

Position **TEAM LEAD COMMUNITY ENGAGEMENT AND INFORMATION**

Department: Programs
Based in: Mityana
Reports to: 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

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 lead the monitoring and evaluation design and implementation processes of the project. S/he will manage the M&E team, lead the training of CBOs, Key and Priority Populations (KP/PP) associations, district forums and networks in data recording, analyzing and utilization.

Sound like you? Read on.

Specific duties and responsibilities:

You will

- Design the monitoring and evaluation system of the community engagement project in collaboration with the key stakeholders.
- Coordinate the monitoring and evaluation of project activities in collaboration with the Implementing Partner's M&E officers.
- Ensure compliance with the project guidelines for the collection of project data.
- Supervise the coordinators and community data officers of the project for the collection of project data.
- Collaborate with the Engagement and Information officers of the other agencies in the consortium.
- Build capacity of project staff on data collection, analysis, interpretation and use.
- Support implementing partners in M&E activities and ensuring good data quality at their level, corresponding to good quality reporting.
- Participate in operational research and identify lessons learned and reporting such information back to the project team.
- Ensure information collection and to collaborate with PACE program management in the preparation of project reports.
- Initiate critical reflection and learning mechanisms to ensure programs identify and use lessons and best practices
- Represent PACE at the national, district and other external assignments for M&E related activities as directed by the Technical Advisor.

Requirements

- A Bachelor's degree in public health, statistics, social sciences or related field
- A Post Graduate Training in M&E is essential.
- A minimum of 5 years of relevant experience in M&E in donor funded projects
- Demonstrated research experience and skills, complemented by experience in collaborating with various types of partners.
- At least 3 years of professional experience in project planning, proposal development, monitoring and evaluation, training with excellent analytical skills
- Experience in data entry, coding, editing, and analysis and report writing is desired
- Proficient-to-advanced skills with MS Office suite, Excel, and other data management and analysis software packages such as SPSS, STATA, EPI-INFO
- People management / supervision skills
- Experience of different measurement and evaluation frameworks and techniques, such as the logical framework approach and theories of change and organizational learning, including participatory techniques.
- Experience in designing research questions or survey tools is essential.



- Flexibility, good communication and interpersonal skills, presentation skills, and ability to work under pressure with minimal supervision.

Competencies required for this role

- **Customer Service Orientation:** See PACE from the client point of view; keep client needs paramount when making decisions and taking action; Be professional, reliable, friendly and offer timely service
- **Results Focused;** Move focus from analysis to action; show persistence to overcome obstacles; take immediate action to solve problems; ensure follow through.
- **Drive Change / Foster Innovation:** act with urgency for continuous improvement and with a bias towards action; promote development of breakthrough solutions; embrace and advocate innovations that improve results.
- **Develop Other:** Give people challenging assignments to develop their capabilities; provide timely coaching, instruction and feedback, create an environment where failure is seen as an opportunity to learn.
- **Build Strong Relationships:** Develop and sustain positive relationships with others; build connections with others based on an in-depth understanding of their needs and concerns; establish networks.

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 30th 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.