



JOB VACANCIES

WE ARE TRANSFORMING LIVES OF CHILDREN, ADOLESCENTS AND YOUTH

Youth Alive Uganda is a leader in innovative children, adolescents and youth integrated development programming since 1993. Youth Alive Uganda is a registered youth led and children/youth focused NGO that implements children and youth integrated development programs across the country in four thematic areas; Health, Livelihood, Education, Human rights and skills Development and Mentorship.

Vision: Youth living life to the full

Mission: Holistically empower youth 9 -30 years to be resilient and live fulfilling lives.

Project Overview.

Youth Alive Uganda is implementing the USAID Orphans and Vulnerable Children Northwest Activity and the aim of this activity is to prevent new HIV infections and continue care for OVC and their caregivers and expand the reach of OVC core activities in the Northwest in the districts of Gulu, Omoro, Kitgum, Agago Oyam, Kole, Lira, Apac, Kwanja, Alebtong, Amolatar and Dokolo. This activity will address critical barriers to HIV service access, uptake, and adherence and scale up access to high-impact HIV prevention services, improving health and social well-being outcomes among OVC and AGYW and their families.

Youth Alive Uganda therefore invites applications from interested candidates with the necessary qualifications and experience to fill the following position under the USAID OVC North West –Activity.

	Position	No. Positions	Duty Station
1	Procurement and Logistics Officer	01	Lira
2.	Human Resource and Admin Officer	01	Lira
3	Information Technology Officer	02	Lira Kampala
4	HIV Clinical Linkages Specialist	01	Lira
5	Cluster Managers	02	Lira Gulu
6	Communications Officer	01	Lira
7	Data Analytics Specialist	01	Lira

Position: HIV Clinical Linkages Specialist

Reports to: Deputy Chief of Party

Duty Station: Lira

Job Summary

The **HIV Clinical Linkages Specialist** will support strengthening of HIV Case Management implementation, with a focus on health facility/community linkage aspects across the 12 districts implementing the USAID OVC North West Activity. S/he will spearhead collaboration, coordination and building relationships with clinical partners and service providers to improve bi-directional referrals and integrated service delivery across the HIV cascade including HIV/GBV/VAC reduction and response services including uptake in ART, and improved adherence and viral load suppression for OVC and AGYW. The Advisor will bring clinical and community expertise supporting ART adherence, viral load suppression and resilience for OVC and AGYW.

Specific Responsibilities and Duties

- Support technical design, training, mentorship of USAID OVC Northwest Activity technical team and close critical gaps across the HIV cascade to bolster Index Testing, ART linkage, retention, adherence, VLM, VLS outcomes for HEI, C/ALHIV and families living with HIV
- Support and strengthen staff capacity to build strong, functional partnership with clinic partners across the 12 project districts
- Support training and mentorship of project technical teams and staff on effective service delivery to children, adolescents and caregivers living with HIV (C/ALHIV) and other key populations
- Develop and/or recommend training materials, conduct supportive supervision and administer job aids for community structures delivering service and case management support to C/ALHIV families
- Support scale up of Caregivers engagement model layered on Peer Support Groups for CALHIV
- Support staff to build strong relationships with District Health Officers and other relevant stakeholders
- Participate in national level meetings with MOH and other relevant ministries related to policy and programming for C/ALHIV to keep USAID OVC North West Activity abreast of policy shifts related to HIV and feed lessons learned into policy discussions
- Support staff to troubleshoot referral and coordination bottlenecks between clinics and communities
- Review and address performance gaps related to HIV outcomes for C/ALHIV with the project technical teams and staff
- Support quarterly and annual report writing and other strategic documentation

Required education, skills and experience

- Advanced Degree in: health, social work and social administration
- At least five years of experience working with children/adolescents living with HIV in clinic and community settings
- Experience with bi-directional clinical referrals/HIV service provider linkages for vulnerable populations
- Understanding of MOH HIV policies and programming for HEI/C/ALHIV
- Good data analytical skills and use of data for decision making
- Excellent writing and report writing skills
- Good communication skills and ability to communicate in the local and national languages.
- Computer skills with expertise in PowerPoint, Word, Excel.

Position: Cluster Manager

Reports to: Deputy Chief of Party**Duty Station: Lira/Gulu****Job Summary**

Provide overall strategic leadership administrative support in planning and implementation OVC activities in Gulu and Lira clusters, strengthen collaboration and partnership with Clinical partners, district local government and other development partners within the region. The Cluster Manager is the head of the cluster and is accountable to the project management team and responsible for maintaining a close and effective

relationship with district local governments.

Key duties and responsibilities

- Support core OVC service delivery processes and issues by working closely with District Project coordinators to provide conducive environment for community structures to deliver services.
- Facilitate the participation of local communities in the planning and implementation of activities.
- Organize periodic meetings with partners to discuss project progress, record and follow up on the execution of agreed action points.
- Handle regional office work requests with vendors, requester and contractors to arrange service response.
- Responsible for supervising DPCs and providing handholding support and capacity building support to both DPCs and community structures.
- Prepare performance reports for presentation to project management team, detailing district specific performance.
- Managing internal and external stakeholder relations within the region and negotiating contracts and partnerships.
- Organize and implement capacity building or training programs for staff in the entire region based on needs identified.
- Provide leadership in strengthening internal communications with staff at all levels throughout the project.
- Lead cluster planning and budgeting processes in close collaboration with the deputy Chief of Party using approved templates and guidelines.

Required Education, skills and experience

- Bachelor degree in Business Management/Rural Development/Rural Management/Social work/Commerce/Sociology or related field.
- Post-graduate diploma in project planning and management, M&E or related field is an added advantage.
- At least five years of progressive experience in Program implementation with at least three in a middle management position in an NGO.
- Strong financial, planning and budget management skills and experience.
- Strong negotiation and effective interpersonal skills.
- Networking and policy development and policy engagement.
- Analytical skills.
- Experience of working with local partners and Local Governments.
- Strong analytical skills and strategic planning abilities.

- Ability to establish and maintain conducive collegial relations and perform effectively as a member of a team.
- Computer literacy and excellent documentation skills are a must.
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching

Position: Procurement and Logistics Officer

Reports to: Project accountant

Duty Station: Lira

Job Summary

The Procurement Officer will manage project procurement and ensure compliance with USAID regulations and Youth Alive policy and procedures in support of project activities at the OVC Northwest activity offices. Duties will include the supervision of the day-to-day procurement functions/he will maintain a procurement process that is transparent, responsive and efficient in delivering goods and services on-time and within budget.

Key Duties and Responsibilities:

- In coordination with the Project accountant and Finance and operations advisor, ensure that procurement practices are in compliance with the project's Policy and Procedures Manual and USAID rules and regulations.
- Manage the overall day-to-day procurement process.
- Prepare requests for quotations and proposals, conduct bid evaluation, prepare price analysis, and conduct due diligence (reference checks and site visits) and draft purchase orders in support of the procurement of goods and services for the project.
- Assist in preparing the annual procurement plan with support from the project team
- Work closely with the project technical teams and provide procurement guidance and assistance to trainings, events and activities that will require the rental of venues or hotels, catering services, transportation services and procurement of stationery and supplies.
- Manage a procurement filing system and ensure that the minimum documentation referenced in the procurement threshold table is in each procurement file;
- Ensure that all vendors meet the terms and conditions of the purchase order/contract through active contract management. This includes written communication with the vendor to ensure on-time delivery, and that goods and services meet the specifications and are of the quality and quantity requested.
- Review invoice payments from vendors and compare to the terms of the purchase order or contract to ensure vendor invoices are accurate before submitting for payment;
- Coordinate market research in Uganda to verify availability and pricing for goods and services required by the project;
- Support project budget revisions by providing estimated pricing for goods and services; and

Qualifications, Skills and Experience:

- The applicant for the Youth Alive Procurement Officer must hold a Bachelor's degree in a field relevant to procurement, Business Administration, Accounting, or another related field. A professional qualification in procurement management is an added advantage

- A minimum of three years of procurement experience in Uganda including with USAID funded programs;
- Experience in competitive procurement of goods and services required (experience in the administration of subcontracts and purchase orders strongly preferred);
- Knowledge or drafting and tracking an annual procurement plan;
- Proven experience in maintaining a file system for procurements and ensure that the minimum documentation referenced in the procurement threshold is in each procurement file and fully compliant to USAID regulations;
- Detail-oriented and organized;
- Experience using computers and software at work and proficiency with MS Word and MS Excel is desired;
- Ability to work hands-on, independently, and within team in difficult work environment;
- Willingness to travel frequently to provinces and districts covered by the project.

Position: Information Technology (IT) Officer

Reports to: Accountant / Finance Manager

Duty Station: Lira/Kampala

Job Summary

The IT officer will provide IT technical support and network support at headquarter and in field offices, place content on tablets, and other IT related activities including troubleshooting database issues. The IT officer will be responsible for overseeing the installation, usage, and maintenance of office IT systems, as well as troubleshooting and managing IT solutions.

Primary Responsibilities:

- Provide technical set-up and needed support on all IT related issues, including installation and testing of LAN, servers, Internet gateways, workstations, printers, client software, upgrades, and configuration.
- Liaising with and overseeing all work done by outside IT agencies and consultants, e.g. installations performed by third parties such as cabling, Internet connectivity, etc.
- Responsible for tracking Helpdesk requests, issues, and service requested by the office staff.
- Deploy and implement office network according to HQ specifications;
- Document network operations, processes, and procedures;
- Serve as the office Network Administrator.
- Oversee and support network administration at regional level
- Identify and solve possible problems in the network.
- Supervise and follow-up on equipment maintenance provided by other contractors.
- Provide in-person and virtual support and troubleshoot problems for all employees in the Kampala and field offices.
- Implement and enforce security on the network and prevent misuse of IT resources.
- Support in development of YAU data bases and development of mobile data collection tools
- Participate in periodic reviews of the ICT policies and compliance and adherence to the policy.
- Advise on all IT related procurement.
- Responsible for IT inventory and location of IT equipment by performing at least a yearly inventory check-up.

- Set up, implement, and maintain hardware firewall.
- Keep the network healthy by applying all required security patches and monitoring the correct delivery of all antivirus updates.
- Ensuring management of Organization and project database including regular data security activities such as storage and backups, testing of data integrity, periodic recovery testing as well as logical consistency checks
- Implement and document a disaster recovery plan and offsite storage of backed up data;
- Provide guidance and support to all project zonal office for all the functions above as needed.

Required education, skills and experience

- Minimum of a bachelor's degree in IT, Information Systems sciences or related field.
- Must have at least 5 years of experience in IT systems management.
- Candidates who demonstrate previous experience working on USAID-funded projects is preferred.
- Advanced and extensive knowledge of MS Excel, SQL, and ability to do macro programming and ODBC connection.
- Demonstrated capacity to work effectively with teams.
- Excellent people skills at all levels, cultural sensitivity, ability to work well under pressure, negotiate diplomatically, and the ability to work well in a multicultural and multi-disciplinary work environment.
- Effective oral and written communication skills in English.
- Willingness to travel in all program areas, as necessary.

Position: Data Analytics Specialist

Reports to: M&E Advisor

Duty Station: Lira

Job Summary

The **Data Analyitcs Specialist** the Data Analytic specialist will collect data from various sources, review and interpret it using data analysis tools to provide meaningful information and insights to help USAID/OVC NWR Activity make better-informed program decisions. will hold dual responsibility for ensuring timely collection, entry, processing, documentation and dissemination of all data and information relevant to Project and PMP reporting and coordinating and delivering targeted M&E TA to districts and Local Government counterparts. S/he will follow up and ensure timely collection of data, check for completeness and reliability of data before entry into the database, ensure timely data entry into the database, check for completeness of entered data against the physical data on forms/tools and perform elementary data analysis to inform service delivery. S/he will be an integral part of the OVC NWR Activity team and support coordination and delivery of M&E TA to M&E District and LG staff across districts of operation as part of capacity development and systems strengthening initiatives.

Primary Responsibilities

- Organize data into usable formats.
- Analyze routine monitoring and assessment data to find answers to specific questions.
- Assess quality of data including verifying, fixing coding errors, and cleaning USAID/OVC_NWR Activity data.

- Responsible for ensuring timely, high quality data collection, entry, analysis and reporting by national partner M&E teams across districts/zones of operation.
- Generate information and insights from data sets and identifying trends and patterns, preparing reports for USAID/OVC_NWR Activity's use.
- Create data visualizations for internal and external audiences.
- Contribute to the implementation of the project's Monitoring, Evaluation, and Learning Plan.
- Coordinate and assist monitoring and evaluation data collection activities.
- Actively participate in Collaborative, Learning and Adapting (CLA) processes in place within USAID/OVC_NWR Activity.
- Work with government and non-government partners to implement M&E activities.
- Work with the M&E Advisor to set up data infrastructure, including supporting the implementation and maintenance of the database.
- Provide other support to M&E team, as needed and other duties, as assigned.
- Analyse any data entry errors and address with district staff and M&E Advisor.
- Comply with data integrity and security policies e.g. confidentiality.

Required education, skills and experience

- Minimum of a degree in a quantitative field such as econometrics, or statistics or Computer science.
- Postgraduate Diploma in Business intelligence and Data analytics is an added advantage.
- Evidence of additional hands on training, coaching and mentorship in Monitoring and Evaluation
- At least 5-10-year work experience on development projects where research and data analysis skills have been applied, preferably under PEPFAR/USAID programs.
- Advanced knowledge of Excel for data analysis, including use of formulas, functions and calculations to analyze data required. Knowledge of Excel + Power Query to clean, merge, pivot/un-pivot and transform data preferred.
- Understanding of reporting and data visualization tools such as Power BI and Tableau.
- Excellent analytical skills and the ability to identify trends, patterns, and insights from data with strong attention to detail.
- Strong numerical skills to help collect, measure, organize and analyze data.
- Presentation skills – ability to write and speak clearly to easily communicate complex ideas in a way that is easy to understanding.
- High-level experience in methodologies and processes for managing large-scale databases.
- Demonstrated experience in handling large data sets and relational databases.
- Good working knowledge of major databases and analytical programs including MS access, MS excel, STATA, SPSS and Epi Data.
- Good verbal communication
- Ability to work in a challenging environment
- Fluent in oral and written English and excellent writing skills

Position: Communications Officer

Reports to: chief of Party

Duty Station: Lira

Job Summary

The Communications Officer will support the project's internal and external communications strategy needed to fulfil reporting, learning and visibility goals. The ideal candidate is self-motivated, effective storyteller with a keen interest in driving strategic messages to key internal and external stakeholders. The communications Officer reports directly to the Chief of Party collaborates regularly with the project implementing teams.

Primary Responsibilities

- Lead communications activities for the smooth implementation of USAID OVC NW Activity.
- Lead the collection of communications contents such as stories, pictures, audio and video to document and showcase RIL work.
- Produce and disseminate communications outputs such as newsletters, case studies, success stories, blogs etc.
- Ensure that accurate, clear and consistent information and communications are available and use various formats (multimedia, visual content, written content).
- Participate in stakeholder's engagement events and develop ad hoc communication plans for such events.
- Develop activity digital and social media strategy and oversee its implementation, ensuring that digital channels are updated on a regular basis.
- Guide and support the project team with collecting content and documenting successes and challenges.
- Managing knowledge assets in the team – including a picture bank, ensuring good capture of content and maintaining a knowledge management system to drive a learning culture.
- Manage and track communications and maintain contacts lists (with targeted audiences).
- Review and improve internal and external documents including emails, presentations, project briefs and reports.

Qualifications, skills and experience

- Bachelor Degree in communications, marketing, journalism, arts, or any related field.
- Minimum of four years of relevant experience in advocacy, communications, events management, and/or media relations
- Excellent writing skills and ability to tailor products to audience.
- Proven experience with developing communication plans
- Proven experience collecting content in the field through visits and interviews and engaging with a diversity of stakeholders.
- Experience producing content for social media and digital platforms.
- A creative story-teller with highly developed interpersonal, networking and communication skills.
- Experience working in a USAID funded project and familiarity with USAID communication tools and guidelines.

Position: Human Resource and Administration Officer
Reports to: Human Resource and Administration Manager
Duty Station: Lira

Summary: The Human Resource and Administration Officer is responsible for ensuring that the day-to-day HR and Administration activities are performed in accordance with YAU policies, procedures and HR best practices.

The position reports to the HR / Admin Manager and works closely with the Finance and operations advisor to ensure effective and efficient HR and admin services are provided to support staff and program activities.

Key Duties and Responsibilities:

- Under the guidance of the HR / Admin Manager, participate in the recruitment process for local recruitments as required and ensure HR recruitment policies and procedures are consistently followed.
- In coordination with the HR Manager and sector heads ensure all new staff have been properly oriented and proper documentation done.
- Act as focal point to receive staff concerns about their compensation and benefits and respond to queries in regard to salary, benefits and others.
- Facilitate and providee guidance for resolving minor employee relations issues at all times across the 12 districts.
- Support with performance management and ensure targets for every staff are set, reviews of the targets done and the appraisal conducted on a timely basis and all this documentation filed.
- Maintain accurate and up to date personnel records of all employees including orderly archiving.
- Support in the organizing of staff team building events in coordination with the HR manager
- **Administration**
- Ensure staff timesheets are provided on time for timely processing of their salaries.
- Ensure staff are taking their leave in accordance to the YAU policy on leave and maintain proper documentation of the leave records.
- Ensure offices are cleaned on a regular basis and supplies available for staff across all the 12 district offices.
- **REPORTING**
- Submit regularly as required, information to HR / Admin Manager for HR Metrics preparation
- Update and submit regularly staff leave tracking
- submit all recruitment reports for all recruitments done in the OVCNWA.
- Maintain proper records for all correspondences
- Perform other relevant duties as assigned (of a similar nature or related and in the interest of the organization)

Exit Management

- Work closely with supervisors to ensure exit interviews are offered to all staff and data is documented, and shared with management.
- Ensure that staff are removed from the Health Insurance scheme and GPA schemes accordingly

- Develop and maintain reports to update and finalize terminal benefits
- Perform other duties as needed or requested by the HR / Admin Manager.

Qualifications, Skills and Experience:

- a Bachelor's degree in Humanities or Business Administration or Post graduate training in Human Resource Management is an added advantage.
- Three years of relevant professional experience in human resources management
- Extensive knowledge and experience of managing a payroll, preferably
- Previous experience working with an international /local NGOs in a cross-cultural setting, preferably in the HR or Administration sector.

Functional knowledge, skills and ability:

- Remains productive when under pressure.
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds.
- Flexibility and prepared to work additional hours
- flexibility to continuously re-prioritize
- Ability to multi-task. Ability to create a welcoming and comfortable environment for all staff members
- Ability to work both independently and as part of a team;
- Able to respond rapidly to changing environments, yet remain productive and focused;
- Excellent written and verbal communication skills
- Excellent Microsoft Office packages - Word, Excel, and Outlook.
- Ability to maintain the highest degree of discretion and confidentiality of HR information

How to Apply:

All interested candidates should send their application letters (a page) and resumes (Max, 3pages) in a **SINGLE PDF DOCUMENT** to careers@youthaliveuganda.org. No academic papers required at this stage.

Subject of the email should contain; Job title, name of candidate and duty station

Note: Hand-delivered applications will not be considered.

Deadline for Application is Friday 21st October, 2022 at 05:00pm Ugandan time.