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USAID Local Partner Health Services EC - Transition award to MJAP



About us: The USAID Local Partner Health Service Project East Central (LPHS-EC) is a project of Makerere university Joint AIDS Program (MJAP) funded by USAID. MJAP’s Mission is to build partnerships and 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:**

Job Title: Laboratory Specialist (1 position)

Reports To: Care and Treatment Advisor

Supervises: Laboratory Program Officer

Duty Station: Jinja

Job Summary: Provide overall technical leadership, coordination, and supervision of the provision of laboratory services under the USAID Local Partner Health Services East Central. Working in collaboration with the MoH CPHL/UNHLS and the districts, to coordinate trainings, mentorships, and support supervision to strengthen the capacity of laboratory staff in the EC region to provide quality HIV and TB laboratory services.

Specific duties and responsibilities.

- Provide technical leadership, oversight, and support planning, implementation, monitoring, and evaluation of the laboratory systems strengthening activities within the EC region.
- Support implementation of Laboratory Management Quality Systems and international accreditation activities for the supported laboratories.
- In liaison with hub coordinators, plan and participate in technical capacity building of district and facility laboratory personnel in lab service delivery, commodity management and quality assurance to facilitate provision of quality integrated HIV/TB services.

- Support monitoring and improvement of TB laboratory services including GeneXpert functionality, reporting, ZN and TB LAM.
- Support monitoring and improvement of Viral load testing, HPV testing and advanced HIV disease screening at the supported laboratories.
- Support functionality and improvement of laboratory hub services in liaison with the hub staff and the partners within the region.
- Supervise and coordinate laboratory services, mentor, and coach laboratory staff in the supported health facilities.
- Support the implementation of MoH Quality Programs in laboratories in the region and development of interventions to address the identified gaps in line with MOH Laboratory Quality Improvement program guidelines and donor priorities.
- Support the establishment and strengthening of efforts to implement Bio-risk management systems and institute measures to enhance compliance to the MoH Biosafety and Health Care Management guidelines at supported health facilities.
- Support and strengthen the laboratory supply chain system of supported districts alongside the district health teams.
- Support and strengthen External Quality Assurance and Internal Quality Assurance across all supported districts.
- Develop and maintain partnerships /collaborations with key stakeholders for coordinated and harmonized laboratory systems strengthening interventions.
- Monitor project performance progress, analyze data, and prepare project reports for the donor.
- Develop lessons learned from activities related to laboratory systems strengthening and management for HIV/TB care and treatment and apply these lessons to improve the program.

Minimum qualifications, and Job requirements.

- Bachelor’s degree in biomedical laboratory technology or its equivalent.
- Master’s degree in laboratory sciences, or related field. Additional training in project planning and management will be an added advantage.
- At least 3 years’ post-qualification experience of laboratory work, with at least two years supporting strengthening of laboratory quality management systems.
- At least 3 years’ experience in laboratory systems strengthening in a PEPFAR funded program.
- Registration with the Allied Health Professional Council.
- Relevant post graduate training will be an added advantage.
- Demonstrated ability in supporting public health laboratories systems for the diagnosis, treatment and monitoring of HIV/AIDS and TB services.
- Self-motivated, able to work under minimum supervision.
- Ability to execute multiple tasks simultaneously.
- Demonstrated record of providing training, coaching and mentorship in laboratory systems strengthening and quality improvement.

- Good teamwork, analytical and critical thinking skills.
- Excellent understanding of quality management systems

Role Title: Locum Procurement Assistant (1 position)

Reports to: Procurement Specialist

Duty Station: Jinja

Job summary: Review and monitor the implementation of the procurement cycle policy and guidelines for the timely availability of quality goods works and services at the most competitive prices in line with PPDA and MJAP mission.

Duties and Responsibilities

- Implementation of MJAP procurement policy and guidelines in accordance with national Law (Public procurement and disposal of public assets act).
- Provide technical support to user departments in specification development and preparation of comprehensive purchase requests.
- Assist the Procurement Specialist to consolidate Procurement Plans for every financial year and updating of the procurement tracker for efficient procurement of goods and services.
- Prepare bidding documents, invite the shortlist bidders to submit their proposals and manage the Tender/Bid opening and communication of awards as per MJAP procurement rules and guidelines.
- Organize and manage contract negotiations with shortlisted suppliers to negotiate terms and conditions of contracts.
- Implementation of a contract management system for the procurement process including but not limited to updating the Contracts Registry. Provide technical support to user departments in contract management, in line with MJAP procurement policy and guidelines and PPDA regulations.
- Organize the relevant information/documents to be used in both the Evaluation and Contracts Committee meetings then take and file minutes.
- Preparation of Purchase order documentation and contracts for goods, services and works in accordance with MJAP procurement guidelines and PPDA act.
- Make follow up of supplies to be delivered within the stipulated delivery period according to the terms of the order/contract/agreement and give feedback to users as regards the progress of their requisitions.
- Maintain complete physical and electronic procurement and vendor master files in accordance with MJAP established standards.
- Prepare payment requests with all supporting documentation for timely payment of vendors. Rectify any discrepancies with Users and vendors to ensure payments are executed.
- Any other duties as may be assigned by the Procurement Specialist.

Minimum qualifications, and Job requirements.

- All applicants should have at least a bachelor’s degree specializing in Procurement or its equivalent from a recognized institution, and Professional qualification in procurement e.g. CIPS or other post-graduate qualification in procurement will be added advantage.

- At least two years' experience in project procurement; and should be highly knowledgeable in the USG and UG procurement procedures and regulations.
- Knowledge in the use of Microsoft Office applications (Word, Excel, and PowerPoint)
- The applicant should have proficiency in E-Procurement.
- A team player with excellent communication skills (both oral and written) and with strong management and analytical skills.
- High level of integrity
- Attention to detail.

Role Title: Locum Stores Assistant (1 position)

Reports To: Stores Officer

Supervises: None

Duty Station: Jinja

Job Summary: Under the supervision of the Stores Officer, the Stores Assistant will provide support to the store's function; with the overall aim of ensuring effective stores management of the project. She/he will receive, issue, report and take custody of all stores items as required.

Specific duties and responsibilities.

- Receive items/goods in stores as per the Local Purchase Orders (LPO) in the presence of a technical person/representative from user department.
- Update Rx Solution system daily and reconcile it with Stock cards and waybill.
- Prepare Monthly, quarterly, and annual stores reports. Support monthly stock count.
- Issue items/goods from the stores as authorized on the stores request form and Prepare Good received notes (GRN) for all items received in the stores.
- Regular update of stock cards to inform the Management and users on stock levels.
- Check for expiry dates of all store's items before receipt.
- Support Monthly stock counts and Ensure cleanliness and neatness of the stores.
- Maintain adequate security and safety of the stores.
- Keep items in stores in accordance with prescribed health, safety & other standards by Adhering to the stores Standard Operating Procedures.
- Regular verification of items to avoid damage, expiry, and damage.

Minimum qualifications, and Job requirements.

- Bachelor's degree in business administration, Stores Management, Procurement & Supply chain management, or related field.
- 2 years working experience in a busy store.
- Purchasing and Supply knowledge relevant to medical services
- Stores management emphasizing Stock management and the associated records.
- Knowledge of storage requirements for the specific items stored.

Position: Driver (1 position)

Reports to: Administration Officer

Location: Any of LPHS-EC supported district.

Job summary:

The Locum Drivers will provide transport and logistics services to staff, project, and maintenance of MJAP Vehicles in line with the Administrative Guidelines, rules, and regulations.

Duties and Responsibilities:

1. Maintaining vehicles in road worthy condition and fuel them whenever necessary and report major mechanical faults and accidents that require management action in line with vehicle maintenance and accident policies.
2. Transport staff and authorized person(s) to a required destination and deliver mails or goods to the specified destinations according to organization requirements.
3. Transport and deliver supplies and equipment from various locations.
4. Help mobilise/collect required paperwork to and from district for further reviews.
5. Maintain and update trip movement records (e.g. logbooks, fuel cards, etc.) and account for funds spent on driving operations in line with the standard accounting procedures and reporting requirements.
6. Maintain the cleanliness of the vehicle and the image of MJAP to the public in line with the organizational requirements and the Uganda road safety guidelines.
7. Prepare monthly vehicle and fuel reconciliation reports of the allocated vehicle.
8. Obey traffic rules and road signs, negotiate, liaise, and coordinate with local authorities to facilitate smooth running of vehicle. Any fines imposed for disobeying traffic rules will be paid by the driver.
9. Assist in identifying and carrying out minor motor vehicle repairs.
10. Support and work with project teams while conducting meetings and workshops.

• **Minimum qualifications, and Job requirements.**

- Minimum of O - level certificate.
- A valid driving permit with 3 classes.
- Knowledge of first aid.
- Knowledge of fleet and logistics management will be an added advantage.
- Training in Vehicle Mechanics & Maintenance with a Certificate in Defensive driving.
- 5 years' working experience preferably with donor funded programs preferably USAID/CDC funded projects.
- Proven experience in fleet management.
- Computer knowledge in MS Office Knowledge of both fluent and spoken English is essential.

Anti-Fraud, Safeguarding & Protection Clause:

MJAP holds a zero-tolerance policy against Fraud, Corruption, Sexual exploitation, abuse, and harassment in all places where our programs are implemented. All MJAP employees are expected to maintain high

ethical standards, protect organizational integrity and reputation, and ensure that MJAP work is conducted in honest and fair methods, in accordance with the MJAP Human Resource policies. Any policy Violations shall be subject to corrective action up to and including termination of employment.

Application procedure:

MJAP strives for inclusion and diversity and therefore considers all job applicants based on merit without regard to race, gender/ sex orientation, color, national origin, religion, age, marital status, and disability. MJAP is an equal opportunity employer committed to having a diverse workforce and does not ask for money at any stage of recruitment. MJAP will not be responsible for such fraudulent correspondence, loss of money, or theft that may result from anyone engaging in any fraudulent recruitment activity. All suitably qualified candidates are encouraged to apply by clearly stating the position applied for in the Subject line. Combine all your application documentation i.e. cover letter, CV & academic documents into one PDF with names/contact details of three referees including the immediate Supervisor and Head of Human Resources, addressed to: **The Human Resources Manager, Makerere University Joint AIDS Program (MJAP)**. Email: recruitment@mjap.mak.ac.ug NOT later than Friday, May 17th, 2024, at 5:00 pm. ***For details about advertised positions, please visit the website of Makerere University Joint AIDS Program.*** Consider your application unsuccessful if you don't hear from us by May 30th, 2024. Offer of employment will be subject to satisfactory references including but not limited to appropriate background checks, criminal records, and previous employment findings of fraud, corruption, sexual exploitation, abuse or harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures. ***Please ensure that your attachments do not exceed 25 MB. We do appreciate your interest to work with MJAP. However, we regret that only shortlisted candidates will be contacted within 2 weeks after the submission deadline.***