



## **About Us**

Makerere University Joint AIDS Program (MJAP) emerged from the Mulago-Mbarara Teaching Hospitals Joint AIDS Program (MJAP) which was established in November 2004 under the then Makerere University Faculty of Medicine.

Over the last 20 years, we have broadened our work beyond the support of provision of comprehensive HIV and TB services to include capacity strengthening for health care workers across Uganda and conduct research to inform policies for HIV/TB and other HIV comorbidities in the country.

## **Project Overview**

The USAID Local Partner Health Services East Central - Transition award to Makerere University Joint AIDS Program (MJAP) Activity is a project of Makerere University Joint AIDS Program (MJAP) funded by USAID

MJAP was granted this PEPFAR funding Award to support public health facilities and their communities in 12 districts and Jinja City 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.

**We are looking for competent, passionate, and committed individuals to fill the following positions:**

**Job title:** Finance Officers (3)  
**Reports to:** Senior Finance Officer  
**Supervises:** Program Finance Assistant  
**Location:** Cluster Office

**Job Purpose:** As part of the finance team, the Finance Officer is responsible for assisting in implementing the overall accounting and financial control systems for the project. S/he is also responsible for using adequate and appropriate internal controls to meet generally recognized accounting standards.

### **Specific duties and responsibilities:**

- Support in the preparation/ development of field monthly financial reports which includes QB postings, bank reconciliations, journal entries preparation, personal advances, balance reports, grand summary sheets, supporting payment vouchers, petty cash journal and summarized expenditure etc. Ensure expenses are in accordance with U.S. government regulations (expenses are reasonable, allowable, and allocable), and MJAP policies and procedures.
- Support preparation of monthly Bank Reconciliation Statements.
- Ensure that all project-related transactions are conducted, processed, and recorded as per MJAP Sun system Chart of Accounts.
- Timely preparation and processing of payments by ensuring that all payments are reasonable, allowable, allocable to the project. This includes liaising with procurement to ensure that all payments are adequately supported.

- Review Mobile Money request forms against Participant registrations / attendance forms, Approved Activity Request (AAR), Travel Activity Budget, and all related support documentation from the project implementing teams and tabulate the same using Microsoft office applications (Excel, Word, & PowerPoint)
- Initiate fully supported and allowable payments into online banking platforms this includes Vendor payments and mobile money payments.
- Ensure that internal controls pertaining online Banking & Mobile Money payments are tightened to mitigate risks.
- As part of the finance team, ensure that MJAP financial management policies and procedures and USAID regulations are strictly adhered to. This includes ensuring that all USG circulars, USAID Uganda Mission policy directives and various checklists circulated are implemented.
- Manage petty cash fund by reviewing (for accuracy and allowability) and processed on time.
- Work closely with the Senior Finance Officer to address all field report review comments from home office including providing feedback for missing and queried vouchers and outstanding information following review of payment documentation.
- Assist in Preparation of monthly cash projections for submission to home office under the direction of the Finance and Administration Director. This also includes Biweekly cash projections.
- Support review of financial reports and documentation from sub grantees as needed, under the direction of Finance and Administration Director
- Work closely with the Grants department to ensure that sub grantee accountabilities and reconciliations are properly documented and journalized in QBs.
- Work as part of the finance team to ensure that all project financial and accounting tasks are accomplished accurately and in a timely manner.
- Maintain close coordination with project staff on financial matters and advise them, as appropriate, on matters requiring their attention.
- As part of the Finance team, you will be required to participate in end month report preparation.
- Assist in periodic inventory/ asset and stores audit and advise the Finance and Administration Director accordingly.
- Ensure that supplies requisitions are raised on time so that the office operations are not interrupted.
- Work closely with the District Leadership to ensure that shared utility bills are paid on time.
- Perform any other task assigned by supervisor, DFMO and or Chief of Party.

### **Minimum Qualifications**

- Bachelor's degree in business, Accounting, Management, or another relevant field. With additional minimum Level 2 ACCA or CPA qualification.
- Knowledge and experience using Sun Systems, Navision and Quick Books Accounting Software will be an added advantage.
- Previous experience with online banking platforms especially BEYONIC is an added advantage.
- At least three (3) years of experience in the financial management.
- Experience working with USAID-funded projects, and with Mobile Money payments modules is a strong advantage.
- Excellent writing, computer, management, and organizational skills.
- Ability to independently plan and execute complex tasks while addressing daily management details and remaining organized and focused on long-term deadlines and strategy.
- Ability to work use various Microsoft office applications.
- High level of integrity

- Excellent Teamwork and interpersonal skills

**Job title: Finance Assistant (I)**

**Reports to: Senior Finance Officer**

**Supervises: None**

**Location: Jinja**

**Job Purpose:** Support and work with the finance team to ensure that all finance documents are scanned and kept in a secure place.

**Specific duties and responsibilities:**

- Initiate Mobile Money Transactions in Beyonic System.
- File all payment vouchers.
- Scan all Finance documents for FYI.
- Enter Raw data in the payment tracker.
- Assist in sorting, labeling, and organizing of Finance files.
- Support in retrieving audit samples.
- Any other duty as may be assigned from time to time.

**Key Personal Competencies:**

- Bachelor's degree in accounting, Finance, and Commerce.
- CPA/ACCA Level II will be an added advantage.
- 2years (minimum) of accounting experience for a USAID-funded organization will be an added advantage.
- Previous experience in managing US government funds.
- Experience in initiating payments in Beyonic Systems.
- Computer literacy and knowledge of accounting software systems (e.g. Sun Systems).
- Strong team player with proven communication and collaborative skills.
- Possess strong accuracy, attention to detail, and ability to follow through.
- Highly organized with the ability to meet deadlines, troubleshoot and problem-solve.

**Role Title: Stores Assistant (I 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.

**Position Title: Data Clerk (I)**

**Reporting to: District Data Officer**

**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 filing 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.

### **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](mailto:recruitment@mjap.mak.ac.ug) NOT later than Friday, July 19<sup>th</sup>, 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 August 2<sup>nd</sup>, 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.