



EXTERNAL VACANCY ANNOUNCEMENT

Uganda AIDS Commission (UAC) was established in 1992 by an Act of Parliament (Cap 206) 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 invites suitably qualified individuals to fill the positions of:

Job Title	:	Zonal Coordinator (5)
Salary Scale	:	UAC 5
Reports to	:	Director Partnership
Responsible for	:	Program Assistant

Job Purpose

To oversee the successful implementation of HIV Programs and act as a linkage between UAC and SCEs in assigned regions / Zone.

Key Duties and Responsibilities

- i. Establish partnerships and advocate for greater involvement of Self Coordinating Entities and stakeholders in the National HIV/AIDS Response at the District Level i.e. PLHIV, Local Government, Parish Development Committees, Local Councils, Faith Based Organizations, and Cultural Institutions in HIV/AIDS issues at community level.
- ii. Provide guidance to the districts and partners in planning and coordination of HIV/AIDS prevention and control Programs.
- iii. Collaborate with districts and partners in the implementation HIV/AIDS prevention and control Programs.
- iv. Coordinate with the district structures and partners in the preparation of UAC advocacy events at National and Sub-National Level.

- v. Initiate and undertake regular technical meetings, supervision visits with districts and implementing Partners in the HIV/AIDS Response in order to review implementation, identify implementation bottlenecks and agree on resolutions.
- vi. Disseminate HIV Messages, Reports, Guidelines, Regulations, and Policies at zonal / district level, and act as a resource person on HIV/AIDS information at the district level.
- vii. Build the capacity of Non state actors/ Partners on accreditation and certification for state actors.
- viii. Support monitoring and surveillance on the implementation of HIV/AIDS guidelines, policies, regulations at districts and implementing Partners.
- ix. Supervise staff at the Zonal offices i.e. Program Assistant, Driver etc.

Person Specifications

Qualifications

- A Bachelor Degree in Social Sciences or Humanities from recognized awarding institutions.
- Post Graduate Diploma or Master's degree qualification in Public Administration or Management or Development Studies from a recognized awarding institution.

Experience

A minimum of eight (8) years of working experience, three (3) of which must have been served at Senior Management level in Government or equivalent level of experience in any other reputable organization.

Competences

- Effective Communication skills
- Lobbying and advocacy
- Team work and interpersonal Relations
- Good knowledge of UAC's policies, regulations and programmes
- Planning, organizing and coordinating
- Concern for quality and standards
- Ethics and integrity
- Project Management skills
- Good Computer Skills
- Negotiation Skills

Job Title : **Documentation Officer / Librarian (1)**

Salary Scale : **UAC 6**

Reports to : **Coordinator, Information Resources**

Purpose of the Job

To manage the Library collection, provide services to library Users, as well as maintain systems for document/information access, storage and security.

Key Duties and Responsibilities

- i. Package, distribute and circulate HIV/AIDS related information materials including strategic documents, reports, factsheets, messages and any other materials produced by and within UAC to stakeholders and the public.
- ii. Organize and effectively manage an up-to-date Documentation Centre through sorting, cataloguing, and labelling documents in accordance with set policies and regulations.
- iii. Respond to inquiries and establish document retrieval systems and procedures to facilitate easy access, retrieval, and distribution of documents.
- iv. Ensure safe custody of UAC information resources, through confirming that authorized personnel access and retrieve information easily.
- v. Update and populate UAC Information Resources.
- vi. Participate in the development, updating and implementation of the document management policies and procedures.
- vii. Preserve information for extended period for HIV/AIDS Museum and Information Centre by assessing the organization's information retention needs.
- viii. Provide technical support and guidance to UAC knowledge and information management initiatives including exhibitions, campaigns and advocacy events both at national and district level.
- ix. Advise the Commission and stakeholders on the appropriate use of and access to information both in electronic and hard copies.
- x. Prepare Documentation Centre/ Library monthly performance reports.

- xi. Support and train employees and stakeholders on information usage, document handling and information management processes.

Person Specifications

Qualifications

- Bachelor's Degree in Library and Information Science or Bachelor of Information Systems or Bachelor of Records and Archives Management
- Post Graduate Diploma or Master's degree in Information Systems or Information Science from a recognized awarding institution.

Experience

At least 6 years working experience at the level of a Librarian in a public or any other reputable private Organization/academic institution

Competences

- Effective communication skills;
- Document and information management;
- Multi-media/ digital resource centre management;
- Application of relevant document and information management packages;
- Database management;
- Team work and interpersonal Relations;
- Planning, organizing and coordinating;
- Ethics and integrity.

Job Title : **ICT Officer (1)**

Salary Scale : **UAC 6**

Reports to : **Head ICT**

Job Purpose

To design, install, implement, modify, and support new or existing applications software and ensure access control to protect sensitive UAC data through robust security measures and compliance.

Key Duties and Responsibilities:

- i. Develop systems, module graphical interfaces, web modules, database modules and applications systems according to the UAC needs.
- ii. Configure and install new systems, applications, network and architecture to meet UAC needs.
- iii. Produce a systems requirements document for reference, reporting and facilitate maintenance and upgrade activities.
- iv. Conduct system testing and validation procedures for developed software.
- v. Assess and automate internal work processes in consultation with staff and stakeholders for efficiency and effectiveness.
- vi. Identify areas for modification and modify software to fix errors and adapt it to new hardware to improve its performance or upgrade interfaces.
- vii. Implement security measures to protect and control access to UAC Information Systems.
- viii. Diagnose and resolve a wide range of technology issues encompassing hardware, software, network, telecommunication equipment and other ICT systems.
- ix. Conduct regular backups of critical data to safeguard against data loss and system failures.
- x. Troubleshoot and resolve technical issues promptly to minimize disruptions.
- xi. Provide training and technical support to users, ensuring they can effectively utilize internal information systems.

Person Specifications

Qualifications

- Bachelor's degree in Software Engineering, Computer Science, Information Technology, Computer Engineering or its equivalent from a recognized university.
- Post Graduate Diploma or Master's degree in Software Engineering or Computer Science or Information Technology or Computer Engineering or Data Communication & Software Engineering
- Professional certifications in CISSP, CISA, CCAI, MCSA, ITIL IT, Certification in programming, database development, web design frameworks/patterns such as JAVA, C++, Python DRUPAL etc, and protocols TCP/IP, ICMP, FTP, VLANs, IPSEC and other security monitoring tools, UDP, H.232; is an added advantage.

Experience

A minimum of Six (6) years' experience served in Government or equivalent level of experience in any other reputable organization.

Competences

- Ability to diagnose and resolve complex ICT issues efficiently
- ICT Infrastructure management
- ICT Network administration
- ICT Security management
- Effective Communication Skills
- Database management
- Team work and interpersonal Relations
- Planning, organizing and coordinating
- Ethics and integrity

Job Title : **Communication Officer (1)**
Salary Scale : **UAC 6**
Reports to : **Head, Communication and Advocacy**
Responsible for : **Communication Assistant**

Job Purpose

Provide technical support to the Head Communication and Advocacy in content development, implementation of Behavior Change Communication interventions, social media management and events management.

Key Duties and Responsibilities

- i. Develop content for IEC materials, articles, social media posts and presentations that effectively communicate UAC activities, achievements and HIV/AIDS messages to the intended target audiences.
- ii. Write, review, and update IEC materials and Behavior Change Communication messages to ensure accuracy and that messages developed address target audience needs.
- iii. Edit and proofread UAC documents, Reports, and articles for accuracy, grammar, and style in adherence to UAC brand guidelines.
- iv. Disseminate BCC messages to state and non-state actors in collaboration with various Ministries, Departments, Agencies, Non-Government Organizations (NGOs), Self-Coordinating Entities (SCEs), AIDS Development Partners, Community Based Organizations (CBOs) implementing HIV and AIDS related activities.
- v. Document UAC success stories and achievements using photography and film in collaboration with the Audio Visual unit and other innovative approaches.
- vi. Manage UAC social media accounts including engaging with followers and sharing real time updates to promote UAC mandates and activities.
- vii. Monitor and analyze the performance of UAC digital marketing efforts to assess effectiveness and inform future strategies.
- viii. Develop and implement events management plans including production of related materials such as invitations, e-posters, programs, signage and presentations.
- ix. Provide on-site support during events, including managing registration, coordinating speakers, presenters and service providers.

- x. Create tailor made communication tactics for UAC advocacy events e.g. brochures, videos, animation, speeches, stories, flyers, banners, sharing information about the event on websites / newsletters / magazines / social media, and email

Person Specifications

Qualifications

- Bachelor of Journalism and Communication, or Bachelor of Mass Communication or Bachelor of Mass Communication and Journalism or Bachelor of Science in Journalism and Public Relations.
- Postgraduate Diploma or Master's degree in Mass Communication, Public Relations or Journalism or Media Management or Marketing, Strategic Communication and any other related Communication qualification at that level.

Experience

At least Six (6) years working experience, three of which must have been served at Senior Management level in communications with a Government in a public or any other reputable private organization such as an advertising agency, media house.

Competences

- Deep understanding of HIV and AIDS including the ability to tailor content for different audiences and platforms
- Analytical skills
- Copy writing and copy editing skills.
- Ability to post content and gather analytics on UAC social media pages on LinkedIn, Twitter and Facebook
- Organizational Skills to manage event logistics
- Interpersonal Skills
- Team Work
- Stakeholder Focus and Relationship Management Skill

Job Title : **Public Relations Officer (1)**

Salary Scale : **UAC 6**

Reports to : **Head, Communication and Advocacy**

Job Purpose

Provide technical support on key issues arising within the public, media and social media about the Organization and the National HIV and AIDS Response and propose strategies for mitigation where necessary.

Key Duties and Responsibilities

- i. Facilitate the development and implementation of internal and external communications and stakeholder engagement strategy.
- ii. Develop and implement a crisis communications plan for UAC aimed at minimizing the impact of any crisis on the organization and the National HIV and AIDS Response.
- iii. Identify potential communication or information risks and vulnerabilities and develop proactive plans to address them effectively.
- iv. Identify and utilize opportunities for media coverage in both local, national and international media in order to achieve the highest visibility for UAC.
- v. Ensure continuous engagement of key media houses, Government Public Relations Officers, journalists and influential online personalities for objective reporting about UAC and activities of the National HIV and AIDS Response.
- vi. Establish and maintain lines of communication between UAC and the public on HIV/AIDS issues to manage the organization's reputation.
- vii. Promote UAC activities and advocacy events through print and social media.
- viii. Coordinate the creation and updating of HIV/AIDS information for the print and social media to increase HIV/AIDS awareness, promote HIV Programs and UAC activities.
- ix. Organize Press conferences, media engagement workshops and media campaigns.
- x. Use all forms of media to manage and shape public perception of UAC by providing accurate information, addressing concerns and maintaining transparency.

Person Specifications

Qualifications

- Bachelor of Journalism and Communication, or Bachelor of Mass Communication or Bachelor of Mass Communication and Journalism or Bachelor of Science in Journalism and Public Relations.
- Postgraduate Diploma or Master's degree in Mass Communication, Public Relations or Journalism or Media Management or, Strategic Communication and any other related Communication qualification at that level.

Experience

At least Six (6) years working experience, three (3) of which must have been served at Senior Management level in in managing Public Relations in a public or any other reputable private Organization.

Competences

- Computer skills, including a demonstrated understanding of the internet, social media, multi-media tools and desktop publishing.
- Team Work
- Organizing skills
- Track record of influencing stakeholders, and understanding of opportunities and risks of working collaboratively with other stakeholders
- Sound analytical Skill
- Ability to present complex information in a simplified way, whether in writing or verbally
- Demonstrates creativity and creative problem-solving

Job Title : **Communication Assistant (1)**

Salary Scale : **UAC 7**

Reports to : **Communication Officer**

Job Purpose: To provide technical support towards implementation of Behaviour Change Communication and Public Relations intervention of UAC and the National HIV and AIDS Response

Key Duties and Responsibilities

- i. Conduct media monitoring to assess participation of stakeholders on all UAC social media platforms and generate reports.
- ii. Research current trends and audience preferences on social media in order to create relevant content.
- iii. Provide feedback to user inquiries and comments by stakeholders on the UAC media platforms.
- iv. Produce real time social media updates for all UAC events.
- v. Build capacity for UAC staff to utilize of Social media (Whatsapp, Youtube, Instagram, tiktok, X)
- vi. Assist in the development and execution of communication and public relation plans and strategies
- vii. Ensure consistent HIV/AIDS messaging across all communications platforms.
- viii. Participate in the media relations and outreach and in activities aimed at promoting UAC image.
- ix. Maintain media calendars, appointments and support media engagements.
- x. Provide administrative support to the Communications team in tracking communication activities according to deadlines.
- xi. Assist in drafting and editing internal and external communication articles (E.g. publications, press releases, social media posts).

Qualifications

Bachelor of Journalism and Communication, or Bachelor of Mass Communication or Bachelor of Mass Communication and Journalism or Bachelor of Science in Journalism and Public Relations from a recognized Awarding Institution.

Experience

At least 3 years working experience at the level of Communications Assistant in a public or any other reputable private Organization

Competences

- Effective Communication Skills
- Good Interpersonal skills
- Understanding of social media and digital communication skills
- Planning, organizing and coordinating
- Ethics and integrity
- Information Technology

Job Title : **Program Assistant (5)**

Salary Scale : **UAC 7**

Reports to : **Zonal Coordinator**

Job Purpose

The program assistant will provide programmatic and administrative support to the Zonal Office.

Key Duties and Responsibilities

- i. Organize and facilitate capacity building sessions on accreditation for Non state actors/ Partners and certification for state actors.
- ii. Aid in monitoring and reporting on implementation of HIV Programs.
- iii. Disseminate HIV/AIDS messages and information at Zonal, local government, and community level.
- iv. Collect HIV/AIDS related data to support the HIV/AIDS databases and information center.
- v. Facilitate communication and information sharing between the secretariat and the Zones.
- vi. Maintain an HIV/AIDS database, and Information Resource Management at Zonal Level
- vii. Organize and schedule appointments, meetings, field visits, UAC advocacy events and other HIV/AIDS related activities at Zonal Level.
- viii. Receive, record and route all incoming and outgoing correspondences.
- ix. Manage the provision of logistical supplies at the Zonal Office.
- x. Produce monthly Progress Reports on HIV/AIDS using the UAC Reporting tools.

Qualifications

- A minimum of a Bachelor's degree in Humanities or Health Sciences or Public health or HIV / AIDS community & Social care or Integrated Primary Health Care or Clinical Medicine or Project Planning and Management from recognized awarding institution.
- A qualification in Computer Literacy will be an added advantage

Experience

At least 3 years working experience in a public or reputable private Organization

Competences

- Good communication skills, reporting skills and advocacy skills
- Logistics management

- Team work, networking and interpersonal Relations
- Planning, organizing and coordinating
- Negotiation and lobbying Skills
- Ethics and integrity.
- Good Computer Skills

Job Title: Administrative Assistant (2)

Salary Scale: UAC 8

Reports to: Zonal Coordinator

Job Purpose

To provide administrative support to ensure efficient operation of the office.

Key Duties and Responsibilities

- i. Maintain computer and manual filing systems and storage of files, documents and other related correspondences.
- ii. Facilitate communication and information sharing between the secretariat and the Zone.
- iii. Organize and schedule meetings, field visits, capacity building activities, UAC advocacy events and other HIV/AIDS related activities at Zonal Level.
- iv. Receive, record and route all incoming and outgoing correspondences.
- v. Document both confidential and routine correspondence and activities.
- vi. Disseminate HIV/AIDS messages and information at Zonal, Local Government, and community level.
- vii. Manage the provision of logistical supplies at the Zonal Office.
- viii. Take accurate minutes of meetings, document or rapportuer at zonal meetings, events.
- ix. Produce monthly Progress Reports on HIV/AIDS using the UAC Reporting tools.

Person Specifications

Qualifications

- Bachelor of Office Management and Secretarial Studies or Bachelor of Secretarial Studies, Bachelor of Information & Administrative Management or Bachelor of Arts in Public Administration & Management.
- Proficiency in Computer Packages; MS Word, MS Excel, MS PowerPoint

Experience

- 3 Years' experience as an Administrative Assistant in a reputable organization

Competences

- Effective communication skills
- Confidentiality
- Document and information management
- Application of relevant document and information management packages
- Team work and interpersonal Relations
- Planning, organizing and coordinating
- Ethics and integrity

Job Title : **Procurement Assistant (1)**

Salary Scale : **UAC 8**

Reports to : **Procurement officer**

Job Purpose

Responsible for raising purchase orders and maintaining procurement records, assist in contractor selections by gathering procurement specifications and tender bids received from suppliers.

Key Duties and Responsibilities

- i. Prepare purchase requisitions, and issues purchase orders and contracts in accordance with PPDA guidelines.
- ii. Prepare submissions to contracts committee meetings
- iii. Receive and open bids
- iv. Issue bidding documents to the shortlisted bidders
- v. Draft supplier contracts and Local Purchase Orders,
- vi. Issue Local Purchase Orders and signed Contracts to providers
- vii. Prepare bid awards (BEB) for approval by the Accounting Officer.
- viii. Issue BEBs to providers
- ix. Prepare payment documents to be submitted to Directorate of Finance and Accounts
- x. Capture weekly data entries of procurement activities (procurement status report) for both ongoing and completed in the procurement
- xi. Handle documentation for Micro Procurements.
- xii. Follow up with suppliers to ensure that all goods and services have been made in the required timelines.
- xiii. Maintain and keep an up to date filing system for procurement files for ease reference
- xiv. Draft weekly, monthly and quarterly procurement reports
- xv. Make entries of procurement activities into the Government Procurement Portal (GPP)

Person Specifications

Qualifications

A Bachelors of Procurement and Supply Chain Management or Bachelor of Procurement and Logistics Management from a recognized Awarding Institution.

Experience

At least 3 years working experience at the level of stores Assistant in a public or any other reputable private Organization

Competences

- Records and information management
- Supply Chain
- Effective Communication Skills
- Ethics and integrity
- Information Technology

Application Procedure

All applications indicating the title of the position being applied for should be addressed to the Director General, Uganda AIDS Commission, Plot 1-3 Salim Bay Road Ntinda, P.O Box 10779, Kampala or sent by mail to recruitment@uac.go.ug. **The closing date for receiving applications is 20th December 2024 at 5.00pm**

Applicants should attach the following to their applications

- Letter expressing interest
- Detailed curriculum vitae with names, addresses, and phone contacts of three professional referees
- Copies of relevant academic/professional certificates
- Copies of previous appointments letters or contract agreements. Any period of employment not backed up by a letter shall not be considered as relevant experience
- Copy of National Identity Card

Only shortlisted candidates will be contacted and will be required to present your original Academic Transcripts, Certificates and National Identity Card during interviews. **UAC is an equal opportunities employer.**