

STRENGTHENING HUMAN RESOURCES FOR HEALTH

Plot 20B Kawalya Kaggwa Close, Kololo, P.O. Box 71050, Tel: 0414-347 959 or 0312-266 194 Kampala, Uganda

VACANCY

Applications are invited from suitably qualified Ugandans to fill the following vacant post available in Jinja. Applications should be addressed to the Senior Administration & HR Officer and should be sent by email to: jobs-uganda@intrahealth.org to be received not later than **Friday 21st October 2016**. Applicants should attach a current CV and photocopies of their certificates and testimonials to their application. Total file size of attachments should not exceed 2MB. Only shortlisted applicants will be contacted. IntraHealth International, Inc. is an Equal Opportunity / Affirmative Action Employer.

POST: GENDER AND NON DISCRIMINATION PROGRAM OFFICER

BACKGROUND

The purpose of the Strengthening Human Resources for Health (SHRH) project is to strengthen the capacities of central ministries, districts, health professional councils, private not for profit and health training institutions to effectively and efficiently plan, manage and utilize the health workforce, and strengthen systems for sustained health worker performance to improve health outcomes for the people of Uganda.

JOB PURPOSE

The Gender and Non-Discrimination Program Officer will provide technical leadership and assistance in the planning, organizing, implementing, and monitoring and evaluating of gender integration and non-discrimination activities for the Strengthening Human Resources for Health (SHRH) activity. The Gender and Non-Discrimination Program Officer will identify gender discrimination and promote gender equality in the public sector. He/she will promote gender equality and apply a rights-based approach to improving health-worker employment conditions as a priority technical strategy. This will include attention to affirmative action, family friendliness, occupational safety, and prevention of sexual harassment in human resources for health (HRH) planning processes and health workplaces. He/she will support Government of Uganda (GOU) ministries, district authorities, and private not-for-profit (PNFP) entities to implement interventions embodied in the Ministry of Health (MOH) "Guidelines for Gender Mainstreaming in Human Resources Management (HRM)" under each of the project's three results. The position will be based at Country office in Kampala but with frequent travel to the field.

KEY FUNCTIONS

- Support District Local Governments to roll out the MOH's "Guidelines for Gender Mainstreaming in HRM"
- Conduct and support equal opportunity, non-discrimination and gender equality training for SHRH staff, central level stakeholders, as well as district and facility staff as indicated.
- Develop annual gender work plan and budget in consultation with other program team members, Headquarters based Gender Expert, Finance and M&E team, and monitor the implementation of gender strategies and work plans.
- Develop annual workplace safety work plan for occupational safety and health, in consultation with other program team members, finance and M&E team members, and monitor the implementation of gender strategies and work plans.
- Integrate and monitor gender-related project indicators to promote and document equal opportunity gender equality in SHRH project interventions.
- With M&E staff design and measure the effectiveness of the sexual and discriminatory harassment reporting system which will be piloted under this project.
- Work with M&E staff and senior technical staff at the Country office (Kampala) and Chapel Hill (Headquarters) to design and carry out a gender study to be determined.
- Coordinate program work with other partners, both within the government, with PNFP partners, other implementing agencies, and donors.
- Maintain up-to-date HRIS, statistics and gender program data in collaboration with the M&E department for the project's gender related performance reporting.
- Document best practices and lessons learned in implementing gender equality activities in the project. Write reports, success stories, technical briefs and abstracts for presentations.

EDUCATION / EXPERIENCE REQUIREMENTS

- Master's degree in gender, health and development; or Masters in public health or social sciences; or an advanced degree in nursing
- Five or more years work experience with a focus on equal opportunity, nondiscrimination and gender equality
- Field experience in health programs, the health workforce, human resources management and health systems strengthening
- Background in occupational safety a plus
- Ability to function in a leadership capacity, independently and in team settings
- Experience with social science research methods a plus
- Conceptual thinker with excellent organizational skills, time management skills and attention to detail
- Experience as a trainer with a strong track record of implementing gender training strategies and programs.
- Experience working with a range of central and local government officials and government health facilities desired.
- Experience with U.S. Government-funded programs is desirable
- Strong oral and written English communication skills
- Computer literacy with standard business software (including Word, Excel and Power Point)
- Willingness to travel within the country 25% of his/her work time.

COMPETENCIES

- **Innovation** - Develops new, better or significantly different ideas, methods, solutions or initiatives that result in improvement of IntraHealth's performance and meeting objectives, results and global commitments.
- **Accountability** - Holds self and others accountable for all work activities, research and personal actions and decisions; follows through on commitments and focuses on those activities that have the greatest impact on meeting measurable high quality results for IntraHealth's success.

Exercises ethical practices, respectful words and behaviors, and equitable treatment of others in all activities.

- **Service Excellence** - Knowledge of and ability to put into action customer service concepts, processes and techniques to access internal and/or external client needs and expectations and meet or exceed those needs and expectations through providing excellent service directly or indirectly.
- **Effective Communication (Oral and Written)** - Understands effective communication concepts, tools and techniques; ability to effectively transmit, explain complex technical concepts in simple, clear language appropriate to the audience; and receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors
- **Planning and Organizing** - Develops clear goals that are consistent with agreed upon strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate time and resources for completing work; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary.
- **Interpersonal Relationships** - Knowledge of and the ability to effectively interact within and across Divisions, Departments/Country Office in a constructive and collaborative manner.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

- Minimum noise levels in an office environment
- Ability to work effectively under pressure and meet deadlines
- Office environment requiring sitting at a desk most of the day, using hands to operate a computer and other office equipment
- Ability to work an irregular schedule on occasion with the ability to travel frequently and on short notice.