



# REPRODUCTIVE HEALTH UGANDA

Plot 2 Katago road, Off Kiira road ,P.O Box 10746 Kampala.



**IPPF** International  
Planned Parenthood  
Federation

## OFFICE OF EXECUTIVE DIRECTOR

### EMPLOYMENT OPPORTUNITY

**Reproductive Health Uganda (RHU)** is a member of the International Planned Parenthood Federation (IPPF), and its core mandate is to promote high quality, high-impact and gender sensitive Sexual & Reproductive Health and Rights information and services through capacity building, specialized service delivery, issue specific advocacy and strategic partnerships. It is a volunteer owned and led organization, and does not discriminate in relation to gender, sex, age, political affiliation, or orientation, etc.

RHU seeks to recruit highly skilled, experienced and motivated persons to fill the following positions;

**Post: Communication and Advocacy Coordinator (1 Post)**  
**Duty Station:** RHU Head Office, Kampala  
**Reports to:** Advocacy and Communications Manager

#### Job Role

Initiate/review and implement Communication and Advocacy strategies and activities that enhance RHU institutional visibility, image and increased access to reproductive health & rights services

#### Essential Duties and Responsibilities

1. Develop and implement communication strategies that enhance utilization of sexual and reproductive health & rights services, and portrays a positive image of the organization.
2. Raise staff, government & SRHR organizations awareness on sexual reproductive health and reproductive rights issues for purposes of according them priority in planning and resource allocation.
3. Provide support to officers and staff to document, report, and share RHU and partner best practices: writing and editing in-house magazines, case studies, speeches, articles and annual reports; preparing and supervising the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes;
4. Undertake operations research regarding Sexual Reproductive Health and Rights issues
5. Monitor and evaluate the implementation of RHU Advocacy and IEC strategies and related activities.
6. Document and share information regarding RHU activities & salient events in the print and electronic media
7. Perform any other professional duties as may be assigned by the supervisor

#### Knowledge, skills and temperament

Thorough knowledge and skills in communication and advocacy of Sexual and Reproductive Health Rights, skill in creative writing, documenting and disseminating SRHR information, audience analysis and segmentation. Extrovert with ability to influence, lobby and communicate timely. Excellent report writing, facilitation and mentoring skills

#### Training and Experience

A Master's degree in communication studies, literature in English or linguistics, or journalism. Individuals with previous media experience will have an added advantage.

Additional training in Advocacy, Behavioral Change Communication (BCC), or Information Education and Communication (IEC). Minimum of five (5) years working experience, three (3) of which must have been served at Senior Management level, preferably in a reputable Non-Governmental Organization (NGO). Proof of work related results achieved

**Position: National Advocacy Coordinator**  
**Duty Station:** RHU Head Office, Kampala  
**Reports to:** Advocacy and Communications Manager

#### Job Role

The National Advocacy Coordinator will be responsible for the day to day coordination and monitoring of activities at national and district level.

#### Key Result Areas

##### I. Political Advocacy on Family Planning (35%)

- o Mapping of regional stakeholders and advocacy at regional level
- o Provides up-to-date political analysis, enabling a review of instruments and political process influencing FP information and access nationally.
- o With input from District Community Officer, maps FP stakeholders in the selected district and at national level.
- o Establishes good rapport with duty bearers at policy level through regular communication
- o Arranges meetings with duty bearers at policy level on a regular basis.
- o Plans and develops advocacy materials such as fact sheets covering national and district level situation.
- o Provide facts on FP situation, including experiences from the project, to duty bearers at policy level.
- o Maintains contact with journalists and produces press releases and briefings when relevant

##### II. Coalition building (25%)

- o Establishes alliance, networks and movements with individuals and organizations that can influence FP at national level.
- o Links district level FP stakeholders with national allies.

##### III. Capacity development and advocacy (25%)

- o Works with District Community Officer to design and implement trainings and advocacy workshops with identified stakeholders in favour of the project target group
- o Provides supervisory and coaching activities to District Community Officer.
- o Designs IEC and advocacy tools and works with District Community Officer to disseminate them.
- o Strengthen links between service delivery and advocacy
- o Provides technical assistance to stakeholders when required and relevant

##### IV. Project information and M&E (15%)

- o Prepares quarterly budget, plans and reports
- o Establishes appropriate systems to manage program and financial records.
- o Provides necessary data to partners at national and regional levels to enable them to follow implementation and adjust activities, inputs and budgets when required
- o Establish a data collection/M&E system and ensure this feeds into the advocacy work
- o Engages in monitoring and evaluation activities of the project

#### Knowledge and skills

Thorough knowledge and skills in dealing with high-level authorities, strong analytical skills, strong knowledge of national health policy especially FP policy, excellent knowledge of evidence based advocacy, and ethical rules of confidentiality. Skill in documenting information and packaging it for wider sharing

#### Training and experience

Master's degree in public health; health systems, political science, social science or related discipline from an accredited university or college and three years of appropriate experience in project management, advocacy or research related work in national or international NGOs. Individuals with legal background will have an added advantage.

**Position: District Advocacy Officer**  
**Duty Station:** Kampala  
**Reports to:** Project Coordinator

#### Job Role

The District Advocacy Officer will be responsible for the day to day implementation and monitoring of the "Environment" project activities at local and district level with support from the Project Coordinator. S/ he will engage in advocacy activities with district allies in health and environment services.

#### Key Result Areas

##### I. Community mobilization

- o Establishes groups of community advocates for health and environment services
- o Facilitates communities to analyse and generate consensus on issues that require action.
- o Works with community advocates to schedule and engage them in district advocacy activities
- o Engages with local leaders for the support of the community advocates
- o Facilitates social mobilization activities for advocating for health and environment services in district communities including supporting and facilitating the smooth running of community groups.

##### II. Coalition building at district level

- o Establishes alliances, networks and movements with individuals and organizations influencing health services provision and environment preservation in the districts
- o Uses project data and community voices to advocate for vulnerable target groups with poor information and services for health and environment preservation in the project districts.
- o Establishes good rapport with duty bearers at district level through regular communication.

##### III. Capacity building

- o Selects, trains and coaches community advocates (volunteers) for health services and environment preservation
- o Develops the capacity of project actors at community and district levels to obtain, analyze and use information, and advocate for health services and environment preservation
- o Supports target groups to mobilize other community members to increase their demand for health services
- o Provides technical assistance to district stakeholders in the area of health services and environment preservation where necessary

##### IV. Monitoring & Evaluation and Reporting

- o Works with the Project Coordinator to establish appropriate systems to manage program and financial records.
- o Provides necessary data to the coalition partners under the agreement of the Project Coordinator.
- o Identify and document case studies, success stories, and lessons learnt in a systematic manner
- o Ensure timely, quality and comprehensive reporting adhering to organizational and donor requirements

#### Knowledge and skills

Strong knowledge and skills in dealing with local authorities and communities, ethical rules of confidentiality, wide knowledge and practical skill in communicating Health issues is a must. Demonstrable advocacy and mobilisation skills and ability to write clear and concise reports.

#### Training and experience

University degree in fields related to, population, public health or behavioural sciences (preferred), with at least three years' experience implementing projects related to research, advocacy and community empowerment (required).

**Position: Service Provider (2 Posts)**  
**Duty Station:** Bwaise (1) and Luwero (1)  
**Reports to:** Service Provider In-Charge

#### Job Role

Provide Integrated Sexual and Reproductive Health & Rights (SRHR) services to all clients according to Ministry of Health (MOH) and RHU guidelines.

#### Essential Duties and Responsibilities

1. Inform, educate, and communicate with clients, to motivate and enable them make informed SRHR choices, especially in the area of family planning and HIV/AIDS
2. Provide quality integrated SRHR services to clients at all delivery points as per RHU's SRHR service package
3. Refer clients where necessary, to defined referral point(s)
4. Collect and maintain complete and accurate records of clients according to RHU/MOH guidelines
5. Analyze and utilize data to improve service delivery at health facilities
6. Perform any other professional duties as may be assigned by the supervisor.

#### Knowledge, skills and temperament

Thorough knowledge and skill in providing integrated Sexual and Reproductive Health & Rights services including the delivery of long term and permanent methods of contraception. Demonstrated willingness and capacity to handle youth sexuality and reproductive issues; ability to write and submit quality reports within set deadlines; competence in managing common tropical illnesses. Ability to work effectively under pressure, and with minimum supervision.. Skills in training and ability to generate and maintain accurate records

#### Training and experience

Diploma in Clinical Medicine and Community Health. Three years' experience in providing integrated Sexual and Reproductive Health services. Individuals with previous NGO experience and experience offering family planning and HIV related services will have added advantage.

**Position: Project Officer (3 Posts)**

**Duty Station:** Kapchorwa (1), Bushenyi (1), Arua (1)

**Reports to:** Project Coordinator

#### Job Role

The Project Officer will be responsible for the day to day implementation and monitoring of the "Prevention Plus: Partnering with men to end Gender Based Violence" project activities at local and district level with support from the Project Coordinator. S/he will work in collaboration with district partners in health and also provide technical support to community resource persons at project sites in providing information and other services on Gender Based Violence.

#### Key Result Areas

1. Coordinate and monitor gender transformative male involvement project activities in a timely manner to ensure attainment of planned results and desired learning
2. Provide technical back-stopping to community resource persons in the provision of culturally-appropriate SRH information and education to clients.
3. Document case studies, success stories, and lessons learnt in a systematic way and share information gathered from monitoring, documentation and operations research with the Project Coordinator and other stakeholders
4. Ensure timely, accurate and comprehensive reporting, adhering to organizational and donor requirements
5. Develop and maintain networks and alliances with Project partners, local district authorities, communities and other significant stakeholders
6. Perform any other professional duties as may be assigned by the supervisor

#### Knowledge, skills and temperament

Thorough knowledge in relation to integrated Sexual and Reproductive Health services. Skill in offering gender-sensitive male involvement training, quality of care assessment, supervision, excellent writing skills and provision of feedback. Demonstrated leadership, administration and motivation skills, organizational ability and ability to multi-task and deliver accurate and complete results in an efficient and timely manner. Demonstrated ability to work effectively with minimum supervision and under pressure, and ability to coach, guide, and build task oriented teams.

#### Training and experience

University degree in the following areas: Population, Public Health or Behavioural science (preferred), Gender Studies, with at least three years' experience implementing projects related to advocacy, Gender-Based Violence and community empowerment (required). Individuals with previous NGO experience will have added advantage.

**Position: Management Information Officer (4 Positions)**  
**Duty Station:** Bwaise, Kapchorwa, Iganga, and Arua  
**Reports to:** Service Provider In-Charge

#### Job Role

Manage the branch's health information system, patient data and filing system

#### Key Result Areas

1. Develops and maintains a system of effective flow of data within and outside the branch
2. Utilizes computerized data entry equipment and various word processing, spreadsheet and file maintenance programs to enter, store and/or retrieve information as required, and summarizes data in preparation of standardized reports
3. Verifies data entry; and combines data from different systems when information is inadequate; cleans data to eliminate duplication.
4. Secures the safety and integrity of information by various means.
5. Maintains client confidentiality and protects operations by keeping information confidential
6. Performs program support tasks such as organizes forms; photocopies; filing; orders and maintains project; makes reminder calls to client visits as required
7. Conducts client satisfaction surveys and operational research and coordinates other research activities at the branch
8. Provide technical back-stopping to data collectors
9. Perform any other professional duties as may be assigned by the supervisor

#### Knowledge, skills and temperament

Demonstrate competence in computer data entry using diverse computer programs with speed and accuracy. Ability to prioritize and work with frequent disruptions. Demonstrate attention to detail. Ability to solve problems and innovate and to work independently. Demonstrable data management skills and ability to write clearly and concisely.

#### Training and experience

University degree in relation to the following areas: Data Management, Records Keeping (preferred), with at least one year's experience implementing projects related to data management. Individuals with NGO experience will have added advantage.

**Position: Laboratory Technician (2 Positions)**

**Duty Station:** Northern and Western Regions of the Country

**Reports to:** Service Provider In-Charge

**Job Role:** Provide Laboratory services at RHU service delivery points to compliment clinical services

#### Essential Duties and Responsibilities

1. Process specimens, and help diagnose conditions and release quality and timely laboratory results
2. Manage and maintain laboratory equipment and reagents in accordance with laboratory standards
3. Refer clients or specimens to relevant partner agencies as necessary
4. Plan for and maintain adequate stock of laboratory reagents and equipment
5. Provide technical advice on how to improve laboratory services
6. Perform any other professional duties as may be assigned by the supervisor.

#### Knowledge, skills and temperament

Thorough knowledge and skills in laboratory service provision. Demonstrated organizational skills and ability to multi-task; demonstrated ability to work effectively under pressure, and willingness to coach and build task oriented teams.

#### Training and experience

Diploma in Laboratory Science Technology. Experience in providing laboratory services for a wide range of conditions for at least two years. Previous NGO experience will be an added advantage.

#### How to apply

Submit by post or hand-deliver application letters and attach certified copies of academic transcripts, a detailed Curriculum Vitae and other relevant documents as well the contact addresses (e-mail) of 3 referees including their telephone contacts to:

**The Executive Director, Reproductive Health Uganda, P.O. Box 10746 Kampala** Or hand-deliver at: RHU Head Office, Plot 2, Katago Road, Kamwokya (Opposite Uganda Museum) Closing Date: **15th April 2016. Only shortlisted applicants will be contacted.**

**NB: Female applicants are encouraged to apply**