and ensure sharing of experiences, lessons learned, best practices, challenges and innovative implementation approaches to stakeholders

such as the Local government leaders, Project staff, and other relevant partners as well as amongst the primary beneficiaries.

- The Project Officer will ensure submission of timely and quality field activity reports to the Project Coordinator on a Weekly basis in order to have a monthly report early documented for sharing with other relevant stakeholders.
- The Project Officer will ensure positive visibility of the donor and other partners such as Meningitis Research Foundation (MRF) and ACODEV in the district for purposes of lasting engagement with district and support to all project activities being delivered.
- Undertake any other duties as assigned by the organization.

Job Requirements

- Must have a University Degree in Health or Social Sciences
- 3 Years' Experience working in communities with good knowledge of public health system and structures.
- Understanding the social determinants of health and community dynamics.
- Excellent planning and organizational skills.
- Excellent understanding of the ACHOLI Language is an added Advantage.
- Excellent interpersonal skills.
- Excellent communication skills, both oral and written.
- Works under minimum supervision.
- Meeting strict deadlines.
- Report writing and presentation skills.
- Ability to drive change and innovation.
- Ready and willing to learn and develop as an individual.

Application procedure

Qualified candidates are requested to submit a letter of application & curriculum vitae, addressed to the Executive Director, ACODEV Plot 98/99 Masoli 600m off Gayaza Rd, Wakiso District.

**Applications should be sent via email (Not more than 2MB) to; recruitment@acodevuganda.org
Please send application letter, CV & Biodata Form Only – Academic documents are not required at this stage).**

The application should address how the candidate's background/experience relates to the specific duties of the position applied for, and also state names and addresses of three professional referees which **must** include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work.

Only shortlisted candidates will be contacted for interview. Applicants should therefore indicate their contact telephone number(s) and/or email address for easy contact.

Closing Date: **Friday, 4th January 2019**