



Restoring Hope,
Transforming Lives

EMPLOYMENT OPPORTUNITIES

TPO Uganda is a local Ugandan NGO that has been operating in the country for 25 years. Our programs comprise interventions organised around the following themes: Care and protection of OVC; child protection, livelihoods support, mental health and psychosocial support, response, and prevention of all forms of violence against women and children as well as emergency response and humanitarian action. TPO Uganda is active in 33 districts in the region and is a member of several partnerships and coordination mechanisms in the country.

TPO Uganda is now seeking person

Position:	Systems Strengthening Specialist (Project Coordinator) Accelerating and Sustaining HIV Epidemic Control and Related Diseases in Bunyoro Region in the Republic of Uganda under PEPFAR/CDC RFA-GH20-2065 / (ACE-Bunyoro).
Reports to:	Head Of Programs
Location:	Hoima (1 person)

Responsibilities Related to project implementation

- ❖ Provide support to CBOs in the development of implementation plans and budgets.
- ❖ Provide support to CBOs and District HIV response teams in implementation of HIV prevention and response interventions. The support can include but not limited to drafting of technical notes and advisories recommending activities for CBOs and district teams.
- ❖ Supervise junior staff assigned to support the implementation of ACE project and support the project team (Referrals & linkages officers) & CBOs/CSOs through planning, coordination, and implementation of Community HIV prevention & response services.
- ❖ Work with the team to compile the various reports and documents, including but not limited to concept notes, work plans and progress reports.
- ❖ Prepare reports to supervisor and Donors, as per established reporting schedule; and regularly update senior management on progress towards implementation of project.
- ❖ Participate in coordinating activities with various project teams and other stakeholders such as the CBOs, FBOs Cultural leaders, sister NGOs, among others.
- ❖ Ensure that HIV prevention services are implemented and delivered in a culturally appropriate & competent manner.
- ❖ Lead quality assurance efforts, including ensuring the timely and accurate documentation of program activities and outcomes in collaboration with M&E officers.
- ❖ Establish and maintain effective working relationships with staff, consortium members, community leaders, key stakeholders, government agencies, and other local, state, and national agencies.

Person Specifications:

- Master's degree in health-related field, public health, HIV related, project management with 2 years' experience or bachelor's degree in any of the above fields plus 5 years' experience.
- Knowledge of HIV/AIDS issues within the target Districts.
- Excellent interpersonal skills and ability to relate to culturally diverse staff and clients.
- Knowledge of Microsoft Office Suite.
- Experience working in the health systems strengthening projects is an added advantage

Position:	Community Linkages Coordinator Accelerating and Sustaining HIV Epidemic Control and Related Diseases in Bunyoro Region in the Republic of Uganda under PEPFAR/CDC RFA-GH20-2065 / (ACE-Bunyoro).
Reports to:	Systems Strengthening Specialist (Project Coordinator)
Location:	Hoima, Masindi, Kakumiro (3 persons)

Responsibilities Related to project implementation

- ❖ Provide technical support to District/Sub-county health teams and health facilities as per project design & work plan.
- ❖ Adapt, translate existing HIV&TB IEC messages into local language, print and disseminate
- ❖ Work with the M&E staff to ensure there is onsite mentorship for HFs and CBOs on documentation, analysis, utilization, and reporting on CFF indicators
- ❖ Participate in Bi-Annual Joint HF and Community DQAs organized by Baylor on (METS, DHT, MOH and Baylor staff)
- ❖ Support Screening for GBV or IPV at all index testing sites & points, provide immediate first line response to any disclosure of violence and actively refer for timely post-violence clinical care.
- ❖ Train and mentor Health Workers and community workers at CBO on HIV case management, the linkage package, early retention, and active bi-directional referral.
- ❖ Plan, coordinate and monitor the functionality of the community-facility & facility community referral & linkages systems.
- ❖ Support CBOs on selection, identification, and training of Community Health Workers to ensure functionality of the community-facility & facilitate community referral & linkages.
- ❖ Work closely with District/Sub-county health teams and health facilities to establish community-based structures that will create demand for HIV/AIDS care, treatment, Nutrition, and PMTCT and TB/HIV services.
- ❖ Supervise & support CBOs to conduct referrals, follow ups and community

- ✓ HIV activities.
- ✓ Provide technical assistance to Community Health Workers (CHWs) and health facilities to strengthen community-facility linkages aimed at improving patient adherence, retention, self-management, and psychosocial services.
- ✓ Support CBOs/CSOs in the implementation of community approaches, documenting best practices for community engagement, linkages and HIV prevention at community level.

Person Specifications:

- A degree in health-related field, Public Health, HIV programming, project management with 2 years' experience or bachelor's degree in any of the above fields plus 5 years' experience.
- Knowledge of HIV/AIDS issues within the target Districts.
- Excellent verbal and written English language skills.
- Excellent interpersonal skills and ability to relate to culturally diverse staff and clients.
- Knowledge of Microsoft Office Suite.
- Experience working in the health systems strengthening projects is an added advantage

Position:	Monitoring & Evaluation Coordinator Accelerating and Sustaining HIV Epidemic Control and Related Diseases in Bunyoro Region in the Republic of Uganda under PEPFAR/CDC RFA-GH20-2065 / (ACE-Bunyoro).
Reports to:	Systems Strengthening Specialist (Project Coordinator)
Location:	Hoima, Masindi, Kakumiro (3 persons)

Responsibilities Related to project implementation

- ❖ Coordinate with the M&E team to ensure an appropriate and functional monitoring and evaluation (M&E) system is in place at TPO and CSO level. Periodically review and revise the system so that it is adapted appropriately to changing operating contexts.
- ❖ Coordinate with the M&E team, Area Managers, and program teams to create data collection systems and processes in line with organisation and donor requirements. Thus, also includes aligning data collection tools and approaches across the ACE project where applicable.
- ❖ Reviews cluster and regional level M&E products, including needs assessments, monitoring reports, outcome and impact level reporting and analysis. Compile develop lessons learned and actionable recommendations for additional monitoring and programme improvements.
- ❖ Work with CSO M&E team to track results on project indicators to inform reporting.
- ❖ Conduct high-level analysis of trends to guide beneficiary and modality targeting, including the design of efforts to address systemic findings.
- ❖ Contribute to organizational learning through data analysis best practice & lessons learned.
- ❖ Create reporting systems to ensure findings from data collection provide action-based recommendations that are easily accessible to program teams.
- ❖ Implement the accountability & feedback mechanisms to ensure responsiveness client's needs.
- ❖ Serve as the cluster office's focal person for ACE project statistics reporting.

Person Specifications:

- Advanced degree in social sciences, biostatistics, demography, population studies, statistics, Information technology or relevant field.
- A post graduate course in Monitoring and evaluation is an added advantage
- Knowledge of HIV/AIDS issues within the target Districts.
- Excellent verbal and written English language skills.
- Excellent interpersonal skills and ability to relate to culturally diverse staff and clients.
- Knowledge of Microsoft Office Suite.
- Five years' professional experience implementing M&E related activities for USAID/PEPFAR funded OVC Programs.

Position:	Finance & Administration Officer Accelerating and Sustaining HIV Epidemic Control and Related Diseases in Bunyoro Region in the Republic of Uganda under PEPFAR/CDC RFA-GH20-2065 / (ACE-Bunyoro).
Reporting to:	Systems Strengthening Specialist (Project Coordinator)
Location:	Hoima (1 person)

Responsibilities Related to project implementation

- ✓ Administer and monitor the financial system in order to ensure that project finances are maintained in an accurate and timely manner.
- ✓ Support the project team in budget management and control to ensure no budget overruns.
- ✓ Preparation and Submission of Monthly financial reports.
- ✓ Manage and control organization's assets, stocks, and inventory.
- ✓ Provide efficient and effective office management.
- ✓ Provide and account for general administrative and logistical support to staff and relevant stakeholders in accordance with organizational policies, procedures, and best practice.

Person Specifications:

- Degree in Accounting or Business Administration/Commerce/.

- Part qualified ACCA/CPA qualifications- Level 2
- At least 3 Years working experience in a similar position.

Position:	Grants & Compliance Officer USAID/PEPFAR-funded Keeping Children Healthy and Safe (KCHS)
Reporting to:	Grants & Compliance Specialist
Location:	Mbarara (1 Person)

Responsibilities Related to project implementation

- ❖ Assist with the drafting of standard grant agreements for partners and maintain partner files.
- ❖ Assist the partners in budget preparation and budget modifications
- ❖ Maintain the sub recipients' files and updating any relevant information on regular basis
- ❖ Monitor partner budgets and expenses monthly and compare actual expenditure against cash forecast to ensure adequate cash holding partner level.
- ❖ Develop budget monitoring templates that simplify reporting, monitoring and control
- ❖ Participate in the development and implementation of grant management capacity building activities such as trainings for relevant partner staff.
- ❖ Regularly monitor partners' capacity in meeting grant compliance regulations.
- ❖ Review the liquidation reports and ensure partner advances are within the budgets.
- ❖ Arrange with Grants Management Specialist for the financial monitoring of sub recipients and raise Monitoring Visit Reports.
- ❖ Provide direct technical support in all aspects of finance for Partners.
- ❖ Regularly monitor and assess each partners' ability to accurately record and post all financial transactions and provide feedback to the partners.
- ❖ Maintain the tracker for sub-recipient estimated & obligated amounts
- ❖ Participate in sub recipient close out procedures

Person Specifications:

- Bachelors' degree in business administration, finance, accounting, economics or statistics.
- Part professional qualifications at least stage two either CPA, CIMA or ACCA is an added advantage
- Minimum experience of three years in managing partner sub-grants and interacting with partners on operational issues

Position:	Economic Strengthening Officers USAID/PEPFAR-funded Keeping Children Healthy and Safe (KCHS)
Reporting to:	District Project Coordinator
Location:	Isingiro (1), Mbarara (2), Bushenyi(1), Rwampara (1), Ntungamo (1) Rukungiri (2)

Responsibilities Related to project implementation

- ❖ The ES Officer is responsible for developing, implementing, coordinating, and reporting on economic empowerment activities for vulnerable Youth and households in the community including overseeing SILC groups set up and management.
- ❖ To conduct post-training supervision and mentoring of the Field Agents to ensure proper mentorship of the SILC groups by the Field Agents.
- ❖ The incumbent will identify ways to improve performance and management of groups by the Field Agents. He/she will work directly with Social Workers especially in areas of planning and coordination of field activities and reporting. He/she will ensure that the Field Agents (FAs) meet their targets, attend group meetings as and when they are required, collect data from the field and submit the same without delay.
- ❖ The job requires the incumbent to plan, supervise and coordinate activities for the project aimed at reducing vulnerability for the youth and children by using multi-sectoral approach to improve social economic status of children and youth and their caregivers.

Person Specifications:

- Bachelor's Degree in economics, international development, gender in development, Development Studies.
- Three years' professional experience implementing USAID/PEPFAR funded OVC Economic Strengthening Program interventions.
- Additional training in income generation/entrepreneurship, life skills, monitoring and evaluation, and HIV/AIDS is an added advantage.
- Experience in building and maintaining partnership relations with implementing partners and other community agencies.

How to apply:

Please send your CV and cover letter with 3 work related referees and a table showing your past 3 year salary history to: Human Resources Manager, TPO Uganda, P.O Box 21646 Kampala, Uganda or email: info@tpoug.org Hand deliver to Plot 652, Block 257, Wamala Close, Munyonyo. Deadline: December 28, 2020.

TPO Uganda is an equal opportunities employer that does not discriminate on any basis.

Only shortlisted candidates will be contacted, thus, if you do not hear from us by 8th January 2021, you are not considered.