



Office of Executive Director

EMPLOYMENT OPPORTUNITY

Reproductive Health Uganda (RHU) is a member of the International Planned Parenthood Federation (IPPF), and its core mandate is to champion, provide and enable universal access to rights based Sexual and Reproductive Health and Rights (SRHR) information and services to vulnerable and underserved communities especially young people.

RHU seeks to recruit highly skilled, experienced and motivated persons to fill the following positions:

Position: Director of Finance and Administration (1 Post)

Duty Station: RHU Head Office, Kampala

Reports to: Executive Director

Job Role

As part of RHU top management, to provide strategic and operational financial and administrative oversight to the entire RHU programme and avail guidance and technical support to RHU Management and staff on appropriate administration and accountability of its financial resources in accordance with prevailing financial management and accounting practices; leads and guides the RHU accounts and administrative support teams to achieve timely and quality deliverables

Essential Duties and Responsibilities

1. Oversees financial analysis and critically evaluates all major expenditure proposals and plans for and forecasts financial requirements and co-ordinates the consolidation of RHU budgets
2. Budgets and monitor material and financial resources of RHU and ensures the Organization's liquidity
3. Co-ordinates the preparation of final books of accounts and accounting records, and coordinates preparation and submits periodic financial statements and reports



4. Coordinates preparation for external audit and responses to any queries there from, as well as mandatory inquiries as appropriate
5. Provides technical guidance and support to RHU management and staff on financial and administrative management matters
6. Establishes and maintains a system of equipment and commodity inventory and stores control including participating in the commodity procurement process
7. Ensures compliance to all donor and statutory requirements
8. Oversees adherence to RHU and national financial management policies, regulations and professional practices in all financial transactions.
9. Ensure existence of sound financial systems at all branches organization nationwide.
10. Participates in the resource mobilization initiatives for the Organization
11. Provides capacity building, mentorship and support to the finance team under his supervision
12. Perform any other professional duties as may be assigned by the Supervisor

Training and Experience

- A Master's Degree with bias in Finance and Accounting from a recognized awarding Institution plus Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized institution and accredited by Institute of Certified Public Accountants of Uganda (ICPAU).
- Professional training in management and administration
- Working knowledge of at least one accounting software is a requirement and practical knowledge of Navision will be an added advantage.
- Minimum of ten (10) years working experience, five (5) of which must have been served at Senior Management level, preferably in a reputable Multi-donor, Non-Governmental Organization (NGO)

Knowledge, skills and temperament

Financial Management, Administration, Planning, Budgeting and Coordinating; Information and Communications Technology; Accountability; Problem solving and Decision making; Team Work; Focused on quality and standards, and ethics and integrity. Demonstrated ability in administration; Excellent communication, leadership and management skills, hands on and interactive; an assertive strategic thinker



Other Personal Attributes

The candidate must adhere to the safeguarding reporting and monitoring requirements of this role. The candidate must be pro-choice

Position: Manager, Gender and Youth (1 Post)

Duty Station: Head Office, Kampala

Reports to: Director of Programme

Job Role

Provide technical support and guidance to RHU Gender and Youth Sexual and Reproductive programming to achieve tangible outcomes and results

Essential duties and Responsibilities

1. Lead and manage the Gender and Youth function of the Organization, including building capacity in, gender equality and youth Sexual and Reproductive Health and Rights (SRHR)
2. Develop guidelines for promoting effective youth SRHR and gender equality across all RHU programme areas and operations.
3. Ensure implementation of the Gender and Youth SRHR strategies in line with RHU's strategic plan
4. Liaise with the Director of Programmes to establish and maintain partnerships, collaborations and networks in relation to Gender and youth SRHR
5. Represent the Organization at International, National and Sub-National fora as may be assigned
6. Provide mentorship and support to relevant RHU management and staff, and to its stakeholders in Gender and Youth SRHR aspects
7. Establish and maintain a result-based system for monitoring and evaluating Gender and Youth Sexual and Reproductive Health and Rights in RHU
8. Ensure timely, quality and comprehensive youth projects' reporting
9. Perform any other professional duties as may be required by the Supervisor(s)

Training and experience



Master's Degree in Social Sciences, Gender/Development Studies or related field. Post Graduate training in Project Planning Management together with prior knowledge of working with a Non-Government Organization is an added advantage

Knowledge, skills and temperament

Knowledge and skill in communicating and advocating with and to different stakeholders on aspects of youth Sexual and Reproductive Health and Rights (SRHR) in a gender sensitive manner. Working knowledge of national Adolescent/youth SRHR and Gender Equality policies. Skill in building capacity, documenting and reporting. Demonstrated ability to work effectively with minimum supervision, and ability to coach, guide and build task-oriented teams. Willingness to contribute and work as part of a team together with capacity to deal with people of diverse cultures

Other Personal Attributes

The candidate must adhere to the safeguarding reporting and monitoring requirements of this role.

The candidate must be pro-choice

Position: Communications Coordinator - (1 Post)

Duty Station: RHU Head Office, Kampala

Reports to: Advocacy and Communications Manager

Job Role

Guided by the innovative technologies, strengthen and maintain internal and external communications, through coordinating/supporting the communication function: public/media relations; documentations; SBCC, etc. Support the advocacy and fundraising functions; and position key SRHR issues to increase access to reproductive health and rights information and services, especially to young people.

Essential Duties and Responsibilities

1. Develop and roll out the communication plan for the project, and disseminate
2. tailored communication messages through different channels
3. Build a virtual collaborative forum for exchanging strategic advocacy and communications



4. Empower communities/young people and facilitate their ability to hold different policy makers accountable
5. Facilitate interface between decision-makers and the community through micro-consultative forums
6. Provide support to officers and relevant staff to document, report, and share RHU and partner best practices
7. Document and share information regarding activities and salient events in the print and electronic media, including the website
8. Update the RHU online media- social media platforms and website on a regular basis
9. Monitor and evaluate the implementation communications activities
10. Perform any other professional duties as may be assigned by the supervisor

Training and experience

Bachelor's degree in communication from an accredited university or college and three years of appropriate NGO experience in designing and implementing health-related communications programmes include using innovative technologies. Knowledge of desktop publishing software. Proficient in Microsoft Office, content management systems, and social media platforms. Possessing additional training/knowledge in ICT

Knowledge, skills and temperament

Knowledge and skills in audience analysis, segmentation and communication of reproductive health messages. Skill in documenting information and packaging it for wider sharing. Experience in working with the media and other Stakeholders. Demonstrated ability to work effectively with minimum supervision, and ability to coach, guide, and build task-oriented teams. Online data analytics skills, and social media management

Other Personal Attributes

The candidate must adhere to the safeguarding reporting and monitoring requirements of this role.

The candidate must be pro-choice

Position: Media Advocacy and Documentations Coordinator (1)

Duty Station: RHU Head Office, Kampala



Reports to: **Advocacy and Communications Manager**

Job Role

Strengthen documentation, and take lead in planning, development and implementation of strategies for the strategic use of the media to advance social or public policies, through influencing the media, public, political/policy agendas towards FP/SRHR

Essential Duties and Responsibilities

1. Develop and maintain strategic partnerships with key media houses at both national and subnational levels
2. Take lead in organising media field visits; press briefings, and interviews and production of communications and advocacy materials in support of FP/SRHR
3. Engage/influence the media to give extensive coverage of FP/SRHR issues
4. Building the capacity of key FP/SRHR champions to identify, understand, and apply media strategies to advocate for FP/SRHR policies
5. Provide support to relevant staff to document, report, and share best practices
6. Evaluate results and impact of media activities; reports on developments, trends and attitudes regarding the FP/SRHR media coverage
7. Perform any other professional duties as may be assigned by the Supervisor

Training and experience

Bachelor's degree in communication or journalism from an accredited university or college and three years of appropriate NGO experience in designing and implementing health-related communication programmes and working with the media.

Experience in communication using digital technologies/online media.

Possessing additional training in Advocacy, Behavioural Change

Communication (BCC), or IEC will be an added advantage.

Knowledge, skills and temperament

Knowledge and skills in audience analysis, segmentation and communication of reproductive health messages. Skill in documenting information and packaging it for wider sharing. Experience in working with the media and other stakeholders, more so use of digital technologies. Demonstrated ability to work effectively with minimum supervision, and ability to coach, guide, and build task-oriented teams.

Other Personal Attributes

The candidate must adhere to the safeguarding reporting and monitoring requirements of this role.

The candidate must be pro-choice



Job Title: Radio Sonographer (2 Posts)

Duty Station: Kampala and Lira

Reports to: Branch In-Charge

Job Role

Responsible for performing Radio-sonographic examination according to national and international protocols, while adhering to security measures and standards of hygiene and privacy in order to contribute to the daily management of patients at RHU clinics.

Essential Duties and Responsibilities

1. Perform high quality ultrasound imaging and analysis to assist in the diagnosis and management of patients.
2. Prepare patients for imaging including explaining procedures and compiling medical history while upholding patient confidentiality
3. Apply hygiene protocols in the maintenance of equipment; cleaning of ultrasound devices, ensuring their safety and their maintenance in sound condition as well as ensuring proper waste disposal
4. Ensure quality assurance.
5. Perform regular stock inventory and ensure proper storage of materials; make requisitions for materials as required
6. Conduct procedures and practices with the highest level of integrity and ethics according to MoH guidelines and RHU's laid down protocols
7. Ensure data collection is accurate and complete and submit reports in a timely manner, including maintaining a daily log of patients seen
8. Perform any other professional duty as may be assigned by supervisor

Training and experience

- Diploma in Radiology & Sonography with a valid practicing license.
- S/he must be registered with the Allied Health Professionals Council
- Proficient in computer software commonly used for documentation and sonographic report presentation, with a positive, team working temperament.



- At least three (3) years' experience in providing high quality ultrasound imaging and analysis

Knowledge, Skills & Temperament

- Knowledge of sonography principles and best practices.
- Knowledge of hygiene management and IPC protocol.
- Skill in the use of X-rays and ultrasounds machines and interpreting resultant images
- Excellent interpersonal and communication skills in a multidepartment setting
- Good command of written and spoken English, as well as local dialects

Other Personal Attributes

The candidate must adhere to the safeguarding reporting and monitoring requirements of this role.

The candidate must be pro-choice

Job Title: Service Provider (2 Posts)

Duty Station: Gulu and Apac

Reports to: Branch In-Charge

Role:

Provide high quality Integrated Sexual and Reproductive Health & Rights (SRHR) Services to all clients according to Ministry of Health (MOH) and RHU guidelines

Essential duties and Responsibilities

1. Inform, educate, and communicate with clients, to motivate and enable them make informed SRHR choices
2. Maintain quality standards established for a health service delivery facility
3. Provide quality integrated SRHR services to clients at all delivery points as per RHU's SRHR service package and support the effective delivery of integrated SRHR outreach services in target communities.
4. Ensure effective clinical procedures, rules, regulations which are consistent with MoH guidelines.
5. Maintain and ensure rational use of supplies and other commodities in the facility.



6. Work with team supervisor and other staff to indicate the needs in medical equipment and drugs
7. Refer clients as appropriate, to defined referral point(s)
8. Document all aspects of client care, ensure confidentiality and maintain accurate and complete client records according to RHU/MOH guidelines
9. Analyse and utilize data to improve service delivery at health facilities
10. Provide other basic general clinical services, including minor surgical procedures, in accordance with established guidelines/standards.
11. Perform any other professional duty as assigned by the immediate Supervisor

Person specification

Training and experience

Diploma in Clinical Medicine and Community Health, Diploma in Midwifery/ Comprehensive Nursing from a recognised institution and a valid Practicing License from an appropriate professional body. Three years' experience in providing integrated Sexual and Reproductive Health services. Individuals with previous NGO experience and experience offering integrated SRH services will have added advantage.

Knowledge, skills and temperament

Thorough knowledge and skills in providing integrated Sexual and Reproductive Health & Rights services including the delivery of long term and permanent methods of contraception. Demonstrated willingness and capacity to handle youth sexuality and reproductive issues; ability to write and submit quality reports within set deadlines; competence in managing common tropical illnesses. Ability to work effectively under pressure, and with minimum supervision. Skills in training and ability to generate and maintain accurate records

Other Personal Attributes

The candidate must adhere to the safeguarding reporting and monitoring requirements of this role. The candidate must be pro-choice

Position: Laboratory Technician (1 Position)

Duty Station: Mbarara

Reports to: Branch In-Charge

Job Role:



Provide Laboratory services at RHU service delivery points to support clinical diagnosis and care

Essential Duties and Responsibilities

1. Process specimens, help diagnose conditions and produce quality and timely laboratory results
2. Manage and maintain laboratory equipment and reagents in accordance with laboratory standards
3. Refer clients/specimens to relevant partner agencies as necessary
4. Maintain equipment and an adequate stock of laboratory reagents
5. Provide technical guidance on how laboratory services could be improved
6. Perform any other professional duties as may be assigned by the supervisor.

Knowledge, skills and temperament

Thorough knowledge and skills in laboratory service provision. Demonstrated organizational skills and ability to multi-task; demonstrated ability to work effectively under pressure, and willingness to coach and build technically competent teams.

Training and experience

Must possess, as a minimum, a Diploma in Medical Laboratory Science from a recognized institution and a valid Practicing License. Experience in providing a wide range of laboratory services for different conditions for at least two years. Previous NGO experience will be an added advantage.

Job Title: Information Management Assistants (2)

Duty Station: Mbarara and Kabale

Reports to: Branch In-Charge

Job Role

Manage the branch's health information system, client data and filing system

Essential duties and Responsibilities

1. Utilize computerized data entry equipment and programs to enter, store and/or retrieve information as required within set timelines.
2. Verify data entry, and clean data to eliminate duplication.
3. Secure the safety and integrity of information by various modes
4. Maintain client confidentiality and protect operations by keeping information confidential
5. Perform program support tasks such as organize forms; photocopies; filing; and makes reminder calls to client visits as required



6. Conduct client satisfaction surveys, operational researches and other research activities at the branch.
7. Provide technical back-stopping and capacity building to staff and partners in data management.
8. Proactively identify, troubleshoot and escalate issues related to M&E and data.
9. Perform any other professional duties as may be assigned by the supervisor

Person specification

Training and experience

Bachelor of Arts Degree in Demography and Reproductive Health, Population Studies, Statistics or related field. At least two years' experience in managing data for health-related projects. Individuals with previous NGO experience will have an added advantage.

At least two years' experience in managing data for health-related projects. Individuals with previous NGO experience will have an added advantage.

Knowledge, skills and temperament

- Competent in computer data entry using diverse computer programs with speed and accuracy, ability to prioritize and work with frequent disruptions, solve problems and innovate and to work independently.
- Demonstrable data management skills and ability to write clearly and concisely.
- Demonstrable competence in computer data entry using diverse computer programs with speed and accuracy.
- Paying attention to detail

Other Personal Attributes

- The candidate must adhere to the safeguarding reporting and monitoring requirements of this role
- The candidate must be pro-choice

Job Title: Accounts Assistants (3)

Duty Station: Kapchorwa, Fortportal and Luwero

Reports to: Branch In-Charge

Job Role:



Maintain Project Accounts, Logistics and Supplies in line with the project funding agreement/financial procedures

Essential Duties and Responsibilities

1. Verify all project payments to ensure accuracy, correctness and compliance to set procedures
2. Write and maintain accurate books of accounts; and update regularly the cash book, cheque register book and receipt ledger with all receipts and payments
3. Ensure all the money received including clinic collections is receipted, banked and obtain deposit slips
4. Review and process payment requests and stamping **“PAID”** on all vouchers and support documentation as well as post and verify invoices and payments on the accounting software in an accurate and timely manner.
5. Ensure all bank accounts assigned are up to date and well reconciled.
6. Ensure that necessary taxes like withholding taxes are deducted from qualifying payments and liaise with head office finance team to file the necessary returns
7. Maintain filing system and safe custody of all payables and petty cash documentation
8. Maintain logistical and stores records according to RHU guidelines, in liaison with the In-Charge, place orders of the required drugs and supplies for the Branch
9. Review motor vehicle and motor cycle log books for accuracy of recording and fuel usage analysis.
10. In liaison with the In-Charge, maintain clear record of branch team meetings
11. Prepare timely periodic financial reports as may be assigned from time to time.
12. Perform any other professional duties as may be assigned by the supervisor

Person Specification

Training and Experience

- Bachelor’s degree in Finance or Accounting, Business Administration, Commerce or relevant degree with specific training in Financial Management.
- Previous NGO experience of not less than 2 years in the finance/accounting field

Knowledge, Skills and Temperament

- Knowledge of Navision or other related accounting packages.



- Working experience with Navision/Microsoft Dynamics is a MUST.
- Excellent communication, organizational and interpersonal skills in regard to office administration
- Advanced qualitative and quantitative analytical skills;
- Ability to write project and financial reports.

Other Personal Attributes

- A team player accustomed to working with multi-cultural and diverse teams
- The Candidate must adhere to the safeguarding reporting and monitoring requirement of this role
- The candidate must be pro-choice

Job Title: Driver (3 Posts)

Reports to: Logistics and Supplies Coordinator/Branch In-Charge

Duty Station: Kampala

Job Role

Drive, deliver messages and maintain Association's vehicles in line with RHU policies

Essential Duties and Responsibilities

1. Drive RHU vehicles/authorized passengers to specified destinations as approved by the Supervisor in line with RHU vehicle use and management policy
2. Deliver packages, goods and mails and any other information to specified people, places and offices
3. Maintain Association's vehicles in proper running conditions-by conducting physical inspection/check of vehicle status/condition, e.g engine oil, water, nuts, battery water, license, third party insurance, brakes, and tyre pressure prior to any journey
4. Monitor the security of vehicle, authorized passengers and luggage
5. Report all major and minor damages and accidents on the vehicle at hand, to the supervisor using relevant documentation/forms in accordance to RHU vehicle use and management policy
6. Perform any other professional duties as may be assigned by the supervisor.



Training and Experience

- At least an Ordinary Level Certificate with at least 2 principle passes
- Possession of two or more classes of driving permit
- A certificate in defensive driving from an established driving school/firm is an added advantage

Knowledge, skills and temperament

- Experience in driving, with clean driving record of not less than 3 years, preferably with a Non-Government Organization (NGO)
- Ability to prioritize and handle multiple tasks simultaneously, able to drive long distance and ability to take security precautions
- Able to speak and write English
- Interpret and follow traffic signs and regulations
- Monitor and report in time, expiry of motor vehicle road license and third-party insurance

Other Personal Attributes

- The candidate must adhere to the safeguarding reporting and monitoring requirements of this role
- The candidate must be pro-choice

How to apply

Submit application letters and attach certified copies of academic transcripts, a detailed Curriculum Vitae and other relevant documents as well as the contact addresses (**e-mail**) of 3 referees including their telephone contacts to:

The Executive Director, Reproductive Health Uganda, P.O. Box 10746 Kampala
Or hand-deliver at: RHU Head Office, Plot 2, Katago Road, Kamwokya (Opposite Uganda Museum)

Closing Date: 11th February, 2021. **Only shortlisted applicants will be contacted**

NB: Female applicants are encouraged to apply

