



MAKERERE UNIVERSITY JOINT AIDS PROGRAM (MJAP)

VACANCY ANNOUNCEMENT

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 the Reach-Out Mbuya (ROM), for accelerating HIV/AIDS Epidemic Control in the Kampala region with funding from the President's Emergency Plan for AIDS Relief (PEPFAR).

In addition, MJAP received funding from the Bill and Melinda Gates Foundation through the African Resource Center (ARC), to assess the impact of the pilot implementation of integrated non-communicable diseases (NCD) – HIV care among people living with HIV receiving anti-retroviral therapy refills at private community retail pharmacies in several parts of Uganda (CRPDDP plus project). This pilot is implemented by the Ministry of Health through the AIDS Control Program, with support from ARC.

MJAP is seeking competent, passionate, and dynamic individuals to fill the positions below in a very busy work environment in **Kampala**.

1. Role Title: Medical Officer (ROM PROJECT)

Reports to: Medical Officer Team Lead

Duration: 6 months

Role summary:

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-infectious comorbidities
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.

Qualifications and job specifications:

- Bachelor 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 an HIV clinic or hospital-based services.
- Experience in HIV/AIDS and ART is added advantage.
- Research and networking skills

2. Role Title: Locum ART Counselor – Kiruddu Hospital (ROM PROJECT)

Reports to: Clinic Manager

Duration: 6 months

Role summary:

To provide comprehensive HIV/AIDS counseling to clients in line with the MJAP clinical guidelines.

Key Result Areas

1. To conduct health education talks to clients on how they can live positively with HIV ; through information giving on ART, prophylactic, other medications, HIV prevention (safer sex practices, Safe Male Circumcision, drug adherence, infection control among the TB clients) , testing and other areas which affect their quality of life as per the MJAP guidelines.
2. To discuss 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.
3. To monitor client's adherence to medication and counsel the on the need for 100% adherence to medication and clinic schedules in accordance to the per the MJAP policy.
4. To explain to clients the need for laboratory tests and later explains the results and interprets the meaning of each as per the MOH policy.
5. To assess other psychosocial; cultural, spiritual etc. needs the client might be facing with a view of helping the client to solve these needs and if possible link them to other service providers like substance abuse, mental health issues, teenage pregnancy, rape, child abuse, disclosure issues, bereavement, family support and partner involvement, conflict and child testing, welfare, PMTCT, OVC, crisis, will making, making development projects.
6. To document learning experiences from each client to be used in knowledge creation and sharing in order to improve counseling services as per the MJAP guideline.
7. To counsel TB HIV patients on the benefits of adherence to both anti TB and ART medication
8. To participate in prevention activities conducted at the clinic like HIV discordant couple forums

Qualifications and job specifications

- Diploma in Nursing from a recognized institution
- Certificate in HIV/AIDS counseling and Antiretroviral therapy
- At least 2 years' experience in a busy clinic setting
- Must have an updated practicing license with the regulatory body

3. Role Title: Locum Laboratory Assistant (ROM PROJECT)**Role Summary:**

Support the delivery of quality laboratory diagnostic and monitoring tests at the Makerere University Hospital and supported partner clinics.

Reports to: Laboratory Services Coordinator

Duration: 6 months

Duties and responsibilities

1. Explain specimen collection procedures to patients and collect samples according to Standard Operating Procedures (SOPs).
2. Keep the laboratory environment safe and secure for the staff and other laboratory users.
3. Process and test laboratory specimens, interpret results and ensure quality of laboratory results according to SOPs using a range of automated equipment and manual techniques, in a timely manner.
4. Carry out routine maintenance and performance checks on equipment and report unresolved defects to the Laboratory Services Coordinator in a timely manner
5. Maintain adequate stocks of chemicals, reagents and consumables and keep stock records according to the standard operating procedures to avoid stock outs.
6. Evaluates test results, makes recommendations and communicates critical test results
7. Participate in the implementation of laboratory quality management systems
8. Prepare monthly test statistics and submit to the Laboratory Services Coordinator by the 4th of the following month
9. Provide technical support to the MJAP-supported facilities as requested from time to time
10. Any other duties as may be assigned by the Supervisor(s) from time to time. This may include working at other facilities supported by MJAP.

Qualifications & job specifications:

- Diploma in Medical Laboratory Technology
- Certificate from the Allied Health Professionals' Council
- 1 year working experience in an HIV/TB related health facility
- Current annual practicing license
- Knowledge in laboratory quality management systems

4. Role Title: Data Officer (ROM PROJECT)

Role summary:

Determine the suitable database analysis software; enter data that is used to generate weekly, monthly and quarterly reports for MJAP activities in accordance with MoH guidelines and procedures.

Reports to: M & E Officer

Location: Mulago

Duration: 6 months

Roles and Responsibilities

1. Receive and review raw data on the different program activities on a daily basis
2. Enter data into the appropriate program databases on daily basis according to the approved format
3. Create data cleaning queries to free data from any anomalies according to the data analysis procedures
4. Back up data and add password to the different databases used for data entry on a daily basis in line with the data security procedures
5. Carry out simple analysis on MJAP activities and document brief reports on weekly and monthly basis to inform the development of quarterly reports for the various stakeholders

6. Devise and implement a mechanism for safeguarding computer hardware and other accessories assigned to Data Officers
7. Offer on-going support to the data collectors in proper data collection and documentation procedures.

Qualifications & job specifications:

- Must have a Bachelor's degree in Statistics, Computer Science, Information Technology and Information Systems
- Specialized training in data management, analysis and interpretation is an added advantage
- At least 2 years working experience in data management
- Good computer skills and knowledge of common Statistical analysis and database management packages Ms Access, Ms Excel, STATA, SPSS, EPiDATA

5. Role Title: Locum Records Assistant (ROM PROJECT)

Role summary:

To maintain custody of MJAP medical records in line with MJAP records policy

Reports to: Clinic Manager

Location: Mulago

Duration: 6 months

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. Retrieve 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 file all laboratory results and any other information in their respective files

Qualifications and job specifications

- Degree in Records and Information management or its equivalent
- At least 1 years' experience in medical records management
- High level of confidentiality, integrity and team work

6. Role Title: Statistician - Quantitative (CRPDDP+ PROJECT)

Role summary:

To provide technical support in quantitative/mixed methods study design, data collection, analysis, interpretation and reporting.

Reports to: Study Coordinator

Location: Makerere University

Duration: 11 months

Duties and Responsibilities

1. Provide technical support in the quantitative aspects of the project at protocol development and implementation such as study design, data collection, statistical analysis and report writing.
2. Take lead in the development, testing and approval of quantitative study tools.
3. Supervise and support research assistants during data collection and storage
4. Take lead in data management, cleaning, analysis and reporting.
5. Participate in report writing and dissemination of findings.

Minimum Qualifications

- A masters' degree in public health, epidemiology, biostatistics or related field.
- At least 2 years' experience in quantitative or mixed methods study designs
- Experience in implementation science methodology is an added advantage
- Received GCP training within the last 2 years

7. Role Title: Behavioural Scientist - Qualitative (CRPDDP+ PROJECT)

Role summary:

To provide technical support in qualitative/mixed methods study design, data collection, analysis, interpretation of results and reporting.

Reports to: Study Coordinator

Location: Makerere University

Duration: 11 months

Duties and Responsibilities

1. Provide technical support for qualitative aspects of the project including the objectives, methodology and approach, tools development, data collection, analysis and reporting
2. Take lead in the development, testing and approval of qualitative study tools.
3. Supervise and support research assistants during data collection
4. Supervise the data management and analysis of qualitative data.
5. Participate in report writing and results dissemination.

Minimum Qualifications

- A Master's degree in public health, Social Sciences or any health related field.
- At least 2 years' experience in qualitative or mixed methods study designs and methodology
- Received GCP training within the previous 2 years

8. Role Title: Research Administrator (CRPDDP+ PROJECT)

Role summary:

Provide administrative support to the research team to ensure efficiency and smooth workflow.

Reports to: Study Coordinator

Location: Makerere University

Duration: 11 months

Duties and Responsibilities

1. Provide assistance with the administrative activities such as preparation of documents including printing and photocopying.
2. Support the team in the submission of the research protocol and follow up with IRB and UNCST.
3. Provide assistance in coordination of research assistants and other project staff as required.
4. Support in preparation of expenditure requests and submission of accountabilities

5. Assist in organizing project events such as training, meetings, workshops and conferences
6. Support in any activities as assigned by the study coordinator

Minimum Qualifications

- A Bachelor's degree in any field from a reputable University
- A Master's degree is an added advantage
- Experience in administrative duties.
- Excellent communication and interpersonal skills.

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 document 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 April 12, 2024 at 4:30 pm.

Consider your application unsuccessful if you don't hear from us by April 27, 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.***