

## VACANCY ANNOUNCEMENT

**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. UAC's mandate is to provide oversight and coordination of all HIV/AIDS related activities in the country.**

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

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

### **Purpose of the Job**

Manage the data needs of the National HIV Response through developing and maintaining databases, regular analysis and data extractions, data reporting and dissemination for evidence based policy formulation, advocacy and decision making.

### **Key Duties and Responsibilities**

- i. Participate in the development of policies, procedures and standards for effective data management, data sharing and data security;
- ii. Supervise the design, development, installation and maintenance of UAC databases and data portals, including fine tuning, migrations, system integrations and upgrades, and ensure data integrity and quality;
- iii. Maintain and further develop the structures and formats of the UAC databases (E-mapping, M&E, Gender, Situation Room and Research or others), as required, incorporating ideas and amendments from UAC and partner staff, provided they are related to the National HIV epidemic and response;
- iv. Develop and implement tools and techniques for data collection from various sources (internal and external; structured and unstructured, different formats), entry, storage, integration and analysis that ensure compliance to quality standards, meet stakeholder requirements and adhere to industry best practices;

- v. Provide technical support to UAC and partner staff on the specific data requirements in relation to the key indicators of the National HIV epidemic and response;
- vi. Carry out statistical analyses and modelling simulations for Strategic planning needs and HIV/AIDs response;
- vii. Develop and provide reports in various formats (graphs, charts, tables) to inform UAC strategic plan monitoring and evaluation, National HIV Response and development of the Integrated Annual Work plans, quarterly and annual reviews of Integrated Annual Work Plan for UAC and Partner (Self Coordinating Entities, GoU, MDAs;
- viii. Develop and maintain Dashboards with web-based and mobile interface for the databases and web content management to ensure accessibility to stakeholders;
- ix. Ensure databases, data repositories and digital archives are protected from security breaches, unauthorized access or modification and data losses;
- x. Maintain database disaster recovery procedures to ensure continuous availability and speedy recovery of the UAC databases and provide regular updates to management on status of the databases and the efficacy of the disaster recovery mechanisms;
- xi. Support the implementation of NADIC strategy aimed at improving availability of information about HIV and AIDS to internal and external stakeholders;
- xii. Train UAC and Partner staff on use of the databases, and provide user support as required;
- xiii. Develop and maintain documentation database design operating manuals for stakeholders of the HIV national response;
- xiv. Evaluate, select and implement new database technologies and analyze such technologies' suitability for existing infrastructure.

## **Person Specifications**

### **(i) Qualifications**

- An Honors Bachelor Degree in Computer Science, Information Technology or Management Information Systems, or Statistics/Mathematics (computer science option); or its equivalent from a recognized awarding institution
- A Masters degree in Computer Science, Information Technology, Management Information Systems, or Statistics/Mathematics or its equivalent from a recognized awarding institution

- Industry Certifications in IT, Statistics, Data Science and Data Management are an added advantage.

**(ii) Experience**

- Eight (8) years of working experience in a senior management position in Government or an Organization of similar status
- Experience in data programming, processing and analysis through such statistical, database and data visualization software programs as STATA, CSPRO, SPSS, R, SQL, VBA, Tableau, MS PowerBi
- Demonstrated knowledge of development and maintaining National-Level Databases and Dashboards accessed by a varying stakeholders eg. MDAs, Development Partners, etc.
- Demonstrated knowledge of current programming methodologies and practices, including web based and mobile applications
- Knowledge of Uganda's HIV/AIDS databases and Research products
- Experience in designing the structure of databases and writing appropriate interfaces (e.g. dashboards) and ensure data quality and security.
- Experience in training staff in use of database management software applications
- Knowledge of the DHIS2 system is an added advantage

**(iii) Competences**

- Articulate, analytical and decisive with excellent negotiation, communication and presentation skills;
- Ability to think independently and work under minimal supervision
- Team work, networking and interpersonal relations
- Knowledge of website and database management and maintenance
- Professional ability to handle sensitive information
- Confidentiality
- Ethics and integrity

**Job Title: HIV Prevention Officer**

**Salary Scale: UAC06**

**Reports to: Head HIV Prevention**

**Purpose of the Job**

To implement the National HIV Prevention coordination activities and programs across all sectors and partners so as to end HIV as a Public Health threat.

**Key Duties and Responsibilities**

- i. Convene and organize regular HIV Prevention coordination meetings for the various HIV Prevention coordination structures, including the National Prevention Committee (NPC) and its sub-committees;
- ii. Participate in the development of the National HIV/AIDS Prevention policies, guidelines, and strategic HIV prevention documents;
- iii. Disseminate and follow up on the implementation of HIV Prevention policies and strategic documents;
- iv. Identify research priorities for the National HIV Prevention response and follow up the implementation of the National HIV Research Agenda;
- v. Develop and design new innovations in HIV/AIDS Prevention on ending AIDS as a Public Health threat;
- vi. Participate in the review of policies, and strategic documents on HIV Prevention with stakeholders and provide technical advice;
- vii. Participate in the dissemination of information on the AIDS epidemic and its consequences in Uganda and on the program activities for its control through various channels;
- viii. Represent the Uganda AIDS Commission (UAC) at sub-national, national, regional, and international meetings that relate to HIV/AIDS prevention and control, including regular participation in Technical Working Groups meetings hosted by other Ministries, Departments, and Agencies (MDAs) of government;
- ix. Prepare and provide periodic reports on HIV Prevention activities and programs.

## **Person Specifications**

### **i) Qualifications**

- A Bachelor's degree in Nursing, Medicine, Epidemiology, and Social Sciences
- Post-Graduate qualification in Epidemiology and Public Health

### **ii) Experience**

Working experience of 7 years in the field of HIV and AIDS

### **iii) Competencies**

- Planning, Organizing, and Coordination
- Good Communication Skills
- Teamwork, Networking, and Interpersonal Relations Skills
- Consensus Building
- Research Skills
- Creativity and Innovativeness
- Report Writing
- Confidentiality
- Ethics and Integrity

## **APPLICATION PROCEDURE**

If you are interested in any of the positions, please provide a cover letter expressing interest in the job, a detailed CV, certified copies of academic/professional qualifications, employment experience including current position (attach copies of appointment letters) and contact details of three professional referees. Applications indicating the title of the position should be hand delivered to the Director General, Uganda AIDS Commission, Plot 1-3 Salim Bay Road Ntinda P.O. Box 10779, KAMPALA OR submitted by mail to [recruitment@uac.go.ug](mailto:recruitment@uac.go.ug).

**The closing date for receiving applications is 22<sup>nd</sup> July 2022 at 5.00pm.**

**Note: UAC is an equal opportunity employer.**

Only shortlisted candidates will be contacted for interviews.