



Amref Health Africa

Job Opportunities

Amref Health Africa is an international African organization founded in Kenya in 1957. Our Headquarters are in Nairobi with major programmes in Ethiopia, Kenya, South Sudan, Tanzania and Uganda, and two regional hubs in Southern and Western Africa based in South Africa and Senegal Respectively. Working with and through African communities, health systems and governments, Amref Health Africa aims to close the gap that prevents people from accessing their basic right to health. Amref Health Africa is committed to improving the health of people in Africa by partnering with and empowering communities. Our Vision is **Lasting Health Change in Africa**.

Amref Health Africa is seeking to recruit for the following vacancies.

1. PROGRAMME OFFICER, M&E (2 POSITIONS)

Location: Kampala

Purpose of the Job

The Programme M&E Officer is responsible for coordinating and leading the development and implementation of all M&E activities of Amref Uganda programme. The programme M&E Officer has primary responsibility for identifying M&E needs, designing and maintaining data collection systems and for ensuring that all necessary information, from both routine reporting as well as from ad hoc data collection efforts and special studies, is collected, analyzed and used in guiding internal project planning and informing external partners about project activities and accomplishments. The M&E Officer conducts all appropriate analyses, including the use of complimentary data sets and secondary analysis, and fully documents activities and accomplishments in the form of reports, publications, and presentations.

S/he will develop reporting systems and indicators to ensure quality, timely, and accurate data collection, including baseline values as is appropriate to track progress in meeting program objectives.

Key Responsibilities:

- Initiates the development/review of key M&E documents that include the M&E Plan, PMP and Implementation schedules among others.
- Support and review the projects plans, agree on performance indicators, methods of information collection and storage, monitoring time frames and roles/responsibilities for Country programs.
- Document and disseminate projects M&E frame works to all project Managers and stake holders.
- Assesses projects staff, local government staff, community Health Workers and VHTs capacity needs to appropriately use the activity report tools/forms and other performance related

monitors for projects in Uganda country programs.

- Takes lead in database development and maintaining the projects information management system for the projects area and update the Amref Program Data for all Country projects.
- To liaise with relevant stakeholders and partners to ensure that the M&E system produces quality data required internally and externally as well as conduct data quality assessments.
- To act as the point focal person for all M&E demands, queries and procedures and analyze projects quarterly, monthly work plans to assess for compliance to donor requirements and realization of goals.
- Provides technical guidance to projects on integration of M&E into their TOR, work plans and Capacity building of projects in practices and processes for documentation.
- To participate in all concept note and proposal developments for the enhancements of the Uganda portfolio.

Qualification, Skills and Experience

- At least Five years' experience working in development programs for public health with at least three years in WASH /SRH.
- Extensive knowledge of monitoring and evaluation methodologies i.e. both quantitative and qualitative data collection, processing and analysis;
- A good understanding of routine health information systems, and literacy in management information systems;
- Demonstrated practical skills in data analysis and report writing.
- Computer skills especially statistical analysis using SPSS, MS Access, STATA, Excel, among others
- Good knowledge of Programme cycle Management and Development
- Experience in monitoring and evaluation of development programs

2. ADMINISTRATIVE ASSISTANT

Location: Field Office/Kampala

Administrative Assistant will mainly provide professional, efficient and effective support services in areas of Human Resources, Finance, Procurement, Stores Management and Fleet Management at the project. He /she in addition provide timely, efficient and effective filing management and archiving system for Office. The position holder supervises the drivers and Office Assistants

Qualifications, Skills and Experience:

- The applicant should preferably hold a Good Bachelor's Degree in humanities, Business administration or relevant field. A Diploma with extensive experience in administration management is acceptable.
- Good record management and working knowledge and

experience using MS office is a MUST

- Experience handling stores management, procurement and logistics.
- Experience in HR Support, Fleet Management.
- Highly analytical
- Good interpersonal and people management skills
- Ethical, transparent and very trustworthy with a high sense of responsibility and initiative

3. PROJECT OFFICER

Location: Field Offices

Role of the Incumbent:

- To lead the technical implementation of the MCH/SRH Project in the District

Planning and coordination

- Plan and coordinate the implementation of activities in the project; and
- Participate in district HIV/AIDS program review and annual planning meetings to provide technical assistance in defining tangible targets, project objectives, and revision of indicators.

Project Development

- Contribute to formulating strategies to increase SMC and reduce HIV transmission through sexual routes in line with government strategies and policies.

Stakeholder Management

- Work with all relevant stakeholders, to implement community-based Health Management Information Systems (HMIS) linked to existing Ministry of Health systems, facilitate usage and ensure a solid records management systems;
- Increase community participation in MCH/SRH and other relevant integrated health area activities using established structures and civil society partnerships; and
- Liaise with District Health Teams to promote, review/ develop track and use health indicators in health system planning and identify best practices that can be translated into scale-up activities.

Capacity Development

- Work with all relevant stakeholders to address training, especially in VHT and capacity-building needs and deliver relevant interventions to the beneficiaries in the project areas;
- Liaise with the district health officials to assess health facility infrastructure needs with regard to MCH/SRH provision and plan for the provision of those within the project work plan and budget;

- Work with the District Health Team to educate VHTs and beneficiaries on MCH/SRH activities including referral systems;
- Develop appropriate IEC and other behavior change communication materials in coordination with ACP, District Health Teams, and other Behavioral Scientist and ensure appropriate translation into local languages, distribution, and utilization; and
- Liaise with district local government to train TBAs communities, health workers, and VHTs on strategies to improve MCH/SRH activities and ensure quality data collection in partnership with project M and E Officer.

Monitoring & Evaluation

- Monitor performance indicators and progress against milestones.

Research and Documentation

- Participate in conducting research and documentation of best practices and lessons learnt;
- Collection of human interest stories; and Dissemination.

Any other tasks

- Represent the project manager on duties outside the district e.g., planning meetings, workshops, NGO Forum Meetings e.t.c.
- Participate in national programmes implemented at district level but have a bearing on MCH/SRH programmatic areas e.g. Child health days,etc.

Qualifications, Skills & Experience:

- Bachelor's degree in Health related field or Social Sciences
- Four (4) years' experience in implementing activities in MCH/SRH and
- Experience in project implementation, management, design and planning.
- Demonstrated initiative and attention to detail;
- Excellent computer skills including word, Excel, Outlook, Power point;
- Good interpersonal skills; and
- Excellent Oral and written communication.

To Apply:

Please send an updated CV including three work related referees and cover letter addressed to;

The Human Resources Manager, Amref Health Africa in Uganda through jobs.amrefuganda@amref.org. Emails should not exceed 2MB.

The closing date for submitting applications is
Monday, 25th April 2016 by 5:00pm

We regret that only shortlisted candidates will be contacted.