

EXTERNAL JOB ADVERTISEMENT

Uganda AIDS Commission (UAC) was established in 1992 by an Act of Parliament (Cap 208) and is under the Office of the President of the Republic of Uganda. The Act provides for the Commission to Oversee, Plan and Coordinate AIDS Prevention and Control activities throughout Uganda.

The Commission is now looking for qualified individuals to fill the following positions at the Secretariat:

Job Title : **Head, Information Communication & Technology**

Salary Scale : **UAC3**

Reports to : **Director – Planning and Strategic Information**

Responsible For : **ICT Officer**

Purpose of the job

To provide technical leadership and guidance in the development and implementation of ICT programmes and usage of ICT for enhanced effectiveness and efficiency in implementation of the national HIV/AIDS response.

Key duties and responsibilities

- Develops and monitors implementation of ICT policies, regulations and guidelines for the Commission.
- Provide technical support and guidance on all matters of procurement, utilization and maintenance of ICT hard ware and software to UAC.
- Ensures confidentiality, security and reliability of the UAC's information system.
- Maintains and updates the Management Information System (MIS)
- Plan for upgrades and maintenance of ICT Infrastructure
- Conducts capacity building programmes for staff of UAC on ICT policies, use of equipment and user applications

- Provide technical support in UAC's data gathering, updating and information dissemination processes on the epidemic and the response at different levels.
- Plans, budgets, requisitions and accounts for the resources and performance of the ICT department.
- Supervises and appraises subordinates

Qualifications

- A Master's degree in Computer Science, Information Technology, Information Systems management, Computer engineering, software engineering or other qualifications in systems analysis, design, development from a recognized university.
- Bachelor's degree in in Computer Science, Information Technology, Information Systems management from a recognized university.

Experience

- Three (3) years post graduate qualification in a Government or a reputable organization

Competences

- Information systems design and development
- Hard ware and software designing analysis
- Good communication skills
- Census building
- Critical thinking
- Budgeting
- Trouble shooting & Problem solving
- Self-management skills
- Team work
- Knowledge Management

Job Title : **Coordinator Civil Society and Private Sector**

Salary Scale : **UAC4**

Reports to : **Director Partnerships**

Purpose of the Job

To coordinate Civil Society and Private Sector in the HIV/AIDS National Responses

Key Duties and Responsibilities

- Coordinate civil society and private sector programmes on HIV/AIDS prevention and control
- Facilitate effective communication between UAC and Civil Society & Private Sector for effective collaboration
- Provide technical support in designing and developing of sector specific responses to HIV /AIDS guided by the National Strategic Plan
- Coordinates civil society and private sector participation in policy development, strategic planning and budgeting for the National HIV/AIDS Response
- Supports the Civil Society and Private Sector in mobilization of resources for implementation of HIV/AIDS programmes in line with the National HIV/AIDS frame work.
- Coordinate capacity building for Civil Society and Private Sector on managing national HIV/AIDS responses

Qualifications

- A Master's degree in in Public Administration & Management, Social Sector Planning & Management, Sociology, Development Studies and Management from a recognized awarding institution
- Bachelor's degree in Social Work and Social Administration, Development Studies, Social Sciences from a recognized awarding institution.

Experience

- Three (3) years post graduate qualification in a Government or a reputable organization

Competences

- Lobbying and advocacy
- Knowledge of decentralized governance
- Computer skills
- Good communication skills
- Census building
- Critical thinking
- Budgeting
- Problem solving
- Self-management skills
- Team work
- Knowledge Management

Job Title : **Head Communication and Advocacy**
Salary Scale : **UAC 3**
Reports to : **Director Policy, Research and Programming**
Responsible For : **1. Advocacy Officer**
2. Public Relations Officer

Job Purpose

To manage communication and advocacy programmes of UAC in the promotion of the national and international responses to HIV/AIDS epidemic in Uganda

Key Duties and responsibilities

- Undertake and advise on advocacy and public relations policies and strategies for UAC
- Develop strategies, plans and coordinate for advocating for the support and participation of stakeholders in the national HIV/AIDS responses
- Develop public relations strategies and programmes for UAC and national response
- Mobilizes stakeholder in the national response to HIV/AIDS related events, such as world Aids Day
- Develop strategies to coordinate, support and guide behavioral change communication
- Supervises and appraises the performance of the Advocacy Officer and Public Relation Officer
- Monitor and evaluate the effectiveness and impact of UAC, advocacy and public relations programmes.

Qualifications

- A Master's degree in Journalism and Mass Communication or Public Relations
- A bachelor's degree in Journalism and Mass Communication Public Relations or Management

Experience

- Three (3) years post graduate qualification in a Government or a reputable organization

Competences

- Lobbying and advocacy
- Negotiation
- Networking
- Public relations and customer care
- Computer skills
- Good communication skills
- Census building
- Critical thinking
- Budgeting
- Problem solving
- Self-management skills
- Team work

Job Title : **Procurement Officer**
Salary Scale : **UAC 06**
Reports to : **Director General**
Responsible For : **Procurement Assistant**

Purpose of the Job

To coordinate and manage the procurement of goods and services of the Commission in accordance with the Public Procurement and Disposal Act and other applicable rules and regulations.

Key Duties and Responsibilities

- Develops and ensures implementation of the procurement plans and strategies for the procurement of all relevant goods and services for the Commission;
- Supports UAC Management in Contracts Management including preparation and issue of contracts and monitoring implementation
- Provides the necessary bid documents to prospecting suppliers of goods and services to the Commission
- Guides and advises the Contracts Committee, user departments and suppliers on the correct procurement procedures and recommended procurement methods and specifications;
- Liaises with the Contract Manager, the User Department, and the suppliers to ensure timely delivery of the procured goods and services and the corresponding payments.
- Supports the Contracts Committee and the Commission Management in taking early action to identify and address poor contractor and supplier performance.
- References, verifies and manages the procurement and disposal documentation and ensures their safe custody;

- Prepares periodic performance reports to the Contracts Committee and Public Procurement and Disposal of Public Assets Authority (PPDA)
- Manages the advertisement and sell of bid documents and maintaining a suppliers list.
- Coordinates the receipt, opening and evaluation of the procurement bids in liaison with the technical experts and user departments
- Monitors market trends and conditions and advise Management on competitive pricing;
- Plans, budgets, requisitions and accounts for the resources and performance of the Procurement Unit.

Person Specifications

(i) Qualifications

- A Masters degree in Procurement/Supply chain Management from a recognized awarding Institution
- An Honors Bachelors Degree in Procurement/Supply chain Management from a recognized awarding Institution.
- A Professional qualification in Supply Chain Management (CIPS) is an added advantage

(ii) Experience

Three (3) years post graduate qualification in a Government or a reputable organization.

(iii) Competences

- Expert Knowledge and understanding of the Procurement Act, guidelines and practices
- Lobbying and advocacy

- Negotiation
- Networking
- Public relations and customer care
- Computer skills
- Good communication skills
- Census building
- Critical thinking
- Budgeting
- Problem solving
- Self-management skills
- Team work

Job Title : **Data Manager**
Salary Scale : **UAC 4**
Reports to : **Director Planning and Strategic Information**
Responsible For : **None**

Purpose of the Job

Develop and maintain a systematic process of data collection, analysis and dissemination for evidence based policy formulation and decision making and advocacy.

Key Duties and Responsibilities

- To carry out statistical analyses and reporting on the HIV/AIDS response
- To carry out Mathematical modeling simulations for the HIV/AIDS response
- Provide analytical reports to inform the development of the Integrated Annual Work plan for Self Coordinating Entities
- Provide analytical reports to inform UAC strategic plan formulation, monitoring and evaluation
- Provide analytical reports to inform Quarterly reviews of the implementation of the Integrated Annual Work Plan for SCEs
- To compile reports to inform the quarterly reports to HE the President, OPM, MOFPED, Development Partners and other key stakeholders on status of implementation of the national response in conformity with agreed reporting requirements
- Provide analytical reports to inform the budget preparation for UAC in line with MTEF planning and budgeting process geared towards financing UAC operations and the NSP
- To manage and implement software systems and web content management
 - To evaluate, select and implement enterprise software solutions
 - To design and maintain Websites
 - Any other duty as assigned by the supervisor

Person Specifications

(i) Qualifications

- A Masters Degree in Computer science, Statistics, Information technology or Information Systems from a reputable institution
- A Bachelors degree in Computer science, Statistics, Information technology or Information Systems from a reputable institution

(ii) Experience

- Three (3) years post graduate qualification in a Government or a reputable organization.
- Experience in data programming, processing and analysis through such statistical software programs as STATA, CPro, SPSS
- Demonstrated knowledge of current programming methodologies and practices, including web based application.
- Good knowledge of HIV/AIDS M&E and Research in Uganda;
- Knowledge of website and database management and maintenance;
- Knowledge of the DHIS2 system is an added advantage.

(iii) Competences

- Effective Communication skills;
- Project planning, monitoring and evaluation
- Team work, networking and interpersonal Relations
- Planning, organizing and coordinating;
- Assertive and good at decision making;
- Ethics and integrity.

Interested persons with the specifications above should provide a cover letter expressing interest in the job, a detailed CV, including present position, names, addresses, and phone contacts of three professional referees, copies of professional/ educational certificates and copies of previous appointments.

Please send it to:

The Director General
Uganda AIDS Commission
Plot 1-3 Salim Bay Road Ntinda
P.O Box 10779
KAMPALA

Closing date for receiving applications is 30th September at 5.00pm.