



Vacancy Announcement

About us: The USAID Local Partner Health Service Project East & Central (LPHS-EC) is a project of Makerere Joint AIDS Program (MJAP) funded by USAID. MJAP's Mission is to strengthen Health Systems to optimally respond to HIV/AIDS, TB and other diseases of public health importance in Africa. MJAP has Integrity, Excellence, Team Spirit, Compassion, and Respect as Core Values. Our Vision is Universal and equitable access to quality health care for healthier populations. At MJAP, we believe that our performance is directly influenced by the set of values and principles by which we live and carry out our daily work. All employment is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible.

Project overview:

MJAP was granted the PEPFAR funding Award for the USAID Local Partner Health Services in the East Central Uganda. Under this activity, MJAP supports public health facilities and their communities in 12 districts that include Bugiri, Bugweri Busia, Buyende, Iganga, Jinja, Kamuli, Kaliro, Luuka, Mayuge, Namayingo and Namutumba; to implement quality Integrated HIV/AIDS and TB services and contribute to the attainment and sustenance of epidemic control. **MJAP is looking for competent, passionate, and committed individuals to fill the following positions:**

Position Title: Data Clerk (5)

Reporting to: Data Officer

Location: Namutumba, Jinja, Namayingo and Iganga district

Job Summary:

The Data Clerk will work closely with the facility medical records assistant to ensure that patients' records are captured accurately and HMIS reports are compiled and submitted in the DHIS2 and MJAP Monitoring, Evaluation and Learning reporting systems on time.

Roles and responsibilities

1. Work closely with the facility records officers and where necessary health sub-district records officers and district HMIS focal persons and Biostatisticians to quantify the HMIS and non-HMIS tools needed to ensure sustained data collection at the health facility.
2. Engage with the records officers to ensure that best practices of medical records storage and management are implemented.
3. Ensure that data on additional indicators outside of the DHIS2 reporting system are collected in time and submitted to the Data Officers.

4. Work closely with the facility records officers to mentor and coach other health workers on appropriate use of HMIS data collection tools for data capture.
5. Prepare data displays (including annual targets) of facility data and ensure they are displayed at health facilities routinely.
6. Support the records officer to ensure HMIS tools are updated in time.
7. Work with records officer to ensure proper filing and file retrieval during patient care and updated patient records in Uganda EMR (OpenMRS).
8. Work with records officer to ensure that HIV care data captured on patient forms during patient visits is transcribed to pre-ART and ART registers and updated in the Uganda EMR (Open MRS) on time.
9. Work with the health facility records officer to prepare HMIS reports and submit them in DHIS2 in time.
10. Participate in HIBRID and extra indicators (outside DHIS2) data entry at cluster level.
11. Compile weekly, monthly and quarterly supplementary data not reported in DHIS2 and submit it to the MJAP Monitoring, Evaluation and Learning unit on time.
12. Ensure that confidentiality of data collected and stored is always maintained in proper filling and archival systems.
13. Ensure that the entered data are backed up regularly and the data are well protected.
14. Ensure safety of all equipment in the data room.
15. Perform basic data analysis on data from HMIS data to inform MJAP cluster-based teams on the progress of interventions at the supported facility.

Qualifications, job requirements and Competencies

- A minimum of a degree in records and archives management, medical records, Information Technology, Quantitative Economics or any other related field from a reputable institute.
- At least one years' experience in data management or demonstrated relevant experience acquired through internship placement.
- Familiarity with use of Microsoft Excel.
- Working knowledge of Health Management Information System (HMIS).
- Previous experience with PEPFAR funded programs.
- Excellent written and oral communication skills.
- High level of flexibility
- Good interpersonal skills and ability to work under minimal supervision.

Job title: Counsellors (3)

Reports to: District Program Specialist

Supervisors: Community Health Workers.

Job Summary:

To provide comprehensive HIV counselling to clients, their families, Community members and to mobilize and support communities to respond to the HIV epidemic.

Specific duties and responsibilities

1. Provide Quality and Comprehensive Counselling Services to Clients, their partners and other family members (Pre-test, Post-test, Adherence support, Intensive Adherence Counselling).
2. Conduct assessment of Patients for HTS and provide necessary psychosocial care.
3. Participate in the process of empowering patients with skills for self-reliance and making appropriate succession plans.
4. Conduct CMEs at the facility and community based on the assessed training needs.
5. Provide technical support to facility and community volunteers on HIV/AIDS and TB awareness and document success stories.
6. Conduct health education talks on HIV prevention and other HIV related issues.
7. Conduct home visits to clients/patients and their family members.
8. Offer Index client counselling & testing to house members of facility clients she/he is attached too.
9. Support linkage Volunteers in linking clients to appropriate Health & Social Services.
10. Document key outputs in the relevant MOH data capture tools.
11. Compile weekly, monthly, and quarterly reports for the facilities supported on key HIV/AIDS and TB indicators.
12. Participate in facility and program meetings as may be scheduled by the supervisor.

Minimum qualifications, and Job requirements.

- Diploma in Nursing, Counselling from a recognized institution.
- At least 1 years' experience in HIV counseling in a busy clinical setting.
- Mentorship, Counseling, and Communication skills.
- Must be willing to travel and provide care services at selected health facilities and outreaches.
- Willingness to work and live in rural areas is required.
- Special knowledge in the management of adverse events following circumcision and its related complication.
- Confidentiality, team player and ability to empathize.
- Ability to communicate in the language dialects used in East Central region (Lusoga, Lugweri, Swahili, Samia, Luganda).

Financial, Anti- Fraud, Safeguarding and Risk Management Clause:

MJAP enforces a strict zero-tolerance policy against fraud, corruption, sexual exploitation, abuse, and harassment in all program areas. All employees must uphold high ethical standards and ensure transparency and fairness, in line with MJAP Human Resource policies. In your role, you'll be responsible for maintaining the organization's financial integrity and supporting effective safeguarding and risk management practices. Key responsibilities include.

- **Financial Accountability:** Uphold MJAP's commitment to financial integrity by effectively managing resources and accurate reporting of expenditures. Ensure responsible and transparent resource

management in compliance with organizational standards and donor requirements and take ownership of any discrepancies that arise.

- **Safeguarding:** *Uphold the organization's dedication to protecting vulnerable populations, including beneficiaries, staff, and volunteers. This includes identifying, reporting, and addressing safeguarding issues per established policies. Your role is essential in fostering a safe and supportive environment for everyone involved in our programs.*
- **Risk Management:** *Actively identify, assess, and mitigate risks related to program implementation and operations. Collaborate with teams to create and maintain risk management plans in line with organizational policies. Regularly review and update practices to address new challenges or changes in the operational environment.*

Application Procedure:

MJAP is dedicated to inclusion and diversity, evaluating all job applicants solely based on merit, regardless of race, gender, color, national origin, religion, age, marital status, or disability. As an equal opportunity employer, MJAP does not charge applicants at any stage and is not responsible for losses from fraudulent recruitment activities.

Qualified candidates should apply by emailing a single PDF containing their cover letter, CV, academic documents, and contact details of three referees to the Human Resources Manager at recruitment@mjab.mak.ac.ug by 5:00 PM on **Monday, April 14th, 2025**. **Your attachments should not exceed 25 MB.** For job details, visit the MJAP website. If you do not hear from us by **April 26th, 2025**, please consider your application unsuccessful. Employment offers depend on satisfactory references and background checks, and applicants confirm their understanding of these procedures by applying. For more details about the above jobs kindly visit: <https://mjab.mak.ac.ug/jobs/>