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## **EMPLOYMENT OPPORTUNITY**

MU-JHU RESEARCH COLLABORATION (MU-JHU CARE LTD), a Kampala based equal opportunities HIV/AIDS, TB and related clinical and implementation science research Organization with more than 400 employees is seeking interested, committed and reliable professionals with the described qualification to apply for the full-time position below at MU-JHU.

MU-JHU anticipates to implement Global Fund HIV/TB activities through a project targeting Adolescent Girls and Young Women (AGYW) in the districts of Pader, Kitgum and Dokolo, as a sub-recipient of the Global Fund grant (UGA-C-TASO) under The AIDS Support Organisation (TASO) as the prime recipient. MU-JHU therefore seeks suitable candidates to fill the following positions in the project tenable in the said districts of implementation, to be contracted on an annual basis, subject to availability of funds. The successful candidates will be based in the districts mentioned above.

- 1. Position:** Project Coordinator  
**Duty Station:** (Pader District)  
**Contract duration:** 1 year (renewable)

### **Description and purpose:**

The Project Coordinator will provide technical leadership to the project staff implementing activities in areas of operation and ensure timely reporting and accountability for all project activities in all districts of implementation.

### **Required qualifications and profile:**

The applicant must hold a bachelor's degree in a health-related field, Social Sciences, Social works and Social Administration and any other related field. A Post Graduate qualification in Public Health, Project Planning and Management or related fields is an added advantage. The suitable candidate should have at least 5 years of working experience in SRHR, HIV and TB community work. Additional experience in health systems strengthening and programming in donor-funded projects, particularly in rural settings in a similar project environment, is highly preferred. The person should have high integrity and ethical standards, outstanding communication, presentation, and facilitation skills, advanced analytical and report writing capabilities, collaborative mindset with a positive attitude towards teamwork, ability to handle multiple tasks, work under pressure, and meet tight deadlines and strong problem-solving skills, with the ability to synthesize complex information and take initiative. Valid permit to drive and ride a motorcycle will be an added advantage.

**The holder of this position will work under the direct supervision of the Director Strategic Planning & Partnerships and will be responsible for the following duties and responsibilities:**

Project management and Co-ordination

- Provide oversight and leadership of the project to ensure strategic alignment, effective management, and successful achievement of project objectives.
- Planning project implementation including preparation of project workplans and budgets.
- Oversee and control project budget execution as per budget allocations.

- Actively support project teams to manage competing work priorities.
- Coordinating project staff, cluster/district and other key partners to achieve project goals.
- Supervise staff within jurisdiction, while mentoring them to deliver project results and deliverables.
- Provide technical support and monitor project implementation to ensure compliance with donor requirements, approved budget and work Plans.
- Ensure proper utilization and accountability to project resources.
- Build sound and mutually respectable relations with District leaders, Communities and other project stakeholders.
- Support effective monitoring of donor grants allocated to project, partners, stakeholders, ensuring appropriate reporting and documentation is in place.
- Develop impactful stories demonstrating the project's accomplishments and results.
- Develop and enforce protocols for storage and use of information.
- Organize and provide support for project meetings and events.
- Ensuring proper record keeping and organisation of project files, registers and logs.
- Actively participate in resource mobilization and other strategically beneficial activities resulting from or connected to your technical position on this project.

### **Monitoring and Evaluation:**

- Working closely with the M&E Coordinator to ensure proper documentation of project data in compliance with MoH requirements and donor reporting.
- Prepare and ensure timely submission of activity progress reports on a weekly, monthly and quarterly basis and whenever required by the project management team.
- Prepare timely periodic progress reports as determined by the Director or SMT for submission to donors and MU-JHU board.
- Perform any other duties and responsibilities that may be assigned by the immediate supervisor.

**2. Position: Monitoring and Evaluation Coordinator**  
**Duty Station: (Pader District)**  
**Contract duration: 1 year (renewable)**

### **Description and purpose:**

The M&E coordinator will provide overall M&E technical leadership and oversight to ensure that a robust and functional M&E system is in place; and is utilized to support the implementation of this project.

### **Required qualifications and profile:**

- Bachelor's degree in Statistics, Population and demography, Quantitative Economics or a related field. A Post Graduate qualification in Monitoring and Evaluation is an added advantage. At least five years' experience in leading M&E work in health or livelihood donor-funded projects, preferably in a similar project environment. Knowledge of HIV/TB, AGYW programming, and Health Systems Strengthening frameworks is an added advantage. Data centred mindset and result oriented personality is highly preferred. Relevant knowledge in databases and statistical software (such as STATA, R) and experience with IT tools for M&E is highly desirable. Relevant knowledge of data quality control and assurance processes is required. Valid permit to drive and ride a motorcycle will be an added advantage. The person should have Excellent computer skills and proficiency in Microsoft office applications including Office, Excel and PowerPoint. Knowledge and skills in data visualization and presentation is an added advantage. Excellent verbal and written communication skills, with the ability to present information clearly,

coherently and correctly, and facilitate engaging discussions and ability to prioritize workload and meet deadlines

**The holder of this position will work under the direct supervision of the Project Coordinator and will be responsible for the following duties and responsibilities:**

1. Develop M&E tools, frameworks, and methodologies to measure project progress and output.
2. Regularly review and monitor the implementation of M&E systems, guidelines, and protocols to ensure effective tracking and measurement of project performance.
3. Oversee and ensure the execution of M&E activities including data quality assurance exercises and support supervisions for the data functions in all 3 districts.
4. Participate in the development, revision and update of weekly, monthly, quarterly work plans that address project objectives and facilitate timely implementation of project activities.
5. Ensure data quality, utilization, and dissemination to inform project implementation and decision-making.
6. Lead/be a key contributor in the development and submission of technical reports according to the predetermined schedule by the donors and generate additional reports as required to facilitate informed decision-making.
7. Coordinate all data officers in the project districts to adhere to operational reporting guidelines and achieve timely data entry and reporting according to established schedules.
8. Facilitate data-driven decision-making for the project and its stakeholders, identify and address areas for improvement, ensuring proactive adjustments that maximize project performance and achieve project goals.
9. Provide technical guidance and support to project staff to ensure data-driven programming and enhance M&E capacity including trainings and mentorship of data collection teams.
10. Work with project coordinator to track implementation of project activities according the workplans.
11. Provide timely and accurate responses to data requests and queries from donors, partners, and MUJHU management.
12. Actively participate in resource mobilization and other strategically beneficial activities resulting from or connected to your technical position on this project.
13. Perform any other duties and responsibilities assigned by project management to ensure smooth project implementation.

**3. Position: Project Officer (3 positions)**  
**Duty Station: (Pader, Kitgum, Dokolo districts)**  
**Contract duration: 1 year (renewable)**

**Description and purpose:**

The Project Officer will be responsible for planning, coordination and implementation of UGA-C-TASO project activities within the district and be the technical lead in the supported district.

**Required qualifications and profile:**

Bachelor's Degree in either Public health, Social Sciences, Social work and Social Administration, Community Psychology, Adult and Community education and other humanities or health related discipline. Clinical officers with this experience may also apply. At least three years' work experience implementing AGYW or DREAMS Initiative, preferably in a similar project environment. Valid permit to ride a motorcycle is essential.

**The holder of this position will work under the direct supervision of the Project Coordinator and will be responsible for the following duties and responsibilities:**

1. Take lead in planning, coordination and implementation of activities required under this project, including modalities of community and district owned implementation.
2. Provide technical assistance to district, partner and community stakeholders during implementation of this project through planning, mobilizing and on-site mentorship activities based on national guidelines, protocols and the project's implementation guidelines.
3. Work closely with the project M&E Officer and Project Coordinator to ensure regular updates of the project activity tracker, tools, systems and databases.
4. Ensure timely reporting and documentation of results from the project implementation in collaboration with M&E team, ensuring accuracy of data reported and supported narratives and evidence monthly and quarterly reporting cycles.
5. Foster smooth and effective collaboration with partners at district and sub-county level implementing activities funded by this project.
6. Strengthen referral and linkages between community service delivery points and health facilities for AGYW and their partners for all services not directly provided by this project.
7. Support establishment of District Technical Working Groups and Community Quality Improvement teams to support implementation of AGYW risk reduction plans in identified communities.
8. Strengthen partner coordination in the districts through participating in meetings, joint field support supervision and activity implementation.
9. Develop up-front activity trip plans, budgets, procurements and implementation plans on weekly, monthly and quarterly basis.
10. Represent the project in Districts meetings including extended DHT meetings, comprehensive partners' meetings when invited and district technical working group activities where MU-JHU is required to participate.

**4. Position: Data Officer (3 positions)**  
**Duty Station: (Pader, Kitgum, Dokolo districts)**  
**Contract duration: 1 year (renewable)**

**Description and purpose:**

To plan and monitor the implementation of UGA-C-TASO project activities in the district and conduct data entry, cleaning, and documentation of implemented activities and outputs using appropriate data tools and ensure timely availability of quality data for reporting.

**Required qualifications and profile:**

Bachelor's degree in Statistics, Population and demography, Quantitative Economics or a related data science field. At least two years' experience in M&E work in health or livelihood donor-funded projects, preferably in a similar project environment. Valid permit to ride a motorcycle is essential.

**The holder of this position will work under the direct supervision of the Monitoring & Evaluation Coordinator and will be responsible for the following duties and responsibilities:**

1. Maintain firm and updated knowledge of all data tools, systems and requirements under the project.
2. Conduct timely and accurate data entry for implemented activities.

3. Maintain up-to-date project databases of all activities implemented and routinely share with the M&E Coordinator all entered data sets for merging and analysis.
4. Ensure availability of updated data capture and reporting tools at the community for effective tracking of services provided to AGYW/ABYM and other targeted populations.
5. Support program teams to analyse and interpret data.
6. Participate in the development of weekly, monthly, quarterly work plans.
7. Monitor and track the implementation of project activities and support Project Officer to develop catch-up plans in case of unmet targets.
8. Support the Project Officer in planning, mobilization and implementation of project activities and tracking achievements of targets.
9. Monitor the cluster PMP and give progress updates on a weekly, monthly, and quarterly basis.
10. Plan, organize and conduct periodic performance review meetings for sharing progress with stakeholders.
11. Conduct data validation, to ensure correct and consistent data is reported in periodic reports.
12. Ensure that all the planned and approved activities are implemented within the agreed-upon time frame.
13. Support district-based stakeholders, including statistician, facility and partner data staff to accurately and timely capture, enter, submit and report on respective data from project activities.

**5. Position:**                      **Communications Officer**  
**Duty Station:**                **MU-JHU Care Ltd**  
**Contract duration:**    **1 year (renewable)**

**Description and purpose:**

To support the Communications Specialist in content development, digital marketing, social media management and event management support.

**Required qualifications and profile:**

Bachelor’s degree in Mass Communications, Marketing, Branding, Journalism, or Public Relations. At least 2 years relevant experience preferably in a similar position in an NGO or media house. Understand research activities and achievements to communicate effectively. Copy writing and copy-editing skills. Knowledge of photography concepts like exposure, composition, focus and lighting. Familiarity with different types of cameras (Canon/ Nikon DSLRs and smartphones) and accessories (lenses, tripods, flashes). Basic knowledge of photo editing software (e.g., Adobe Photoshop, Lightroom) to enhance and retouch images is helpful. This includes adjusting exposure, color balance, and cropping. Ability to post content and gather analytics on MU-JHU social media pages on LinkedIn, Twitter, and Facebook. Have strong organizational skills to manage event logistics and coordinate speakers and presenters. Possess excellent interpersonal skills to provide on-site support and address event issues.

**The holder of this position will work under the direct supervision of the Communications Specialist with functional responsibilities to the Director Strategic Planning & Partnerships and will be responsible for the following duties and responsibilities:**

**Content Development:**

- **Produce Various Types of Content:** The officer must create articles, social media posts, and presentations that effectively communicate the site's research activities and achievements. This

requires a deep understanding of the subject matter and the ability to tailor content for different audiences and platforms.

- **Editing and Proofreading:** Ensuring accuracy, consistency, and adherence to brand guidelines is crucial. The officer must have strong attention to detail and a keen eye for errors.
- **Photography:** Using photography to capture site activities and research milestones requires both technical skills and creative vision. The officer must be able to tell a visual story that highlights the site's work and achievements.

### **Digital Marketing:**

- **Social Media Management:** Managing the site's social media accounts involves engaging with followers, sharing updates and research findings, and promoting events and initiatives. The officer must have a deep understanding of social media platforms and trends.
- **Online Reputation Management:** Monitoring online conversations and reviews and responding promptly and appropriately is critical for maintaining a positive reputation. The officer must be adept at handling public relations and crisis communications.
- **Analytics:** Monitoring and analysing the performance of digital marketing efforts using analytics tools requires strong analytical skills. The officer must be able to interpret data to assess effectiveness and inform future strategies.

### **Event Management Support:**

- **Event Concept Development:** Assisting in the development of event concepts, themes, and objectives requires creativity and strategic thinking. The officer must align event plans with the site's communication strategy and goals.
- **Materials Creation:** Creating event materials such as invitations, programs, signage, and presentations requires design skills and the ability to effectively communicate key messages.
- **On-Site Support:** Providing on-site support during events, including managing registration, coordinating speakers and presenters, and addressing issues, requires strong organizational and interpersonal skills.

Applications with complete C.Vs, including 3 referees and their full address or contact telephone number, copies of academic certificates and testimonials, should be addressed to the **MU-JHU Director Human Resources, through the reception on first floor, MUJHU 1 Building or sent by email (application should not exceed 15MBs) to [HR@mujhu.org](mailto:HR@mujhu.org)** – not later than 12<sup>th</sup> August 2024 by 5.30pm. Only short-listed applicants will be contacted.