

## Position **E - REFERRAL SYSTEMS COORDINATOR**

Department: Programs  
Based in: Mityana  
Reports to: The Community Engagement Technical Advisor

### **Who we are:**

PACE is a Ugandan indigenous health organization leading solutions in the health market through the private sector. It deploys social marketing approaches to measurably improve the health of Ugandans. For more information, please visit [www.pace.org.ug](http://www.pace.org.ug)

PACE is part of a consortium that is implementing a (5+ years) project aimed at reducing the HIV incidence, and mortality related to HIV and TB and develop capacity for the region and the country to plan, coordinate and sustain HIV epidemic control. The program will accelerate Epidemic Control in Mubende Region under the President's Emergency Plan for AIDS Relief (PEPFAR). In partnership with Mildmay Uganda and support from CDC, PACE's primary role will be to PACE's to strengthen community systems to yield high HIV case finding, linkages and community based support for retention in HIV care and prevention.

### **Join us!**

We are looking for someone to develop and support the implementation of an innovative and comprehensive e-referral system for project implementation, monitoring and reporting.

Sound like you? Read on.

### **Duties & responsibilities:**

You will

- Provide technical support for e-referral system Implementation;

- a) Work with the project teams / end users to define requirements for e-referral system development and develop an implementation blueprint based on organizational standards.
  - b) Provide project management support for e-referral system implementation to ensure implementation by developers/consultants is delivered within required timelines.
  - c) Systems development for e-referral system, including configuration of data sets and programs, development of analytics, dashboards and reports, setting up security and user roles.
  - d) Coordinate with the support team to ensure implementation of integration of the e-referral system into DHIS2 with third party tools.
  - e) Manage communication and expectations throughout the development process.
  - f) Manage the user experience testing processes and ensure feedback from users is incorporated into system development.
- Provide system administration support;
    - a) Set-up and maintain user accounts, organization units & groups.
    - b) Train end users on using e-referral system, primarily on data capture, system administration and analytics.
  - Provide help-desk support by responding to and resolving support tickets within required timelines;
    - a) Provide support for data analytics & use.
    - b) Create and help users utilize e-referral analytical features including dashboards, maps, visualizations and pivot tables.
    - c) Create and maintain indicators and custom reports.
  - Provide support for data quality assurance;
    - a) Conduct Data Quality Audits and develop SOPs & improvement plans to address weaknesses identified.
    - b) Review data collection and capture tools to identify potential data integrity weaknesses and develop validation rules to address them.

### Qualifications:

A degree in Computer Science, Information Technology or related field from a recognized University.

### Experience:

- Proficiency in PHP, JavaScript, HTML and SQL.
- Demonstrated ability to design applications and user interface.
- Experience in IT systems related Project Management.
- Demonstrated ability to write system documentations.
- Demonstrated experience in HIV Care M&E systems.



- Demonstrated experience in M&E system development and implementation and the use of IT systems including spread sheets, databases and working with statistic databases such as STATA, SPSS especially in NGO.
- Prior experience in M&E data management in donor funded program is preferable.
- Prior experience in data use for decision making in HIV Care programs.
- Working knowledge of DHIS2, Open MRS software used government of Uganda data systems in HIV care.

### Competencies required for this role:

- Good communication skills, written, verbal and presentation.
- Ability to build relationships with stakeholders within the organization.
- Evidence of taking decisions at the right time based on the information available.
- Attention to detail and ability to work accurately.
- Able to work independently and as part of a team.
- Ability to learn new skills and technologies fast.
- Result focused, drive change/innovation, customer service orientation and develop others.

### How to apply:

Please deliver your résumé (CV), copies of certificates, references, and cover letter clearly indicating position applied for on the “top left-hand side of the envelope”, to the **PACE Office Reception**, addressed to the **Head of People and Culture**, at **Plot 3, Mackenzie Vale, Kololo. P. O. Box 27659, Kampala**.

You can also deliver your CV to the following addresses;

- **PACE Northern Region (Lira)** - Plot 52 - 54, Police Road, African Quarters, Lira Town;
- **PACE Eastern Region (Mbale)** - Plot 10, Bungokho Road Senior Quarters, Mbale town;
- **PACE Western Region (Mbarara)** - Plot 560, Kashari Block Ruharo, Mbarara.

The deadline for receipt of applications is **2:00pm (East African Time) on 30<sup>th</sup> June 2017**. Only shortlisted candidates will be contacted.

*PACE is an equal opportunity employer and does not discriminate against HIV positive people or people with disabilities. PACE is also committed to the safety and protection of children in our care from intentional and unintentional harm. Candidates will therefore be expected to comply with PACE's child protection policy.*