



APRIL 6th, 2021

Job title: Contact Tracing Officer GF-TASO/ HIV/TB

Based in: Mbale.

Reporting Line: Project Coordinator

Anticipated Start date: April 2021.

Who we are

Program for Accessible Health Communication and Education (PACE) is a local Health Non-Governmental Organization in Uganda and an Independent Network Member of Population Service International (PSI). PACE's work focuses on achieving universal health care coverage by addressing the health needs of Ugandans through consumer powered healthcare approaches and affordability of health products in the areas of HIV/TB, Reproductive Health, Malaria, Maternal and Child Health and access to clean water. For more information, please visit www.pace.org.ug

Join us

We are looking for an experienced Individual to take on the role of **Contact Tracing Officer under Global Fund /TASO/HIV/TB Project**. The position will be responsible to Plan, supervise and implement project activities and strengthen partnership in the assigned district in line with PACE and donor policies and guidelines. The Contact Tracing Officer will ensure contribution towards reduction in TB new infections among the target population within the District of Project implementation. The Contact Tracing Officer will operationalize the project Scope of work in the district and data management systems, processes, guidelines to support digital system reporting, M&E framework, donor requirements as well as PACE's vision and mission.

Sound interesting? [Read on...](#)

Your contribution

- Timely development and tracking of the Project workplans, and reporting.
- Mentoring and support supervision of community-based and facility-based Health Care Workers in the day-to-day implementation of TB/HIV collaborative activities.
- Coordinate and monitor the effective referral system of tuberculosis and HIV patients to ensure integration of TB and HIV services within the districts.
- Ensure Quality assurance and Knowledge management of all activities in accordance with

Global fund guidelines and PACE policies.

- Work closely with the National TB Control Program (NTP), and other Stakeholders in identifying program priorities, developing strategies, and coordinating Implementation of MDR-TB activities.
- Participate in all TB/HIV forums in your operational area and provide updates as required.
- Work with the district TB coordinators, HIV focal persons and Facility in charge to support provision of regular updates to stakeholders regarding implementation of the Project.
- Implement and monitor project data management activities by stake holder's facility staff, entry in digital system, analyses, and input in e-system from all sites to make informed decisions (daily, weekly, monthly, quarterly).
- Checking for accuracy of the data that has been input and resolving discrepancies in information and obtaining further information for incomplete documents.
- Track all TB/HIV coinfecting clients and retain them in Care.
- Any other duties as may be assigned.

THE BASICS

- Minimum of a Diploma in medical related field.
- A minimum of three years' experience working with rural communities, local partners including Local Government and TB related activities.
- Experience in contact tracing.
- Knowledge on TB and sputum collection.

WHAT WOULD GET US EXCITED?

- Excellent interpersonal, teamwork and networking skills.
- Knowledge of TB Health service standards.
- Demonstrated ability to work with various partners including Local governments, CBOs, and other NGOs.
- Strong understanding of health services, preferably in the public health sector and NGOs in Uganda.
- Good report writing and presentation skills coupled with good knowledge of Ms Office programs including Word, Excel, and power point.
- Excellent verbal, written and communication skills.
- Willingness to reside in the project location.

Requested Application Material

Interested candidates should email their **cover letter, an updated CV and copies of academic documents [as ONE pdf attachment]** addressed to the Human Resource and Administration to apply@pace.org.ug, **indicating the Job title in the subject of the email.**

Inclusion of your salary expectation in your cover letter is a key requirement.

Applications should reach us not later than **5.00pm (17h:00) on Monday April 12th, 2021.**

Applications received will be reviewed on a rolling basis, so we encourage you to submit your application as soon as possible!

Only shortlisted candidates will be contacted.

Appointment is conditional on signing of the grant.

PACE is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status.

*****Please note PACE does not solicit for funds during any recruitment process.***