



## **Open to Internal Candidates**

**APRIL 6<sup>th</sup>, 2021**

**Job title:** Project Assistant GF-TASO/ HIV/TB

**Number of positions:** 3

**Based in: Cluster 1 Mbale** –Mbale, Sironko, Budaka, Kibuku, Pallisa, Butaleja, Bulambuli, Manafwa, Namisindwa, Butebo, Bududa.

**Cluster 2 Dokolo** –Lira, Dokolo, Amolatar, Otuke, Alebtong, Kole, Oyam, Apac, Kwanja, Gulu, Omoro.

**Cluster 3 Kitgum-** Kitgum, Amuru, Agago, Lamwo, Nwoya.

**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](http://www.pace.org.ug)

### **Join us**

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

**Sound interesting? Read on...**

## Your contribution

- Work with the TB Contact Tracking Officer and HIV teams at facility to provide regular updates regarding implementation of the TB/HIV collaborative activities.
- Support and monitor Community Health Workers (CHWs) activities.
- Support CHWs in conducting day today household visits.
- Support CHWs in TB screening and case identification, follow up and contact tracing.
- Support the CHWs in mobilizing communities and conducting health education activities on the spread and TB.
- Monitor PACE GF-HIV/TB project deliverables and timeliness, notify the Team Leader when issues arise, and take corrective actions, as needed.
- Support in the data collection, filing, sorting, entry into database software and creating data backups as part of a contingency plan.
- Engage in the implementation of planned activities through periodic consultations, monthly progress review meetings, reports review, and provide feedback for improving performance.
- Any other duties as may be assigned.

## THE BASICS

- Degree in Development Studies, Community Psychology, Social Sciences, Social Administration, Public Health and or any other related competences.
- Additional training in Project Planning and Management is an added advantage
- A minimum of (2) two years' experience working with rural communities, local partners including local government and TB related activities.
- Experience in HIV/TB contact tracing.

## WHAT WOULD GET US EXCITED?

- Excellent interpersonal, teamwork and networking skills.
- Knowledge of HIV/TB Health Ministry of 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.
- Ability to ride with a valid riding license is a **MUST**
- Ability to speak the local language is additional advantage
- 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 Manager to [apply@pace.org.ug](mailto:apply@pace.org.ug), **indicating the Job title in the subject of the email.**

Internal staff at PACE **only** who meet the requirements are invited to apply.

**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 12<sup>th</sup>, 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.***