Employment Opportunities.

Background:

The mission of the Infectious Diseases Institute (IDI) is to strengthen health systems in Africa, with a strong emphasis on infectious diseases through research and capacity development. IDI has five operational areas through which it works to achieve its mission: Prevention, Care and Treatment; Training, Research and Laboratory services (provided through a partnership with the Makerere University-John Hopkins University Core Lab) and Outreach.

In order to achieve the above mission, IDI is partnering with the Government of the Republic of Uganda (GOU) to strengthen its health security capacities as measured by the JEE and to comply with IHR (2005) by addressing identified shortcomings in the country 2017 JEE report and in alignment with the Revised JEE Tool 2018, the current NAPHS, and the relevant ministries’ priorities.

Therefore, this project aims to support the GOU to systematically build public health capacities by implementing activities of the National Action Plan for Health Security (NAPHS). The ultimate goal is to build Uganda as a global model for enabling a limited-resource country strengthen and sustain its capacity to prevent, detect and respond to public health events and move up the ladder of the JEE.

In order to achieve the above objectives, IDI seeks to recruit competent candidates as indicated below;

Job Title: Senior Technical Advisor - Policy
Vacancy Code: STAPX01

Job Summary: The technical advisor will provide managerial oversight, technical guidance, supervision and support to other project staff and key stakeholders to integrate approaches contributing to achieving program objectives.
**Key Duties and Responsibilities:**

- Organize and participate in technical, programmatic and policy development meetings and work with Government of Uganda officials from relevant ministries, Agencies, and governmental and non-governmental partners to implement project activities.

- Provide technical guidance, supervision and support to other project staff to integrate approaches contributing to program objectives.

- Conduct literature reviews, evidence briefs for policy on the state-of-the-art in relation to implementation of IHR and addressing gaps in core capacities.

- Liaise with relevant government officials and partners, including the One Health Platform on a continuous basis to ensure coordination, for the successful planning and implementation of the project.

- Collaborate with other project staff to prepare reports on Uganda's International Health Regulations capacities.

**Qualification Requirements:**

- A minimum of a Bachelor's degree in policy or planning or a health related field (medicine, veterinary medicine, epidemiology, public health and/or preventive medicine or other related disciplines)

**Required Experience and skills:**

- At least 5 years of progressive work experience in public health.

- Familiarity with the Global Health Security Agenda targets

- Demonstrated expertise applying the principles of the scientific process to accurately understand and interpret quantitative and qualitative evidence for decision-making.
Demonstrated experience and skills in successful collaboration with senior and high ranking Government of Uganda officials and other public and private stakeholders.

Understanding of the multi-sectoral and One Health approaches to achieving Global Health Security objectives.

Excellent written and oral skills with demonstrated experience documenting and disseminating programme accomplishments

Familiarity with government of Uganda structure and functions relating to one health policies and programs.

Ability to work efficiently and effectively in an IT environment.

Demonstrated level of initiative and judgment in order to organize and prioritize tasks, workload and projects.

**Job Title:** Monitoring and Evaluation Advisor

**Vacancy Code:** MEAX01

**Job Summary:** The Monitoring and Evaluation Advisor will be responsible for providing technical support in the design, implementation and review of the project's monitoring and evaluation interventions. She/he will lead the development and sustainability of an effective Monitoring and Evaluation system for the project. She/he will also oversee data management processes to track performance and inform programming in Phase 1 of the National Action Plan for Health Security implementation support. In addition, the advisor will assist the project in conducting self-assessments, and addressing the Monitoring and Evaluation capacity gaps identified.

**Key Duties and Responsibilities:**

- Develop a work plan for each phase of the A-team’s tasks
- Develop a monitoring plan for each activity of the A-team work plan
• Develop a Monitoring and Evaluation plan including process and outcome indicators and data collection tools for each priority activity of the National Action Plan for Health Security supported by the A-Team

• Develop a self-assessment and scoring tool based on the most current JEE tool to monitor Uganda's progress on the Joint External Evaluation scoreboard

• Develop costing plans and costing data collection tools for selected priority activities of the National Action Plan for Health Security supported by the A-Team

• Develop relevant impact indicators and cost-effectiveness analysis plans for selected priority activity of the National Action Plan for Health Security supported by the A-Team

• Organize and ensure regular, valid and complete data collection related to the plans described above

• Develop and maintain a system and procedures for generating quality project reports to key stakeholders in line with the project objectives and according to the Monitoring and Evaluation work plans.

• Coordinate development and monitor implementation of the project capacity building plan (including training, mentorship and support supervision).

• Develop and maintain strategic partnerships and networks with Ministry of Health, districts, donors and other key stakeholders for comprehensive, relevant and harmonized interventions in line with Monitoring and Evaluation data

**Qualification Requirements:**

• Must have a Postgraduate training in project Monitoring and Evaluation.

• Bachelor's Degree in Statistics, Quantitative Economics or related field with a computing bias

• Advanced degree in computer science or computer related field will be an added advantage.
**Required Experience and skills:**

- Minimum of four years of relevant experience in Monitoring and Evaluation of large scale health and health service delivery and systems strengthening programs
- Must have excellent writing, presentation and communication skills.
- Experience in design, development and implementation of Monitoring and Evaluation systems; preferably in the health sector.
- In depth knowledge of monitoring and evaluation of Global Health Security Agenda /International Health Regulations programs including Ministry of Health tools and reporting processes
- Knowledge of United States Centers for Disease Control and Prevention programming
- Policies and regulations, procedures and practices
- Demonstrated experience in collaborating with varying types of partners.

**Job Title:** Data Manager

**Vacancy Code:** DMSX01

**Job Summary:** The Data Manager shall oversee all data management processes to track performance and inform programming in Phase 2 of the National Action Plan for Health Security implementation support.

**Key Duties and Responsibilities**

- Oversees the operations of data entry.
- Acts as the point of contact for all data requests and ensure that users’ data needs are satisfied.
- Acts as the point person for all data and information technology-related issues.
- Liaises with the rest of the staff and any other relevant party to ensure timely preparation of timely reports according to the organizational work plan and Monitoring and Evaluation plan.
• Perform routine backups and ensure security of data captured into the project Health Management Information Systems other electronic databases.
• Perform analysis and interpretation of data as & when required for project requirements.

**Educational Requirements:**
• Bachelor’s Degree in Statistics, Quantitative Economics or related field with a computing bias
• Advanced degree in computer science or computer related field will be an added advantage.

**Required experience and skills**
• At least 3 years’ progressive experience in data management and systems development.
• Knowledge of current information technologies.
• Attention to detail, especially regarding data accuracy.
• Team player and management skills.
• Good communication skills
• Competence in electronic database packages e.g. Ms. Access, SQL
• Good analytical skills & use of analysis packages e.g., Epinfo, Ms, Excel, SPSS, SAS, STATA
• Good understanding of Ministry of Health/United States Centres for Disease Control and Prevention reporting requirements, expectations and tools

**How to apply:**

IDI will offer a competitive remuneration package to the successful candidate. Candidates that know that they meet the above criteria and have what it takes to excel in the above position, please send their CVs, which should include details of email address (if any), present position, current remuneration, Certificate/testimonials and address of three (3) Referees plus telephone contact to the stipulated email address not later than **12th October 2018. (Email your application and CV to hr@idi.co.ug and let’s save the environment).**
Key Notes:

1. IDI is an equal opportunity employer and does not charge a recruitment fee or any other fees at any stage of the recruitment process.

2. Internal candidates who meet the required specifications and have worked with IDI for a period of at least one year will be given priority.

3. Make sure that your application letter, CV and certificates are attached as one document.

4. Indicate the Vacancy Code as the subject for your email.

5. Only shortlisted candidates will be contacted.

6. Any form of canvassing will lead to automatic disqualification.

The Senior Human Resource Manager

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