



INTERNATIONAL RESCUE COMMITTEE -UGANDA PROGRAM

Job Announcement: August 6, 2013

ORGANISATION BACKGROUND:

Founded in 1933, the International Rescue Committee (IRC) is one of the largest humanitarian agencies in the world, providing relief, rehabilitation and post-conflict reconstruction support to victims of oppression and violent conflict. In Uganda, the IRC serves populations affected by conflict in Northern Uganda and Karamoja sub-region. The IRC implements programs in the sectors of Youth and livelihood, Governance, Peace Building, Economic Recovery and Development, and Women's Protection and Empowerment. Currently, the IRC operates field Offices in Kitgum and Moroto.

PROGRAM BACKGROUND:

The IRC has implemented health programs since 2003. In Acholi region, the IRC supported the Ministry of Health (MoH) to provide primary health care including reproductive health services and child survival interventions. In Karamoja region, the IRC introduced Integrated Community Case Management (iCCM) as a pilot project in Moroto district in 2008, and the intervention was scaled up in the districts of Moroto, Napak, Amudat, Nakapiripirit and Kotido. The IRC also supported the MoH to implement the Prevention of Mother to Child Transmission of HIV/AIDS (PMTCT) program in Acholi and Karamoja Regions since 2006. Through the DFID global poverty action fund (GPAF), the IRC intends to increase the quality and coverage of child and maternal healthcare in Acholi and Karamoja Regions. The program start date is contingent upon donor award.

The IRC in Uganda is actively seeking dynamic individuals to take on assignments within the different locations and sectors as detailed below;

- TITLE:** Health Managers (Two Positions)
LOCATION: Kitgum and Moroto
REPORTS TO: Health Coordinator

JOB PURPOSE:

The Health Managers are responsible for the implementation and management of the health program activities aimed at increased quality and coverage of child and maternal healthcare in the Acholi and Karamoja Regions. With the support from the Health Coordinator, they will provide technical support, capacity building, mentor and coach the IRC and district health staff. They will liaise directly with the implementing partners including the District Health Team (DHT) and health centre staff and will mentor and supervise them as necessary. The Health Managers will also participate in writing of project and donor reports in collaboration with the Health Coordinator and will meet frequently with staff from the other implementing partners to review the overall project.

Key responsibilities:

- Manage the IRC staff on the project and build and strengthen their capacity to promote career development and programme improvement.
- Continuously assess the health-related needs of the community and adapt programme activities to respond to their needs. Identify gaps or deficiencies in health activities and develop interventions to address these gaps.
- Co-ordinate and represent IRC's Acholi and Karamoja health programme with the Health Sub-Districts and Districts to ensure all programme activities are carried out with their agreement and, as far as possible, their participation.

- In collaboration with the DHT coordinate the communication strategy for the program in the district.
- Under the overall direction of the Health Coordinator, conduct needs assessments within the districts and develop project proposals based on needs identified.
- Ensure consistent and timely collection of community health and facility-based health data in their area of supervision to incorporate in the program database and the Health Management Information system (HMIS).
- Facilitate the introduction and use of Medicines Management Information Systems (MMIS) in the health facilities and support the use of data from the system to monitor drug utilization, stock outs and other challenges
- Develop or modify community and health facility-based data collection tools in conjunction with other stakeholders.
- Coordinate the joint support supervisions with the respective DHTs at the health facilities.
- Coordinate the VHT monthly review meetings at the health facility levels.
- Spearhead the team to use data for quality improvement of the programs to achieve required outputs.
- Coordinate the implementation of the M&E strategy for the program in the Region.
- Co-ordinate with the Consortium members to ensure harmonization of the program strategy and effective implementation.
- Co-ordinate with district health authorities, and other stakeholders to avoid duplication of services in targeted health facilities.
- Coordinate the health program with other IRC sector programming in the region for effective synergy and integration.
- Assist in the preparation of other donor proposals and reports for IRC's health-related projects in Uganda.
- Manage the project budget including ensuring expenses are appropriate and incurred according to schedule.

Qualification/ Experience:

- Relevant health qualification Medical Doctor, Registered Nurse, Clinical Officer or equivalent with a postgraduate qualification in public health, Health management or similar.
- At least 4 years experience in implementing and managing health programmes in developing countries and/or potentially unstable security settings.
- Specific experience in child survival and reproductive health preferred.
- Experience in grant management, including report and proposal writing and budget management.
- MS Word, Excel. Knowledge of statistical programs a plus.
- Willingness to travel to insecure areas within the constraints of IRC Uganda's security policy.

2. **TITLE:** **Health Officers (7 Positions)**
 LOCATION: **Kitgum, Lamwo, Napak, Nakapiripirit, Kotido, Amudat, Moroto**
 REPORTS TO: **Health Managers**

Job Purpose:

The Health Officers are responsible for the direct implementation of the project aimed at increased quality and coverage of child and maternal healthcare in the district. They are the focal person for the implementation of the health program

in the district and will work in close collaboration with the District Health team (DHT). They will provide on-the-job coaching and mentoring of health facility staffs especially in Antenatal care/Prevention of Mother to Child Transmission of HIV/AIDS (ANC/PMTCT) and in Integrated Community Case Management/Integrated management of childhood illnesses (iCCM/IMCI). The officers will be responsible for provision of overall strategic and technical oversight of the program and to ensure the successful implementation of a quality project. They are expected to oversee the implementation of technical components of the project while ensuring the achievement of high quality deliverables.

Key Responsibilities

- Identify training needs and coordinate the trainings, mentorships and coaching of the health facility staff and the Village Health teams (VHTs) in the district while ensuring the provision of appropriate job aides for high quality deliverables.
- Identify gaps in the child and maternal health care interventions in the district/health facilities and, take the necessary steps to address those gaps.
- Support district to effectively implement facility and community interventions related to the program while ensuring quality deliverables.
- Support the district/health facilities/VHTs to maintain a steady stock of supplies and commodities through accurate reporting, forecasting and quantification.
- Collaborate with the district to identify and roll out a communication strategy for the Health program.
- Collaborate with the DHT to conduct joint support supervisions to the respective health facilities and develop appropriate action plans.
- Conduct field visits to the health facilities to provide on job coaching and mentoring and support health facilities to conduct Continuous Medical Education (CME) sessions and health unit management committee meetings (HUMC) for program quality improvement.
- Support the districts/Health facilities/VHTs to collect accurate data that informs programming as reported in the relevant registers and reflected in the HMIS and program reports.
- Support the health facilities to engage in continuous quality improvement processes.
- In collaboration with the program Manager provide insight into consortium member's program implementation in the district.
- Represent IRC's Program to the district health team, health sub-district and donor agencies, to ensure all program activities are carried out with their agreement and, as far as possible, their participation.
- Effectively and efficiently manage the budget ensuring expenses are appropriate and incurred according to schedule. .
- Participate in proposal writing and budget development
- In collaboration with health workers supervise VHT activities and participate in the support supervision visits to the health facilities.
- Ensure that drug stock and supplies are monitored.

Qualification/ Experience:

- A Medical back ground is a requirement i.e. Bachelor of Science in Nursing (BSN), Diploma in Clinical Medicine, Diploma in Registered Comprehensive Nursing, Registered Mid Wife or equivalent qualifications.
- Three years working experience in Primary Health Care settings.

- Previous work with an NGO in similar programs.
- Good experience in report writing, monitoring and evaluation of programs.
- A good command of both written and spoken English.
- Good knowledge and application of Microsoft word, Excel and Power Point.

3. **TITLE:** Monitoring and Evaluation Officers (2 Positions)
LOCATION: Kitgum and Moroto
REPORTS TO: Health Managers

Job Purpose:

The M&E Officers will ensure that quality data is obtained from the program facilities, VHTs as well as program staff when performing activities aimed at increased quality and coverage of child and maternal healthcare in the districts. They will supervise the data collection, data cleaning and input, ensuring a robust data base with analysis and data interpretation on which to base program decisions. They will compile monthly data report, assist in the narrative component, and prepare quality presentations for the review meetings while providing data trends to inform program decisions. They will work with the Health Managers in writing donor reports and other reports required by the organization. They will work closely with the M & E department of the DHT and build their capacity in data management while ensuring timely data collection from the health facilities to feed into the HMIS and program reports. They will build the capacity of health facility staff and program staff in data cleaning and interpretation of trends.

Key Responsibilities

- Work with the program team to develop a detailed M&E plan for the program based on the project log frame to track progress against agreed indicators.
- Track the M&E plan and frequently provide the district and program team with trend analysis of tracked indicators while identifying outliers.
- Conduct field visits to the health facilities to mentor and coach facility staff on data collection, reporting and data cleaning to inform program and HMIS reports.
- Support the district/health facilities and program staff to frequently use data for program improvement.
- Participate in quality of care monitoring together with the DHT and IRC project staff while ensuring availability of data at the facilities for assessing program quality.
- Maintain an accurate and up-to-date database for the health program.
- Maintain a good record keeping system and undertake continuous monitoring and regular evaluation of the project activities.
- Provide the program Manager, program staff and districts with monthly reports on indicator trends.
- Assist in preparation of donor reports.
- Facilitate the health facility/VHT reporting requirements for program reporting and to feed into the HMIS and program reports.

Qualification/ Responsibilities:

- Bachelor's degree in statistics, demography, M&E or related field. A bachelors plus an advanced certificate in M&E, statistics or economics preferred.

- Three years working experience in Primary Health Care settings with proven success in designing, implementing and operating project M&E systems from project initiation to close out stages.
- Experience in data quality assessments and oversight
- Experience working with District Health teams and building the district capacity in data collection, reporting and analysis.
- Experience in data analysis, trend analysis and interpretations.
- Knowledge of the major evaluation methodologies.
- Experience working with district health teams, health facility staff and community based groups such as VHTs
- Previous work with an NGO in similar programs.
- A good command of both written and spoken English.
- Good knowledge and application of Microsoft word, Excel and Power Point.

Female candidates are strongly encouraged to apply.

To Apply: Send CV and cover letter clearly indicating the position applied for to: The Human Resource and Administration Coordinator, International Rescue Committee, P.O. Box 24672 Kampala; **OR** Email: UA-IRCJobs@Rescue.org Deadline: **August 20, 2013. Only short listed candidates will be contacted.**