

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified ugandans to fill the following vacant post. Applications should be addressed to the senior hr & administration officer and should be sent by email to jobs-uganda@intrahealth.Org to be received not later than **20th January 2017**.

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: PROGRAM OFFICER, PERFORMANCE MANAGEMENT

BACKGROUND:

The purpose of the strengthening human resources for health (shrhr) project is to strengthen the capacities of central ministries, districts, health professional councils, pnfp 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.

PRIMARY RESPONSIBILITIES

The program officer, performance management will support the senior advisor performance management to develop and implement performance management strategy for national, district, and health facility levels. S/he will support the senior advisor in providing technical assistance to health leaders and managers to implement the performance management system, including enhanced planning capacity, support supervision, reward and sanctions, reduction of absenteeism to improve health worker performance and productivity at national, district, and health facility levels.

ESSENTIAL FUNCTIONS

1. Enhance capacity of health leaders and managers to implement the performance management initiatives.
2. Provide technical assistance to health leaders and managers to translate their expected performance outputs into activities and establish a system to monitor their performance.
3. Enhance capacity of district health management teams (dhmts) and health facility managers on the performance management process and guide them to develop their own individual annual performance plans based on district and health facility plans.
4. Provide technical assistance to health leaders and managers to implement the performance agreements.
5. Participate in piloting team-based problem-solving or peer supervision models as alternatives to the current cascade model and enhance mutual learning and team work.
6. Work with technical programs at ministry of health (moh) and district-based ips to harmonize and disseminate service standards and update tools.
7. Work with district, facility, and pnfp health managers to determine and implement the strategy to reward performance.
8. Participate in developing and implementing a strategy for reduction and monitoring of absenteeism at health facility level.

EDUCATION/EXPERIENCE REQUIREMENTS

- Advanced degree in arts or social science, public health, economics, or a field related to human resources management, performance management or human resources for health (e.g., Management, public policy).
- Minimum of six years' working experience implementing or managing hrh or related activities in Uganda.
- Demonstrated experience in performance management
- At least three years' of the working experience should have been served at a senior level of at least principal officer in government or in a reputable organization in the private sector.

OTHER SKILLS

- Familiarity and experience working with the Uganda health care system, the ministry of health, district government, and other development organizations in Uganda would be an added advantage.
- Proven ability to carry out analysis of hrh issues; and sound costing of interventions to motivate resource allocation for hrh.
- Experience working on USAID-funded projects is highly desirable.
- Clear commitment and record of achievement to building the capacity of local partners.

- Strong verbal and written English communication skills.
- Computer literacy in ms office applications including word, excel, power point; outlook

COMPETENCIES:

- Innovation: develops new, better or significantly different ideas, methods, solutions or initiatives within your role 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.
- Service excellence: knowledge of and ability to put into action 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.
- 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 program areas in a constructive and collaborative manner.
- Effective oral and written communication: 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.

WORKING CONDITIONS/PHYSICAL EFFORT

- The program officer will report to the senior advisor, performance management, based at the project headquarters in Kampala.
- Willingness and ability to work independently with all stakeholders.
- Willingness to accept additional responsibilities.
- Willingness to work overtime as required.
- Willingness to travel throughout Uganda to work with partners and key stakeholders, and potentially internationally, as required.

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified ugandans to fill the following vacant posts. Applications should be addressed to the senior hr & administration officer and should be sent by email to jobs-uganda@intrahealth.Org to be received not later than **20th January 2017**.

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: MONITORING AND EVALUATION ASSISTANTS (02)

BACKGROUND:

Strengthening Human Resources for Health project (SHRH) is a 5 year USAID funded project implemented by IntraHealth International in Uganda. The objective of SHRH project is to strengthen the capacities of central ministries, local governments, health professional councils, PNFPs and health training institutions to effectively and efficiently plan and manage the health workforce in Uganda for improved health and HIV/AIDS services and better health outcomes.

JOB PURPOSE

The Monitoring and Evaluation Assistants assist the M&E Manager in implementation of the project monitoring, evaluation and learning activities to provide information for tracking progress towards project targets and outputs. They will also assist the M&E Manager in conducting evaluations and special assessments to measure project results and impact and identifying lessons for documentation and adaptation.

KEY OUTPUTS

Working under the guidance of the M&E Manager, this position will be responsible for undertaking tasks to accomplish the following key project outputs:

- Project Monitoring Evaluation and Learning plan operationalized.

- Annual monitoring, evaluation and learning work plans and related budgets developed.
- Project activities and progress towards targets and outputs monitored.
- Real time data available to determine implementation progress.
- Key studies and evaluations conducted to assess project results, lessons and sustainability.
- Data quality monitored and maintained.

KEY FUNCTIONS

- Assisting M&E Manager in implementing Project Monitoring Evaluation and Learning plan.
- Assisting M&E Manager in developing, implementing annual and quarterly M&E work plans and project Learning Plan.
- Assisting M&E Manager in developing data collection tools and training staff and partners in their use.
- Assisting M&E Manager in collecting and analyzing data from the field sites to measure progress towards project targets and outputs.
- Supporting M&E Manager in preparation of project reports.
- Entering data into project M&E databases and ensure all the databases are updated.
- Conducting data quality audits in field sites for quality assurance purposes.
- Participating in evaluations to measure project results and document lessons learned.
- Supporting project teams and partners to understand project M&E requirements and procedures including indicators, definitions and targets.

- Maintaining an updated filing system for all project M&E reports and documents.
- Contributing to activities and work teams as assigned.

QUALIFICATIONS, EXPERIENCE AND COMPETENCES

- A bachelor's degree with strong bias in quantitative and qualitative methods e.g. in fields of economics, statistics, health, social sciences, development or a relevant discipline.
- Hands on training in Monitoring and Evaluation is vital.
- Applied skills and experience in implementing monitoring and evaluation activities and research for HRH or related tasks.
- A minimum of 1 years' experience in Monitoring and Evaluation in a complex and changing environment preferably in an NGO environment with a focus on development, preferably in the field of health.
- Applied knowledge of and experience in using monitoring evaluation and research methods.
- Demonstrable analytical skills and critical thinking to evaluate best practices, challenges and solutions to improve program monitoring and execution.
- Experience using effective M&E techniques e.g. performance dashboards and other electronic/digital tools to easily understand implementation progress and impact.
- Previous experience working on USAID funded project is preferred
- Strong writing and organization skills for reporting on M&E and program results.

- Self-starter with demonstrated competence to assess priorities; manage a variety of complex activities in a time-sensitive/emergency environment, and meet competing deadlines, with attention to detail and quality.
- Ability to work as an effective team member in a complex and fast paced environment
- Experience working with districts and other government offices.
- Ability to travel uncountr for at least 50% of time.
- Experience conducting data analysis using statistical and/or qualitative software packages (i.e. SPSS, Epidata SAS, STATA, Nvivo, Atlas.ti) highly desirable.

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 Offices in a constructive and collaborative manner.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

- Willingness and ability to work independently with all stakeholders.
- Willingness to accept additional responsibilities.
- Willingness to work overtime when necessary.
- Willingness to travel throughout Uganda to work with partners and key stakeholders, and potentially internationally, as required.