



MAKERERE UNIVERSITY JOINT AIDS PROGRAM (MJAP)

Makerere University Joint AIDS Program (MJAP) is a private-not-for profit Company under Makerere University. MJAP works to build partnerships and strengthen health systems to optimally respond to HIV/AIDS, TB, Non-communicable diseases (NCDs) and other diseases of public health importance in Africa.

MJAP is implementing a sub-award grant from Infectious Diseases Institute (IDI), for accelerating HIV/AIDS Epidemic Control in Kampala region; with funding from the President's Emergency Plan for AIDS Relief (PEPFAR).

MJAP is seeking competent, passionate and dynamic individuals to fill the positions of;

1). Role Title: Medical Officer (3 positions)

Reports to: Medical Officer Team Lead

Duty station: Kampala

Role definition: To offer specialized care and treatment to HIV infected patients according to MOH guidelines and MJAP policies.

Roles and Responsibilities

1. Obtain and document detailed medical history, perform appropriate physical examinations and carry out initial as well as ongoing evaluation of HIV-infected patients.
2. Prescribe medications to patients including emergency care to the very sick patients.
3. Select, recommend and initiate most appropriate antiretroviral therapy (ART) to all eligible patients according to MOH guidelines and MJAP patient care protocols.
4. Monitor toxicities; follow up on adherence and treatment response.
5. Request and interpret the necessary laboratory tests and radiological investigations for diagnosis as well as for monitoring and follow-up of patients on ART.
6. Evaluate and manage patients for opportunistic infections and Non communicable diseases including mental disorders, hypertension, Diabetes Mellitus, as per national guidelines.
7. Provide continuous on job mentorship to nurses, counselors and nursing assistants at the clinic.
8. Prepare and present challenging cases at the CME sessions as well as reviewing of different medical journals at the journal club according to the scheduled timetable
9. Participate in the identification performance gaps; and participate in designing continuous improvement projects to provide quality comprehensive HIV/AIDS services to enhance prevention, care and treatment services
10. Ensure timely and accurate documentation of patient information in the various patient care registers and electronic data bases.
11. Provide technical assistance to community teams during the provision of HIV-TB services within the various differentiated service delivery models in the community
12. Participate in capacity building activities at the MJAP including offering mentorships to pre service and frontline health workers at MJAP supported regions.

Qualifications and job specifications:

- Bachelors of Medicine and Bachelor of Surgery or its equivalent from a recognized institution.
- Must be registered with the Uganda Medical and Dental Practitioners Council.
- At least 2 year' experience in clinic or hospital-based services.
- Experience in HIV/AIDS and ART is added advantage.

Key personal competences

- Team and communication skills (both oral and written) and with strong management and analytical skills.
- Must be dynamic, Persuasive and convincing, self- motivated and able to demonstrate high initiative.
- Report writing skills in desirable reporting formats,
- Research and networking skills

2). Role Title: Laboratory Services Coordinator

Reports to: Advisor, Prevention, Care and Treatment Advisor

Duty station: Kampala

Role definition: To support the strengthening of laboratory services for quality HIV and TB care at the MJAP-supported health care facilities.

Duties and Responsibilities

1. Spearhead planning, implementation and monitoring and evaluation of the laboratory activities within the supported health care facilities.
2. Coordinate and supervise laboratory services at the supported health care facilities.
3. Support implementation of Laboratory Management Quality Systems in all laboratories at the supported facilities.
4. Coordinate technical support to the laboratories through trainings, mentorships and support supervision.
5. Prepare and submit routine laboratory progress reports.
6. Coordinate the referral of specimens for Viral Load, EID and other tests to the Central Public Health Laboratories and their results retrieval from the download system.
7. Support improvement of laboratory performance levels including international accreditation of the laboratories.
8. Support strengthening of supply chain systems for HIV and TB services, together with other related supplies.
9. Participate in resource mobilization to support MJAP organizational sustainability.
10. Support the strengthening of leadership and management practices including development of organization policies.

Qualifications and job specifications

- Bachelor's degree in Biomedical Laboratory Technology, Medical Laboratory Science or its equivalent.
- Possession of a relevant post graduate training preferably in Health sciences, public health or related field is desired.
- A minimum of four years of post-qualification experience of laboratory work, with at least one or more in a senior laboratory management position.

- Three years' experience working with district lab systems.
- The applicant must have registration with the Allied Health Professional Council.
- Proven ability to lead and guide strategic planning and development with MoH, manage technical implementation of proposed project initiatives.
- Proven ability to provide technical guidance to Ministries of Health and their laboratories systems in the diagnosis, treatment and monitoring of HIV/AIDS services.
- Highly self-motivated, able to work under minimum supervision.
- Ability to execute multiple tasks simultaneously.
- Good training, facilitation, coaching and mentorship skills.
- Good analytical and problem solving skills.

3). Role Title: Procurement Officer

Duty station: Kampala

Reports to: Head Finance and Operations.

Role definition: 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.

Roles and Responsibilities

1. Assists the Head Finance and Operations to develop and monitor the implementation of MJAP procurement policy and guidelines in accordance with national Law (Public procurement and disposal of public assets act).
2. Compile and consolidate Procurement Plans and budget for every financial year and account for expenditures in accordance with approved procurement policy and guidelines of MJAP and PPDA act
3. Prepare bidding documents, invite the shortlist bidders to submit their proposals and manage the Tender/Bid opening and communication of awards as per procurement rules and guidelines.
4. Organize contract negotiations with shortlisted suppliers to negotiate terms and conditions of contract in line with MJAP Contracts framework and PPDA act
5. Review and monitor the implementation of a contract management system for the procurement process and provide technical support to user departments in contract management, in line with MJAP procurement policy and guidelines and PPDA regulations.
6. Organize the relevant information/documents to be used in both the Evaluation and Contracts committee meetings then take and file minutes as required by PPDA Act and MJAP procurement guidelines
7. Preparation of Purchase order documentation and contracts of goods, services and works of Value less five million Uganda shillings with MJAP procurement guidelines and PPDA act
8. 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 in line with MJAP procurement guidelines and PPDA act
9. Provide technical support to user departments in specification development and contract management in line with MJAP procurement policy guidelines and PPDA regulations.
10. 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 in line with MJAP procurement guidelines and PPDA act

11. Identify assets that need to be disposed off and manage the disposal of assets in accordance with the PPDA regulations and departmental mission

Qualifications & job specifications:

- Bachelors of Procurement and Logistics Management, Bachelors of Business Administration (Procurement option), Professional Qualifications (e.g. CIPS),
- Post graduate diploma in procurement is added advantage
- At least 3 years' experience in a busy organization.
- Strong negotiation skills
- Understanding of risk management
- A team player with excellent communication skills (both oral and written) and with strong management and analytical skills

4). Role Title: ART Counsellor

Duty station: Kampala

Reports to: Counsellor Team Lead

Role Definition: To provide quality, comprehensive nursing care and treatment to HIV/AIDS infected patients in line with program clinical guidelines and procedures.

Roles and Responsibilities.

1. Explain the benefits of ART/ARVs to all HIV positive clients, their dosage, possible side effects and how to manage the mild side effects and major side effects as per MJAP and MOH guidelines
2. Conduct health education talks to clients on how they can live positively with HIV; through information giving on ART, prophylactic, other medications, HIV prevention.
3. Monitor client's adherence to medication and counsel them on the need for 100% adherence to medication and clinic schedules in accordance to the MJAP policy.
4. Conduct both initial and ongoing counselling adherence counselling
5. Explain to clients the need for laboratory tests, frequency and later explains the results e.g. viral load and interpret the meaning of each as per the MOH policy.
6. Assess psychosocial needs; client might be facing with a view of helping him/her to solve these needs and if possible link them to other service providers.
7. Document learning experiences from each client to be used in knowledge creation and sharing in order to improve counselling services as per the MJAP guideline.
8. Implement high yield HIV case identification strategies e.g APN, SNS in identification of new HIV positive patients in care
9. Counsel patients on differentiated services delivery models and recommend eligible ones for initiation and retention into the various models.
10. Offer technical assistance to MJAP supported facilities to improve HIV care and treatment indicators
11. Any other duties as assigned to you by your supervisor

Qualifications & job specifications:

- Diploma in Nursing or related discipline
- Must be registered with the Nurses council
- The position holder will have training in ART Counselling
- At least 2 years' experience in a busy clinical setting

- Special knowledge in the management of HIV/AIDS and its related complications, confidentiality, team player, ability to empathize and be patient, nursing & counseling skills

5). Job Title: Front Desk Officer/Triage Assistant

Duty station: Kampala

Reports to: Administrative Officer

Role Definition: The Front Desk officer will provide general office support to the administrative functions in attending to visitors, phone calls.

Roles and Responsibilities

1. Receiving visitors, correspondences (manual and electronic), distributes and relays them to the concerned people as soon as they are received.
2. Providing administrative support and secretarial services including preparing operations' requisitions, to the Program effective and smooth operations of the program. (Organize and provide documents, reports and information
3. Assisting with documentation, photocopying, requisitions, etc. and the day-to-day activities to facilitate effective and smooth operations of MJAP.
4. Distributing file copies of the program management meeting minutes and filing all program documents in appropriate files.
5. Organize board room for meetings
6. Initiating requisitions for monthly payments of program utility bills.
7. Initiating requests for the clinic
8. Support the clinic with data entry
9. Actively participate in the clinic inventory exercise
10. Any other duty assigned by supervisor

Qualifications and job specifications:

- Bachelors of Business Administration, Secretarial Studies, or its equivalent
- 3 years' working experience of providing customer care services in a reputable organization.
- Good computer skills including proficiency in Excel spreadsheets, word processing, data entry experience, and internet applications
- Ability to multitask and deal with stressful situations.
- Strong team player with excellent Interpersonal, communication skills (both oral and written)
- Excellent customer care skills.
- Very good organizational skills.

6). Role Title: Nurse/Theatre Assistant – Voluntary Male Medical Circumcision (VMMC)

Duty station: Kampala

Reports to: VMMC Team Lead

Role definition: To create awareness and provide Voluntary Medical Male Circumcision services to men and boys with in health centres and community in accordance with the Ministry of Health and World Health Organization (WHO) SMC policy guidelines.

Roles and Responsibilities:

1. Assist surgical teams during MMC procedures
2. Screen for eligibility for VMMC and assist circumcisers in conducting the circumcision procedure

3. Provide immediate post-operative care for VMMC clients
4. Participate in the provision of TT vaccinations for SMC clients under the oversight of the Expanded Programme on Immunisation (EPI) focal person at Makerere university hospital.
5. Provide counselling to clients on safe male circumcision and HIV in line with WHO guidelines.
6. Ensure procedures are carried out safely in accordance with agreed policies.
7. Maintain client records as required cognizant of standard ethical requirements
8. Perform client follow-up after circumcision and attend to client help-line.

Qualifications and job specifications

- Registered/Diploma in Nursing or related discipline
- Must be registered with the Nurses council
- MUST have a Certificate of training in circumcision from a recognized institution
- At least one years' experience in a busy clinical or hospital setting, and experience in counseling
- Special knowledge in the management of Adverse Events following circumcision and its related complications, confidentiality, team player, ability to empathize and be patient, nursing & counselling skills
- Good interpersonal skills, excellent oral communication skills, & Team player

7). Role Title: Records Assistant

Duty station: Kampala

Reports to: Clinic Manager

Role definition: To maintain custody of MJAP medical records in line with MJAP records policy

Roles and Responsibilities

1. Register and record both new and follow- up patients and other registration data into the client electronic register.
2. Receive and file patients' information in the respective files in line with organizational system
3. Retrieving follow up patients files as required by the medical team
4. Review patients' files and deliver non-compliant patients'' files to the Clinic Manager in accordance to the organizational follow up guidelines.
5. Keep records of patients who have been transferred out of the clinic and those reported dead in the clinic records archives according to MJAP guidelines
6. Receive and distribute medical forms to different medical departments in line with MJAP guidelines
7. Make weekly requisitions of supplies needed in the records
8. Receive and timely filing of all laboratory results and any other information in their respective files
9. Proper and timely filing of all patients' medical records for easy access to the authorized people.
10. Liaise with the data department in managing patient files for data entry and back to the records room for filing

Qualifications and job specifications:

- Degree in Records and Information management or its equivalent

- Computer knowledge is an added advantage
- At least 1 years' experience in medical records management
- Integrity
- Confidentiality
- Empathy

8). Role Title: Laboratory Runner

Duty station: Kampala

Reports to: Laboratory Coordinator

Role definition: Timely Delivery of laboratory results, specimen transportation, record keeping and sample reception

Roles and Responsibilities

1. Receiving and recording details of patients' samples in the laboratory register on a daily basis to ensure sample integrity and that each patients receives correct results.
2. Collect monthly Laboratory Reports and send the laboratory team leader for compilation.
3. Collect samples for quality control from all MJAP laboratories on respective quality control days and partner laboratory e.g. Butabika Hospital
4. Collect DNA PCR Samples all Mulago pediatric wards and deliver to Central Public Health Laboratory for analysis on Buganda Road and also pick results.
5. Distribute patient results to respective wards in time to allow Doctors give their treatment in time in line with MJAP policy.
6. Entering Patients lab test information in the lab data base daily

Qualifications and job specifications

- Certificate in Laboratory Techniques
- Experience of 1 year (possibly through internship) working in a similar position in a laboratory setting
- Basic facts about HIV/AIDS and its related problems
- Rights of People Living with HIV/AIDS
- Overview of HIV tests
- Result interpretation
- Confidentiality
- Integrity
- Empathy
- Team player

Interested and qualified candidates should apply via the email below **clearly indicating position applied for in the subject line** and submit their cover letters, a detailed curriculum vita and copies of relevant academic documents to: recruitment@mjap.mak.ac.ug addressed to; ***The Human Resource Manager, Makerere University Joint AIDS Program (MJAP), not later than 21st October 2022 by 5:00pm.***

Please ensure that your attachments do not exceed 5 MB.

We do appreciate your interest to work with MJAP. However, we regret that only shortlisted candidates will be contacted within 4 weeks after the submission deadline.