



Vacancy Notice: VN/ 013/2022

Open to Internal and External Candidates

Job title: Project Assistant- Global Fund HIV/TB
Based in: Kitgum, Mbale and Lira Clusters
No. of positions: 3
Straight reporting Line: Data Officer -Global Fund HIV/TB
Posting Date: 31st December 2022
Closing Date: 6th January 2023
Anticipated Start date: January 2023.

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 experienced Individuals to take on the role of **Project Assistant under Global Fund – HIV/TB Project**. The position will provide responsibility to Plan, supervise and implement project activities and strengthen partnerships 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. He / She 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

Duties and Responsibilities

- Regularly update the TB / HIV Data bases (data collection, filing, sorting, entry into database software and creating data backups) Including TB info, AGYW Data bases, Electronic Case based surveillance systems and project level databases.
- Support health facilities in correctly using Project reporting tools and facility HMIS registers).
- Provide weekly updates on TB reporting in HMIS 033B
- Conduct targeted support supervision to the TB Diagnostic and Treatment units.
- Work with the TB Contact tracking Officer and TB/HIV teams at facility to provide regular updates regarding implementation of the TB/HIV collaborative activities.
- Compile and submit weekly performance reports to the data Officer for TB/ HIV
- Monitor Community Health Workers (CHWs) activities and in conducting day today household visits, TB screening and case identification, follow up and contact tracing
- Mobilize communities for the TB/ HIV AGYW activities and conducting health education activities.
- Compile monthly activity reports, accountabilities and submit to the supervisor timely.
- Collect and archive all project TB/ HIV AGYW documents and submit to the Data officer at the region office (PACE Lira office)
- Participate in the data review meetings at the district and facility level.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Engage in the implementation of planned activities through periodic consultations, monthly progress review meetings. And any other duties assigned by the supervisor.

THE BASICS

Key Performance Indicators:

- Work-plan developed, implemented on schedule, and monitored
- Budget not overspent or under -spent
- Effective and efficient implementation and accountability of activities.
- Partners demonstrate the competence in executing PACE projects
- Compliance to donor guidelines, PACE policies and standards in implementation of project activities.
- Success stories documented, and best practices utilized
- Achievement of set targets as well as 100% reconciliation and evaluation of reports achieved.

- Increased visibility of PACE within the assigned districts.

Qualifications:

- Bachelor's degree in statistics, economics, related business courses, Public Health.
- Additional training in medical records management.

Experience

- A minimum of (2) two years' experience working with communities, local partners including local government and TB/ HIV Health related activities.
- Experience in DHIS2, HMIS and data management
- Riding a Motorcycle is must and a valid riding permit.

Key Competencies:

- The candidate shall live and embody PACE values of Transparency and Accountability; Recognition and Reward; Innovation and creativity; Open communication and teamwork and Speed and Efficiency
- create an environment where every individual can thrive by upholding PACE's policy on Equity, Diversity, and Inclusion
- Create a safe and respectful work environment for staff, beneficiaries, and third parties by upholding PACE's Safeguarding and Child Protection policy

Key Behavioral Competences:

- Excellent interpersonal, teamwork and networking skills.
- Knowledge of HIV/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 PowerPoint.
- Excellent verbal, written, and communication skills.
- 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 Manager Human Resource, Administration and Safeguarding to apply@pace.org.ug, **indicating the Job title in the subject of the email as well as the preferred duty station cluster.**

Applications should reach us not later than **5.00pm (17h:00) on Friday January 6th, 2023.**

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.

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. To report any unethical conduct, please use; www.pace.ethicspoint.com/ audit@pace.org.ug / ethics@pace.org.ug
or Call: 080-011-3238 Toll free**

Visit www.pace.org.ug for details about our policies