Reach Out Mbuya Parish HIV/AIDS Initiative (ROM) is a PEPFAR/CDC supported community-based NGO that was established in 2001 with the mission: “To curb the further spread of HIV infections by educating communities about HIV/AIDS, and to enable those who are already living with HIV/AIDS to live a responsible, positive, and dignified life.” Reach Out delivers comprehensive services through four satellite clinics and multiple mobile outreach clinics and through public-private partnerships within Kampala, Wakiso, Nakasongola and Lwengo. Reach Out Mbuya seeks to recruit dynamic, self-motivated well-qualified persons to fill the positions below;

1) Job Title: Executive Director

Reports to: Board of Directors
Directly Supervises: Senior Management

Main Purpose of the Job: To provide overall strategic leadership and management and to ensure that strategic goals and mission of ROM are accomplished

Key Duties and Responsibilities
- Provide strategic direction in the implementation of ROM programmes
- Lead the formulation of ROM strategic and development plans and ensure their timely implementation and monitoring
- Present ROM work plans and budgets to the BOD and development partners as required
- Lead the attraction and retention of resources for ROM programmes and institutional sustainability
- Lead and inspire a multicultural group of staff, stakeholders and partners
- Translate ROM vision and mission into programmes and outputs that enhance health in communities
- Ensure excellent management systems that provide full accountability for ROM programmes and resources
- Ensure ROM programmes and outputs are aligned, relevant and contributing to national and global knowledge, policy and practice
- Develop and sustain engagement of ROM stakeholders including members, clients, partners and donors

Desired qualifications and experience:
- Masters’ Degree and/or postgraduate training in a relevant field.
- Medical training and experience in clinical care and research is an added advantage.
- At least 5 years’ experience in a senior management position.
- Extensive knowledge of HIV/AIDS programing and management
- Knowledge and competency in management of financial resources and budget

2) Job Title: Monitoring and Evaluation Manager

Department/Section: Monitoring & Evaluation
Directly Reports to: Executive Director
Directly Supervises: M & E Officers

Main purpose of the job: To manage the functions of M&E ensuring that the core and support activities are being performed in an effective and efficient manner, with formal assessment and measurement of those activities being undertaken.

Duties and responsibilities
- Take lead in the development of the necessary M & E tools and frameworks, periodic M&E work plans and budget as well as developing strategic plans and monitoring their progress
- Spearhead the formulation of indicators for the monitoring of programmes
- Provide guidance on ROM’s reporting systems and practices
- Advise on ways of improving the performance of ROM, using information obtained from the monitoring and evaluation exercise
- Provide support supervision on programme implementation
- Provide effective leadership to and supervision of subordinates, and maintain good teamwork among them
- Draw and manage budgets for the M & E department
- Produce timely and analytical and descriptive reports on ROM operations, in accordance with established guidelines and to facilitate performance reviews
- Build the capacity of ROM managers/staff to carry out effective data collection monitoring of operations
- Ensure that proper quality assurance measures are put in place and maintained in all departmental sections

Required Qualifications and Experience:
Applicants must possess a Masters’ Degree in Statistics, Epidemiology, M & E or related field, at least 3 years’ experience, 2 of which are in a similar position. He/ she should be with good Knowledge and competency in Monitoring and Evaluation of HIV/AIDS-related programmes, data analysis and reporting systems, Project Planning and Management.

Key Skills Required:
- Programme monitoring and evaluation
- Advanced relevant computer skills
- Leadership skills
- Coaching and training skills
- Interpersonal skills
- Analytical skills
Other Necessary Qualities/Attributes: Creativity, Visionary, Persuasiveness, Alertness, Self-drive

3) Job Title: Clinical Services Coordinator

Department: Medical
Directly Reports to: Medical Services Manager
Directly Supervises: Clinical officers, Nurses, Counselors, Laboratory and Pharmacy staff

Main purpose of the job: To provide quality medical care and health education to ROM clients and to ensure smooth running of clinic activities

Duties and responsibilities
- Provide medical care to ROM clients and provide health information aimed at reducing their vulnerability to AIDS and other HIV related diseases and infections
- Participate in the drawing and implementation of medical work plans and budgets
- Build capacity of nurse clinicians and other health workers from communities/institutions
- Monitor activities of medical staff at the clinic sites
- Work with the medical services manager and the different supervisors to contribute to revision and development of various clinical guidelines
- Participate in CMEs and in-house training for the medical team
- Carry out weekly and emergency home visits and hospital visits
- Prepare monthly, quarterly and annual reports
- Analyse and interpret clinic data for improved program performance

Required Qualifications and Experience:
Applicants must possess a Bachelor’s Degree in Medicine and Surgery (MBChB), at least 3 years’ experience in a similar position, preferably HIV/AIDS setting with good Knowledge and competency in HIV/AIDS management and care

Other Job-related training required
- Training on HIV/AIDS care for both adults and children
- Training in counselling

Key Skills Required: Computer, coaching, interpersonal, supervisory skills, and training skills

Other Necessary Qualities/Attributes
- Creativity, Objective decision making, Honest, Self-driven, Good listener, Team player

How to Apply: All suitably qualified and interested candidates are encouraged to submit their cover letter, curriculum vitae, copies of academic credentials and other necessary documents via E-mail to b.katusabe@reachoutmbuya.org and conuoha@reachoutmbuya.org as well as post or deliver an application letter (clearly label the position applied for) to:

Human Resource Manager
Reach Out Mbuya Parish HIV/AIDS Initiative
P.O. Box 7303, Kampala.

Physical Address: Plot 1 Boazman Road, Mbuya 11 (Next to Our Lady of Africa Church, Mbuya)
www.reachoutmbuya.org

Deadline: 21st April, 2017 by 12:00 Noon
ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED