



## Uganda Harm Reduction Network

*Our Lives begin to End the Day we Become Silent About things that Concerns Us*

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### **Job Vacancy!!!**

**Position; Project Monitoring and Evaluation Officer (1)**

**Reports to:** Monitoring & Evaluation Manager

**Location;** Kampala, UHRN Office

#### **About UHRN:**

Uganda Harm Reduction Network (UHRN) is a Non-Governmental Organization that seeks to provide a national platform for health and policy programs that promote good practices and advocate for the development of a supportive environment for the implementation and expansion of harm reduction programs for People Who Use Drugs in partnership with other stakeholders in Uganda.

#### **Project overview:**

UHRN is The AIDS Support Organization (TASO) Sub Recipient under the Global Fund, three-year Grant Cycle 7 (2024 -2026) project. The project is aimed at community systems strengthening and to attain this goal, UHRN will work with public health facilities and the communities in the selected districts in South/ Central Uganda for continued implementation of quality Integrated HIV/AIDS and TB services

UHRN is now looking for competent, passionate, and committed individuals to fill the position of Monitoring and Evaluation Officer

#### **Job summary:**

The Project Officer will be responsible for supporting and strengthening the district, health facilities and community systems for sustainable uptake of responsive HIV/AIDS services for the community in the selected supported districts

#### **Roles and Responsibilities:**



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- Conduct data collection with relevant program staff and partner's staff by sharing forms or templates with partners, data collection and data saving.
- Collect and collate relevant data using templates and formats provided by the donor.
- Support data verifications and cleaning through working together with M&E Officer and partners.
- Analyze data and produce high-quality reports that highlight key findings, trends, and recommendations for program improvement. Ensure that evaluation findings and lessons learned are utilized to inform adaptive management and decision-making.
- Collect and document case study, lessons learned, champion the scaling up best practices and conduct beneficiary tracking according to Global Fund standards.
- Conduct field visits for data validation and to monitor the quality and completeness of data sets and implementation; coordinate data collection in field districts to monitor project development and ensure timely compilation and reporting of data
- Work closely with the TB tracing officer to ensure monitoring, evaluation and learning is effected to inform advocacy.
- Compile monitoring findings and prepare reports to share with respective project/programme focal and line Manager.
- Support in developing the overall framework for project M&E systems in collaboration with project staff, including requirements, reporting; develop and monitor project implementation plans to systematically document performance
- Maintain existing indicator tracking tools; develop additional databases and tracking tools as needed to demonstrate the effectiveness of project interventions. Support in generating indicator reports for tracking progress against key indicators as needed.
- Any other tasks related to the field of engagement, experience and expertise as and when required by the organisation and assigned by the supervisor.

### **Capacity Building**

- Directly support staff and partners in the field for any capacity on using the online platform and using the M&E tools and template for data collection.



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- Regular M&E skill sharing with staff and partners.
- Review and help maintain data integrity and consistency in multiple systems by programme teams and NGOs.
- Support capacity building of partner organisation across all monitoring and reporting functions including data input, validation and reporting as per donor requirements.

### **Learning, Networking & Co-ordination**

- Establish, develop and maintain relationships with the program field team of UHRN and Partners
- Conduct quarterly programme performance reviews and learning sessions with programme staff and other stakeholders and monitor implementation of actions.
- Package programme information in various ways for use in external engagement and fund raising and monitor compliance to contractual obligations and adherence to donor requirements

### **Minimum qualifications and Experience**

- Bachelor's degree in social sciences, Community Health, experience in M&E or related discipline from a recognized Institution
- A Post Graduate / Masters in Monitoring and Evaluation will be of an added advantage
- A minimum of 5 years' experience in M&E, data management, integrating health service delivery into community structures.
- 3 years' professional experience working effectively with NGOs MOH, District and Community Health structures in HIV Prevention.
- Experience in Project Monitoring and Evaluation.

### **Key personal competencies**

- Planning, monitoring and evaluation of HIV care and prevention programs
- Strong interpersonal and leadership skills
- Demonstrable excellent writing, organizational, coordination and communication skills



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- Proven ability to set priorities, multi-task, and work collaboratively as well as independently.
- Excellent written, verbal communication and interpersonal skills is a must
- Ability to engage professionally and respectfully with partners, Health care providers and the Community

### **Application information:**

Interested candidates will submit their applications with resume, copy of degree certificates and other qualification documents together with a cover letter on the emails; [jobs.uhrn2024@gmail.com](mailto:jobs.uhrn2024@gmail.com) Kindly title subject; ‘**Monitoring and Evaluation Officer and Your Name** ’

**Applications must be submitted not later than 24<sup>th</sup> April 2024.**