

BAYLOR COLLEGE OF MEDICINE CHILDREN'S FOUNDATION-UGANDA

Employment Opportunities with Baylor-Uganda

BACKGROUND: Baylor College of Medicine Children's Foundation – Uganda (Baylor -Uganda) headquartered at Mulago Hospital, is a private not for profit NGO that provides: HIV/AIDS Care, Treatment and Prevention Services; Maternal Child Health Services; Health Professional Training and Clinical Research, Baylor-Uganda in partnership with PEPAL is implementing the 3-year Caring Together project aimed at increasing health service utilization by improving health facility functionality through leadership training and mentorship for frontline health workers.

Baylor-Uganda is looking for knowledgeable, enthusiastic and compassionate individuals for the role positions below:

(1) Regional Project Coordinator (01 Position) – Caring Together Project

Location: Fort Portal but working in all the 7 districts of Rwenzori (Kabarole, Kasese, Bundibugyo, Ntoroko, Kamwenge, Kyenjojo and Kyegegywa)

Reports to: Caring Together Project Manager

Role definition: Responsible for implementation of project activities in the region in the region, reporting, supervision of project staff and mentors and project monitoring, evaluation and learning component

Key Result Areas

1. Participate in developing and monitoring the implementation of project work plans, procurement plans and budgets as well as integration and implementation of project activities in the region in line with Baylor-Uganda/PEPAL financial guidelines and project objectives.
2. Support capacity building in leadership for the district technical and political leadership and Health Unit Management (HUMC) committees to strengthen support supervision and promote health facility performance.
3. Monitor the implementation of a procedure for: Selection, Health Facility allocation, induction, trainings through 'Training of Trainers' workshops and performance feedback for the district mentors/trainers while involving the district personnel stakeholders and the leadership committee to enhance sustainability of leadership norms in line with HSS project implementation plans.
4. Contribute to capacity building of facility based health workers in data management and utilization by supporting the development of a data module
5. Develop and monitor the implementation of HF based systems and procedures that foster employee (HF staff and VHTs) engagement to enhance communication & team work and as well as utilization of time/attendance tracker & related feedback to improve time management & attendance in line with project objectives
6. Participate in developing and monitoring of the implementation of PMMP-Project performance Management and Monitoring plan' together with key stakeholders, follow up the dissemination of training & mentorship schedules to the Health facilities & leadership committees then submit periodic reports to key stakeholders.
7. Prepare and submit a periodic reports with updates on the training and leadership programs based on supportive supervision in line with project objectives
8. Coordinate and support 'Mentor visits' to a HF to conduct training and follow up activities.
9. Participate in the development of the project MEL framework and related tools and implement regional MEL activities and reporting
10. Develop, strengthen and build partnerships and collaborations with districts, health facilities, and other stakeholders/collaborators in the region in line with the project objectives.
11. Provide technical and logistical support to project related research and advocacy activities within the region.
12. Participate in preparation of project fundable proposals in collaboration with other members of HSSU project team in line with Baylor-Uganda's resource mobilization and research guidelines.

NB: HF=health facility or health centre

Job specifications

The job holder should have:(1) A Bachelor's degree in Social Work/Administration, Social Sciences, Development Studies, Public Health or Health Services Management or any relevant degree with training and experience in Project Monitoring and Evaluation and application of participatory, qualitative and quantitative M&E methods (2) at least 3 years of experience in capacity building interventions preferably in the health sector, (3) At least 1 year of relevant project coordination experience with a reputable organization, and direct experience partnering with local governments and donor representatives (4) have key

personal competencies in team work and communication skills, networking and partnership skills. He/she must be dynamic, persuasive and convincing, self-motivated and able to demonstrate high initiative. He/she must have the ability to manage change (5) knowledge of local languages is an added advantage.

1) Communication, PR and Advocacy Officer (01 Position, Based in Fort Portal)

Reports to: PR Advocacy and Partnerships Coordinator

Role definition: To implement, and evaluate Baylor-Uganda's advocacy interventions then communicate key issues to the key stakeholders in line with the Baylor-Uganda advocacy and communications policy.

Key Result Areas:

1. Scan the social environment to identify issues in society that can affect Baylor-Uganda's mission in supported regions and come up with advocacy related interventions in the communities in line with the Baylor-Uganda PR, Advocacy and communications policy.
2. Build strong alliances and networks with public and private partner organizations for concerted advocacy efforts and greater participation in policy dialogue in line with the Baylor-Uganda PR, Advocacy and communications policy.
3. Take Photograph, Video record, document and share experiences arising from advocacy interventions with the supervisor and other key stakeholders in line with the Baylor-Uganda PR, Advocacy and communications policy.
4. Build the capacity of Baylor-Uganda staff in advocacy, partnering and networking as per the identified needs in line with Baylor-Uganda PR, Advocacy and communications policy
5. Draft and submit Information, Education, Communication materials for communication and Advocacy on HIV care, treatment and prevention to the supervisor in accordance with the key principals of communication.
6. Participate in carrying out advocacy campaigns on issues related to HIV care, treatment and prevention and other emerging priorities in line with the Baylor-Uganda PR, Advocacy and communications policy.
7. Develop an operational activity plan, and budget for Advocacy and communications issues in line with the unit plan/BSC and Baylor-Uganda Financial policy.
8. Prepare and submit monthly and quarterly performance reports to the supervisor in line with the Baylor-Uganda and reporting
9. Develop fundable research proposals for advocacy programs and carry out advocacy oriented research that will advance HIV/AIDS free society and adherence to care and treatment for the HIV/AIDS families in accordance with the Baylor-Uganda proposal writing guidelines.

Qualifications & Job specifications

- The job holder should have:** (1) An honors degree in Mass Communication (Public Relations/Media, Communication) or any related degree. A relevant post graduate qualification in Communication, advocacy & documentation is an added advantage.
- (2) The candidate must have at least three (3) years working experience in a reputable Non-Governmental Organization (3) 23-45 years of age, (4) Knowledge of project planning & management principles of donor guidelines with strong understanding of Communication and Advocacy issues, (5). Have key personal competencies in team and communication skills, negotiation skills, networking and partnership skills. (6) Must be dynamic, persuasive and convincing, self-motivated and able to work with minimum supervision, (7) She/he must have published some articles, stories and presentations.

If you have the relevant qualifications and experience, please send your application to the email address indicated below not later than **4.00 p.m., Friday 20th May, 2016**. Provide a detailed CV demonstrating possession of the job requirements, current position, names and addresses of three referees, copies of professional/Academic documents, email address, and day time telephone contact. You must have at most a credit 6 in MATH and ENGLISH. Only short listed candidates will be contacted for interviews. For more information, please contact us on the address below:

THE HUMAN RESOURCES MANAGER,

BAYLOR COLLEGE OF MEDICINE CHILDREN'S FOUNDATION-UGANDA
BLOCK 5 MULAGO HOSPITAL, P.O. BOX 72052 CLOCK TOWER, KAMPALA