



Open to Internal Candidates

APRIL 6th , 2021

Job title: Project Officer GF-TASO/ HIV/TB

Number of positions: 3

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

Cluster 2 Dokolo –Lira, Dokolo, Amolatar, Otuke, Alebtong, Kole, Oyam, Apac, Kwania, 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

Join us.

We are looking for an experienced Individual to take on the role of **Project Officer 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 officer will ensure contribution towards reduction in HIV new infections among the Adolescent girls and young women within the district of Project implementation. The project officer 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

- Implement activities across the districts following donor contract obligations and PACE policies.
- Prepare and submit monthly, quarterly, and annual work plan, budget work plans, reports, and fast-tracking tool of all projects.
- Implement advocacy, PR, and partnerships development activities for effective achievement of program objectives.
- Build capacity (Training, Mentoring, and coaching) of implementing partners to execute PACE projects.
- Implement risk management and compliance activities to mitigate operational and financial risks.
- Document and share best practices as agreed upon with the donor, implementing partners and PACE
- Ensure Quality assurance and Knowledge management of all activities in accordance with Global fund guidelines and PACE policies.
- Distribute, track, and reconcile commodities and IEC materials in the district in line with the supply chain management procedures.
- Account for all project activities undertaken according to the donor contract donor obligation and PACE policies.
- Plan forecast order distribution and account for all project commodities and related materials to be distributed during project implementation.
- 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.

THE BASICS

- Degree in Development Studies, Community Psychology, Social Sciences, Social Administration, and related competences.
- Additional training in Project Planning and Management is an added advantage.
- A minimum of three years' experience working with rural communities, local partners including local government.
- Knowledge of the Local language
- Ability to ride motorcycle with a valid riding license is a **MUST**
- Willingness to reside in the project area location

WHAT WOULD GET US EXCITED?

- Excellent interpersonal, teamwork and networking skills.
- Knowledge of the 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.
- Comfortable working with adolescents and being able to freely interact with them.
- 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.

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, **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.

Submission of certified Academic papers is compulsory.

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 the 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.***