



AMICAALL UGANDA CHAPTER

JOB OPPORTUNITIES

BACKGROUND

The Alliance of Mayors and Municipal Leaders' Initiative for Community Action on Health and HIV at the Local Level (AMICAALL) is a continental Association of Urban Local Authorities, Mayors and other Urban Leaders committed to support sustainable solutions to local urban health challenges. Under the auspices of UNAIDS and UNDP, the urban leaders signed the “**Abidjan Declaration of Commitment**” forming AMICAALL Africa during the International Conference on AIDS and Sexually Transmitted Diseases in Africa (ICASA) in 1997 in Abidjan, Cote d'Ivoire.

WHO WE ARE

AMICAALL Uganda Chapter was launched on 28th November 2000 under the **Kampala Declaration of Ugandan Mayors and other Urban Leaders on HIV/AIDS**. The chapter is registered and operates as a National Non-Government Organization with a focus on Urban and Peri-Urban communities. The chapter envisages “A healthy, inclusive and productive urban population,” and is oriented “To strengthen the capacity of urban authorities to deliver sustainable and inclusive services to urban communities.”

ABOUT THE PROJECT

Johns Hopkins University's USAID Social and Behavior Change Activity (JHU USAID/SBCA) project in partnership with AMICAALL Uganda Chapter, will support United States Government -Implementing Partners (USG-IPs), and Kaberamaido District Health Team (DHT), to scale up a package of “Ready to Go” interpersonal communication and community social behavior change (SBC) interventions, in at least three sub-counties in Kaberamaido district for six months effective July 2024.

The project will be implemented in selected sub counties, parishes and villages within Kaberamaido District. The selection of target areas will be made in consultation with USAID/SBCA, Kaberamaido DHT, and USG -IPs working in the district. Activities will be implemented at the health facility, community levels and targeting households with poor indicators on Tuberculosis, HIV/AIDS, Malaria, Family Planning, Nutrition, WASH, Maternal Neonatal and Child Health thematic areas.

JOIN US

We are looking for suitable candidates to fill in the vacancies listed below, in order to implement the project in Kaberamaido District, in Uganda.

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| JOB TITLE: | PROJECT COORDINATOR |
| BASED AT: | KAMPALA AND KABERAMAIDO DISTRICT |
| REPORTS TO: | COUNTRY DIRECTOR |
| DURATION: | 6 MONTHS, RENEWABLE |
| START DATE: | W.E. F JUNE 2024 |

JOB SUMMARY

The overall responsibility of a Project Coordinator will be to provide technical and administrative guidance and coordinate implementation of the specific project in line with the AMICAALL Uganda Strategic Plan and other global and national policies/guidelines.

YOUR CONTRIBUTION

1. Lead the implementation of the project deliverables and creative approaches towards comminute social behavioral change (SBC)
2. Utilize established mechanisms to review and support adaptive implementation of the intended project objectives
3. Improve performance and sustainability of SBC within the project area.
4. Supervise utilization of systems and tools for the implementation within the project areas.
5. Provide support supervision to the DHTs, Health Facilities and Communities under the project area.
6. Provide technical guidance to Project Officers through trainings, monitor application of knowledge and skills towards improving social behavioral change interventions.
7. Support the field team to plan, forecast, and account for the project activities and equipment.
8. Lead the dissemination of the SBC materials and content responsive to SBC interventions that meet project objectives, and in alignment with donor deliverables.
9. Establish and maintain strategic relations, linkages and collaboration with the district local government, relevant implementing partners and stakeholders
10. Participate and represent AMICAALL in relevant coordination platforms, thematic committees and technical working groups and in other relevant fora.
11. Ensure comprehensive, quality, and timely reporting of project interventions as per AMICAALL and donor requirements.
12. Monitor all project related budgets and work plans to ensure optimal efficiency and timely activity implementation
13. Any other duties assigned by the Country Director

QUALIFICATION AND EXPERIENCE

1. Bachelor's degree in Public health, Communications, Humanities, Social Sciences and other related fields
2. Postgraduate qualifications in relevant field such as Project Planning and Management, Public Health, Monitoring, Evaluation and Learning are an added advantage.
3. Demonstrated understanding and application of technical principles and concepts in social behavior change that catalyze sustained community action.
4. Experience in innovative approaches to implement effective behavior change interventions.
5. Demonstrated capacity to lead the collection, analysis and use of data and information from Communities to ensure effective execution of project tools and approaches.
6. Experience and skills in networking and relations with like-minded organizations
7. Strong experience and understanding of Health and development programmes
8. Experience in design, administration, management and implementation of projects is highly desirable
9. Experience with donor funded projects

KEY COMPETENCIES

1. Excellent writing and presentation skills.
2. Excellent verbal and written communication skills.
3. Strong interpersonal skills with ability to work with all levels of management.
4. Strong analytical, problem-solving and ability to make sound judgement.

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| JOB TITLE: | ACCOUNTANT |
| BASED AT: | KAMPALA AND KABERAMAIDO DISTRICT |
| REPORTS TO: | PROJECT COORDINATOR |
| DURATION: | 6 MONTHS, RENEWABLE |
| START DATE: | W.E. F JUNE 2024 |

JOB SUMMARY

The Accountant will work closely with the Project Coordinator in compiling project financial reports, as part of the financial requirements under donors' grant agreements and organizational operations. The Accountant will also assist in preparing project audits and reports.

YOUR CONTRIBUTION

1. To examine, analyze, and interpret accounting records in order to prepare financial statements,
2. To prepare audit and evaluation statements for IPs and AMICAALL.
3. To records financial transactions, reports on performance and issue financial statements to management.
4. Prepare monthly bank reconciliation for the project account for approval by the supervisor
5. Prepare prompt payments of project expenses, including registration, Insurance (vehicles, workers' compensation, utilities, security, NSSF, PAYE, Staff salaries, among others.
6. Provide timely, accurate and regular financial project reports
7. Any other duties as maybe assigned

QUALIFICATION AND EXPERIENCE

1. Holder a bachelor's degree in accounting, Finance or Business Administration majoring in Accounting.
2. A professional accounting qualification i.e. ACCA, CPA (U) and any other relevant trainings will be an added advantage.
3. At least 5 years of relevant experience in Finance management, grant and managing donor funds, working with a Non-Government organization.
4. Demonstrated experience and skill in financial report preparation, and presentation and translation of technical financial data into informative reports.
5. Ability to work with minimal supervision, have excellent writing, communication, and people management skills.

KEY COMPETENCIES

1. Exceptional planning and project management skills
2. Excellent oral and written communication skills

3. Ability to build strong relationships to collaborate with project teams.
4. Confident in the use of accounting teams tools.
5. Advanced computer skills in MS Office programs, particularly Excel and accounting packages such as QuickBooks.

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| JOB TITLE: | MONITORING EVALUATION ADAPTATION AND LEARNING OFFICER (MEAL) |
| BASED AT: | KAMPALA AND KABERAMAIDO DISTRICT |
| REPORTS TO: | PROJECT COORDINATOR |
| DURATION: | 6 MONTHS, RENEWABLE |
| START DATE: | W.E. F JUNE 2024 |

JOB SUMMARY

The Monitoring, Evaluation, Adaptation and Learning (MEAL) Officer will be responsible for collecting, analyzing, and reporting data to support the project assess the effectiveness of the project.

YOUR CONTRIBUTION:

1. Monitor and Evaluate project activities
2. Develop and regularly update MEAL tools/guidelines, and ensure alignment with the organ’s strategic plan, national strategic plans, and National MEAL frameworks.
3. Develop responsive M&E project plan, including developing indicators, setting realistic targets to measure project interventions.
4. Put in place project database and data reporting system including collection, collation, compilation, review, and analysis of relevant data to guide planning and reporting.
5. Provide support to the development of project work-plan
6. Ensure timely reporting.
7. Support capture of good practices and document lessons learned for dissemination locally and internationally.
8. Any other duties as maybe assigned

QUALIFICATIONS AND EXPERIENCE

1. Bachelor’s degree the following or related fields: Statistics, Social Sciences.
2. Three (3) years of experience in donor-funded projects is desirable.

KEY COMPETENCIES

1. Excellent problem-solving skills;
2. Ability to analyze data; conceptualize, perform, and apply mathematical skills.
3. Ability to work efficiently and assess priorities with a high level of accuracy.
4. Demonstrated ability to work within a results-oriented team.
5. Excellent oral/written and communication skills in English and the locally spoken language under the project area
6. Computer skills including Excel and relevant statistical packages.

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| JOB TITLE: | PROJECT OFFICER |
| BASED AT: | KABERAMAIDO DISTRICT |
| REPORTS TO: | PROJECT COORDINATOR |
| DURATION: | 6 MONTHS, RENEWABLE |
| START DATE: | W.E. F JUNE 2024 |

JOB SUMMARY

The Project Officer will support the day-to-day operations of project activities, ensure efficient coordination with the DHTs, timely planning, implementation, documentation and reporting of the SBCA project in Kaberamaido district.

YOUR CONTRIBUTION

1. Provide daily administrative support to the SBCA project
2. Develop SBCA project work plans, budgets, and progress reports
3. Organize workshops/meetings and engagements related to the SBCA project activities.
4. Participate in support supervision visits for IPs with Kaberamaido DHT
5. Provide information on the progress in the implementation of the project to relevant stakeholders.
6. Prepare relevant documentation, programmatic and accountability reports for submission to JHU USAID/SBCA and the Kaberamaido DHT.
7. Mobilize the targeted communities and groups to participate fully in SBCA project activities.
8. Assist the MEAL Officer in project data collection, compilation, and analysis.
9. In collaboration with the Administration, ensure accurate and proper keeping of project records and documents
10. Any other task related to the SBCA project

QUALIFICATIONS AND EXPERIENCE

1. A Bachelor’s degree in Communications, Public Health, Social sciences, or any other related discipline from a recognized institution.
2. At least 3 years’ experience, working with a national level NGO involved in health work.
3. Previous experience working with local governments will be an added advantage

KEY COMPETENCIES

1. Community mobilization skills
2. Excellent verbal and written communication and analytical skills
3. Good writing and reporting skills
4. Good interpersonal skills and ability to work harmoniously with local communities.
5. Team work-oriented and capable of managing multiple tasks.
6. Ability to accomplish tasks under tight deadlines, quickly and efficiently.

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| JOB TITLE: | ACCOUNTS ASSISTANT |
| BASED AT: | KAMPALA AND KABERAMAIDO DISTRICT |
| REPORTS TO: | ACCOUNTANT |
| DURATION: | 6 MONTHS, RENEWABLE |
| START DATE: | W.E. F JUNE 2024 |

JOB SUMMARY

The Accounts Assistant will support the internal controls over finance reporting. Participate in budgeting and planning, prepare statutory accounts, and ensuring that payment and records aligned with operational needs of the project and organization.

YOUR CONTRIBUTION

1. Prepare all payment for the project
2. Support in compilation and analysis of financial information/statements prepared monthly, quarterly and annually.
3. prepare weekly funds requests.
4. Maintain a schedule and tracking of all expenses.
5. Review cash payments and process reimbursements
6. Ensure financial records are maintained in compliance with the organizational policies and procedures
7. Support the preparation of payroll and statutory payments (NSSF and PAYE)
8. Support in resolving accounting discrepancies and irregularities.
9. Any other duties assigned by the Accountant.

QUALIFICATIONS AND EXPERIENCE

1. Holder of a bachelor's degree in commerce and accounts.
2. At least 2 years of relevant experience in handling accounts function.

KEY COMPETENCIES

1. High level of accuracy
2. **Highly organized and analytical**
3. Good oral and written communication skills
4. Ability to work in a team
5. Demonstrated use of ICT skills particularly with proficiency in spreadsheet software i.e Microsoft Soft office and Quick Books.

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| JOB TITLE: | DRIVER |
| DUTY STATION: | KABERAMAIDO DISTRICT |
| REPORTS TO: | ACCOUNTS ASSISTANT |
| DURATION: | 6 months, RENEWABLE |
| START DATE: | W.E. F JUNE 2024 |

JOB SUMMARY

Carry out the operational and preventive maintenance of AMICAALL vehicles for administrative and operational functions to facilitate delivery of goods and services to AMICAALL beneficiaries and will report to the project coordinator.

YOUR CONTRIBUTION

1. Maintain vehicles in roadworthy mechanical condition for effective length of service in line with AMICAALL requirements.
2. Transport staff and authorized person(s) to and from required destinations in accordance with the Organisations planned route chart
3. Account for funds spent on driving operations
4. Maintain trip movement records in line with AMICAALL Accounting procedures.
5. Maintain the cleanliness of the vehicle and the image of AMICAALL in the public, in line with the organizational requirements and guidelines.

QUALIFICATIONS AND EXPERIENCE

1. At least an O' level certificate with valid driving permit
2. Three (3) years driving experience in a reputable organization.
3. Training in control and defensive driving
4. Basic administrative & transport management course
5. Aged between 25- 50 years.

KEY COMPETENCIES

1. Good Interpersonal skills
2. Good Observation skills
3. Good communication skills

TERMS OF EMPLOYMENT FOR ALL ADVERTISED POSITIONS

All the positions advertised shall take effect for six (6) months and renewable depending on performance and/or availability of funding. Salaries for these positions will be aligned to the AMICAALL Uganda salary structure. AMICAALL Uganda provides for statutory deductions.

How to Apply:

Please deliver your application by email, or by hand in an envelope clearly sealed and labeled with the position being applied for. Ensure you have also enclosed a resume indicating names of 3 recent professional references and copies of relevant Academic documents/testimonials. Originals of testimonials will be required during interviews.

Address applications to:

The Country Director, AMICAALL Uganda Chapter, Plot 15, Vubyabirenge Road, Ntinda, Kampala
P.O. Box 16614 Kampala, UGANDA

Email: procurement@amicaalluganda.org

Closing Date for submitting applications is **31st May 2024 by 4PM.**

Only shortlisted candidates will be contacted.

For more information about AMICAALL and the advertised vacancies, please refer to AMICAALL website:

www.amicaalluganda.org