Job Title: Senior Manager- Advocacy and Social Behavioral Change (1)

Salary Scale: UAC 02

Reports To: Director General

Responsible for: Manager- Social Behavioral Change
Manager- Advocacy

Purpose of the Job:

To provide strategic leadership and technical guidance on social and behavior change initiatives and supervise the management and professional development of the HIV/AIDS advocacy services.

Key Duties and Responsibilities:

1) Providing strategic direction and leadership for Social Behavioral Change Initiatives and aligning them with overall program goals and objectives.
2) Developing and implementing comprehensive social behavioral change strategies and plans.
3) Identifying and addressing knowledge gaps and social and behavioral risk factors that hinder desired behavior change outcomes.
4) Overseeing the design, planning, and implementation of social behavioral change communication interventions, including formative research, material development, and training; and ensuring social behavioral change interventions are evidence-based and aligned with relevant theories, models, and frameworks.
5) Tracking and documenting social behavioral change processes, results, and learnings to ensure data-driven decision-making.
6) Coordinating with national, regional/zonal, and local stakeholders to ensure standardization of messages to avoid duplication of effort.
7) Advocating for the integration of social behavioral change communication principles into policies and programs.
8) Developing and implementing monitoring and evaluation plans for social behavioral change activities.

9) Developing and disseminating high-quality social behavioral change materials and messages.
10) Engaging with media and other communication channels to promote social behavioral change.

Person Specifications

(a) Academic Qualifications

(i) An Honours Bachelor's Degree in either Social Sciences, Community Psychology, Sociology, Social Work and Social Administration; Human Rights, Gender and Women Studies; Development Studies; Community Based Rehabilitation; Mass Communication or Health Promotion and Education from a recognised University or Institution.

(ii) A Master's Degree in either Public Health, Social Sciences, Community Psychology, Sociology, Human Rights, Gender and Women Studies, Development Studies, Community-Based Rehabilitation, or Health Promotion and Education from a recognised University or Institution.

(b) Work Experience

At least twelve (12) years of relevant working experience, three (3) of which should be as Manager, Advocacy or Manager, Social Behavioral Change; or an equivalent level of experience in government or a reputable organisation.

(c) Required Competences

(i) Technical Competences

- Strategic Thinking:
- Leadership and Management:
- Analytical and critical thinking skills:
- Project Management:
- Problem-Solving and Decision-Making
- Change management
- Policy management
- Effective communication
- Financial management
- Planning, organizing, and coordinating

- Information technology
- Records and information management

(ii) Behavioral Competences

- Networking
- Cultural Sensitivity
- Interpersonal Skills
- Result orientation
- Assertiveness and self-confidence
- Flexibility
- Pro-activism
- Teamwork
- Ethics and integrity
- Political ingenuity
- Accountability

Job Title: **Senior Communications Officer (1)**

Salary Scale: UAC 05

Reports To: Principal Communications Officer

Responsible for: Communications Officer

Purpose of the Job:

To implement communication, information dissemination, and public relations plans and programs.

Key Duties and Responsibilities:

1) Providing technical support and guidance in the management of communication issues and the usage of different communication guidelines.
2) Participating in the planning, development, and implementation of institutional communication and public relations programmes in line with the approved communication strategy, Government policies, and organisational priorities, to

ensure timely and effective dissemination of information to stakeholders and the general public.

3) Coordinating and executing media relations and publicity activities at national and regional levels, including preparation and dissemination of press materials, coordination of media engagements, and liaison with media houses, to enhance the Commission's public image and visibility.
4) Designing mechanisms for public information management and requirements.
5) Producing and disseminating Information, Education, and Communication materials.
6) Assessing risks; developing and reviewing risk mitigation measures for the UAC.
7) Developing and implementing crisis communication management strategies.
8) Preparing and submitting work plans, budgets, and performance reports to relevant authorities.
9) Supervising and appraising subordinate staff.

Person Specifications:

(a) Academic Qualifications:

An Honors Bachelor's Degree in Mass Communication, Journalism, Communication Studies, or Public Relations from a recognised university/institution.

(b) Work Experience:

At least three (3) years of working experience at the Communication Officer level in government or an equivalent level from a reputable organisation.

(c) Required Competences:

(i) Technical Competences

- Planning, organising, and coordinating.
- Adherence to quality standards.
- Creativity and innovativeness
- Analytical critical thinking skills
- Excellent communication skills.
- Public relations and customer care

- Policy management
- Managing organizational environment
- Information technology

(ii) Behavioral Competences

- Teamwork,
- Leadership and networking
- Ethics and Integrity.
- Time management
- Accountability
- Assertiveness and self-confidence
- Flexibility
- Networking
- Results orientation

Job title: **Front Desk Officer (1)**

Salary scale: UAC 07

Reports to: Administrative Officer

Responsible for: Own work

Purpose of the Job:

To receive, welcome, and direct clients and visitors in the organisation; to provide information about the Commission and answer phone calls and messages.

Key Duties and Responsibilities

1) Welcoming and directing visitors, clients, and stakeholders to the appropriate offices or service points courteously and professionally.
2) Answering, screening, and routing incoming phone calls, emails, and inquiries, and providing timely and accurate information.
3) Managing the reception area by ensuring cleanliness, orderliness, and a pleasant ambiance in adherence to organizational customer care standards.

4) Receiving, recording, and distributing incoming mail, documents, and packages, and coordinating outgoing correspondence.
5) Maintaining and updating visitor logs, appointment schedules, and front desk registers to support security and accountability.
6) Providing administrative support to departments by handling photocopying, scanning, filing, and document preparation as required.
7) Coordinating and scheduling appointments, meetings, and conference room bookings, and informing staff of visitor arrivals.
8) Responding to general inquiries from staff, clients, and the public, and referring complex matters to the appropriate officers.
9) Ensuring proper implementation of front desk procedures, customer care guidelines, and communication protocols.
10) Monitoring and reporting front desk operational needs such as stationery, office supplies, and equipment functionality.
11) Supporting security procedures by verifying visitor identification, issuing visitor passes, and collaborating with security personnel.
12) Assisting in organizing institutional events, workshops, and meetings by managing participant registration and front desk coordination.
13) Maintaining the confidentiality of sensitive information received through the front desk and handling documents with discretion.
14) Providing feedback to management on recurring visitor concerns, service gaps, and opportunities to improve customer service.

Person specifications

(a) Academic Qualifications

A diploma in either Administrative or Secretarial Studies, Office Management, or Leisure and Hospitality Management from a recognised institution.

(b) Work Experience

Nil

(c) Competences

(i) Technical Competences

- Verbal and written communication skills
- Customer service orientation

- Information management
- Organizing and planning

(ii) Behavioral Competences

- Professional personal presentation
- Attention to detail
- Initiative
- Reliability and flexibility
- Self-control and stress tolerance
- Time management
- Ethics and integrity
- Pro-activism

Job Title: **Inventory Management Officer (1)**

Salary Scale UAC O6

Reports To: Senior Administrative Officer

Responsible for: Assistant Inventory Management Officer

Purpose of the Job:

To coordinate, supervise, and manage inventory in the organisation.

Key Duties and Responsibilities

1) Planning, managing, and coordinating the receipt, storage, issuance, and distribution of supplies, equipment, and materials in accordance with organisational policies and public procurement guidelines.
2) Properly labeling, updating, and maintaining inventory records, including stock cards, electronic systems, coding, and classification to ensure accurate tracking, efficient retrieval, and audit verification of all items.
3) Conducting regular stock-taking exercises and monitoring stock levels to verify physical counts against system records, prevent stock-outs, overstocking, expiries, or obsolete items, and recommending timely replenishment actions.

4) Implementing and enforcing inventory control procedures such as FIFO, batch tracking, proper storage conditions, and compliance with PPDA, PFMA, and institutional asset management policies to ensure accuracy, transparency, and accountability.
5) Receiving, inspecting, and verifying deliveries to ensure that quantities, specifications, and quality match purchase orders and delivery notes.
6) Coordinating disposal processes for damaged, obsolete, expired, and unserviceable items in line with PFMA and PPDA regulations.
7) Preparing and submitting periodic stock reports, inventory reconciliations, stock movement summaries, and audit-required documentation to management.
8) Implementing safety, security, and risk management measures to safeguard inventory against theft, damage, loss, and deterioration.
9) Collaborating with procurement, finance, program units, and user departments to forecast inventory needs, plan procurement schedules, and align inventory with operational requirements.
10) Monitoring and tracking supplier performance related to deliveries, quality, and compliance with contract terms, and reporting discrepancies to the Procurement Section and management.
11) Responding to audit queries by providing accurate inventory records, reconciliations, and supporting documents, and following up on audit recommendations.
12) Providing technical guidance and support to staff on inventory procedures, storekeeping standards, and proper recordkeeping.
13) Implementing digital inventory management tools and supporting automation initiatives to improve accuracy, efficiency, and reporting.

Person Specifications

(a) Qualifications

Either

An Honours Bachelor's degree in Procurement and Supply Chain Management, Business Administration, or Commerce majoring in Procurement/ Supplies/Logistics Management, Transport and Logistics Management, from a recognised awarding institution.

Or

Professional qualification from recognised awarding institutions such as the Institute of Supply Management (ISM), Certified Institute of Procurement and Supplies (CIPS), and Chartered Institute of Logistics and Transport [CILT] (UK).

(b) Work Experience

Nil

(c) Required Competences

(i) Technical Competences

- Information and Communications Technology (ICT)
- Planning, Organizing, and Coordinating
- Records and Information Management
- Accountability
- Procurement and Disposal management

(ii) Behavioural Competences

- Concern for Quality and Standards
- Ethics and Integrity
- Customer Care and Public Relations
- Communication Skills
- Time management

Job Title: **Principal HIV Prevention Officer (1)**

Salary Scale: UAC 04

Reports To: Manager- HIV Prevention and Research

Responsible for: Own work

Purpose of the Job

To provide technical support and guidance in the development and implementation of HIV prevention programs.

Key Duties and Responsibilities

1) Organizing HIV Prevention coordination meetings for the various HIV Prevention structures, including the National HIV Prevention Committee (NPC) and its sub-committees.
2) Providing technical support and guidance in the development of National HIV/AIDS prevention policies, guidelines, and strategic HIV prevention documents.
3) Developing and designing innovations in HIV/AIDS prevention and control.
4) Disseminating information on the HIV/AIDS control and prevention policies and strategic documents.
5) Providing technical support and guidance on HIV prevention to Technical Working Groups of Ministries, Departments, and Agencies (MDAs) and other HIV/AIDS Response Partners.
6) Making follow-ups and preparing reports on the implementation of HIV Prevention policies, strategies, activities, and programs.
7) Providing administrative support to the National HIV Prevention Committee and related support structures such as the Technical Working Group (TWG).

Person Specifications

(a) Academic Qualifications

(i) Either a Bachelor of Medicine and Surgery (MBChB) degree or an honors bachelor's degree in Public Health from a recognised University or institution.
(ii) A Master's degree in either Medicine, Epidemiology, or Public Health from a recognised University or institution.

(b) Work Experience

At least six (6) years' experience in an HIV management and research field, three (3) of which should have been at a Senior Officer level or equivalent in government or a reputable institution.

(c) Required Competences

(i) Technical Competences

- Problem-solving skills and decision-making
- Knowledge management

- Policy Management
- Change management
- Planning, Organizing, and Coordinating
- Information technology

(ii) Behavioural Competences

- Ethics and Integrity
- Leadership and Teamwork
- Accountability
- Communicating effectively
- Networking
- Creativity and innovation
- Assertiveness and self-confidence
- Time management
- Teamwork
- Result orientation
- Political ingenuity

Job Title: **Senior Research Officer (1)**

Salary Scale: UAC 05

Reports To: Principal Research Officer

Responsible for: Own work

Purpose of the job:

To provide support in the management and coordination of research projects focused on HIV prevention, treatment, and care.

Key Duties and Responsibilities

1) Developing and reviewing research methodologies, study protocols, data collection tools, and ethical submissions to ensure scientific rigor and compliance with national research standards.

2) Supporting the design and implementation of research agenda, surveys, operational studies, and evaluations that generate evidence for the national HIV and AIDS response in line with national goals and priorities.
3) Conducting and overseeing data collection, data management, and advanced data analysis to produce high-quality evidence and insights for policy and programme planning.
4) Reviewing, validating, and identifying evidence gaps in research reports, datasets, and evidence products submitted by sectors, districts, and implementing partners to ensure quality, accuracy, relevance, and alignment with national priorities.
5) Preparing and disseminating research reports, policy briefs, evidence summaries, and technical papers, and facilitating knowledge-sharing activities such as dissemination workshops and stakeholder dialogues.
6) Coordinating research activities with MDAs, Local Governments, CSOs, academic institutions, and development partners to strengthen collaboration and avoid duplication.
7) Managing and updating institutional research databases, repositories, and information systems to ensure proper storage, accessibility, and use of strategic information.
8) Ensuring compliance with ethical standards, data protection laws, and institutional research procedures for all studies conducted or coordinated by UAC.
9) Supporting resource mobilization efforts by contributing to proposals, concept notes, and partnerships that fund research and evidence-generation activities.
10) Representing UAC in national technical working groups, research committees, and professional fora on HIV and AIDS research and strategic information.
11) Providing technical guidance and mentorship to Research Institutions, Research Officers, district coordination teams, and implementing partners to ensure adherence to ethical guidelines, including informed consent and data privacy.

Person Specifications

(a) Academic Qualifications

(i) Either a Bachelor of Medicine and Bachelor of Surgery (MBChB) degree or an honors bachelor's degree in Public Health from a recognised University or institution.

(ii) A Master's degree in either Medicine, Epidemiology, or Public Health from a recognised University or institution.

(b) Work Experience

At least three (3) years' work experience as a Research Officer or equivalent level in government or a reputable institution.

(c) Required Competences

(i) Technical Competences

- Problem-solving skills and decision-making
- Knowledge management
- Policy Management
- Change management
- Planning, Organizing, and Coordinating
- Information technology

(ii) Behavioural Competences

- Ethics and Integrity
- Accountability
- Communicating effectively
- Creativity and innovation
- Assertiveness and self-confidence
- Time management
- Teamwork
- Result orientation

Job Title: **Zonal Coordinator (3)**

Salary Scale: UAC 04

Reports To: Manager, Partnership Coordination

Responsible for: Compliance Officer
Advocacy Officer
Monitoring and Evaluation Officer
Communication Officer

Purpose of the Job:
To coordinate the HIV and AIDS decentralized response in the Zonal coordination units.

Key Duties and Responsibilities:

1) Coordinating both the Civil Society and Private sector participation in policy development, strategic planning, and budgeting for the National HIV/AIDS Response;
2) Providing technical support in the development and implementation of strategies and approaches for HIV/AIDS and gender mainstreaming in line with the National Strategic Plan;
3) Facilitating effective communication between UAC, Civil Society, and the Private sector to foster effective collaboration between UAC and other stakeholders in the prevention and control of HIV / AIDS;
4) Coordinating Civil Society and Private sector programmes on HIV/AIDS prevention and control;
5) Providing technical leadership and support in the designing and development of sector-specific responses to HIV/ AIDS guided by the National HIV/AIDS Strategic Plan;
6) Facilitating the design and implementation of impact assessment strategies to support the design and implementation of sector-specific responses within the national response framework;
7) Providing technical support and guidance to Networks of HIV Response Partners at the decentralized level for a harmonized HIV and AIDS response;
8) Providing technical support and guidance to the decentralized level coordination structures in the management of HIV and AIDS activities;

9) Providing technical support and guidance in capacity needs assessment within the Civil Society and the Private sector, and advocating for the necessary support;
10) Preparing and submitting work plans, budgets, and periodic reports on HIV/AIDS activities in the Zonal Office catchment area for UAC management and other stakeholders;
11) Coordinating, monitoring, supervising, and appraising the performance of the subordinate staff in the Zonal Coordination Unit;

Person Specifications:

(a) Academic Qualifications

(i) An Honours Bachelor's Degree in either Business Administration, Social Sciences, Development Studies, Public Administration and Management, Management Science, or Social Work and Social Administration, from a recognised University /Institution;

(ii) A Master's Degree in either Business Administration, Social Sciences, Development Studies, Public Administration and Management, or Management Science, from a recognised University /Institution.

(b) Work Experience:

At least six (6) years of relevant working experience, three (3) of which should be at the Senior Officer Level in government or an equivalent level of experience in the management of Partnerships from a reputable organisation.

(c) Required Competences

(i) Technical Competences

- Networking skills
- Lobbying and negotiating skills
- Advocacy and diplomatic skills
- Good report writing and Analysis
- Financial Management
- Human Resource Management

- Policy management
- Analytical and critical thinking
- Planning, organizing, and coordinating

(ii) Behavioral Competences

- Leadership skills
- Effective communication skills
- Teamwork and Interpersonal Relations
- Planning, organizing, and coordinating
- Concern for quality and standards
- Ethics and integrity
- Project Management skills
- Flexibility
- Pro-activism
- Assertiveness and self-confidence
- Political ingenuity
- Time management
- Accountability

Job Title: **Advocacy Officer**

Salary Scale: UAC 06

Reports To: Principal Advocacy Officer and Zonal Coordinator (Dual Reporting)

Responsible for: Own Work

Purpose of the Job:
To raise awareness, promote policy changes, and support resource mobilization for the prevention and control of the HIV/AIDS epidemic.

Key Duties and Responsibilities:

1) Developing and implementing advocacy strategies by setting advocacy goals, identifying target audiences, and choosing appropriate advocacy methods and tools.

2) Conducting research and analysing socioeconomic and cultural contexts, gathering evidence, and identifying key issues that are crucial for effective HIV/AIDS advocacy.
3) Building relationships and coalitions and collaborating with other organisations, stakeholders, and community members to strengthen HIV/AIDS advocacy efforts.
4) Engaging with policymakers and the public through lobbying, public awareness campaigns, and media outreach to influence HIV/AIDS related policies.
5) Monitoring and evaluating advocacy outcomes, tracking progress, and assessing the impact of advocacy efforts for continuous improvement.
6) Providing health education services in communities, schools, and institutions to teach them on effective strategies for HIV/AIDS prevention, control, and Health Promotion.
7) Coordinating community health advocacy and education initiatives through meaningful engagements with Village Health Teams and other related community resources.
8) Developing and managing feedback mechanisms for advancing Health advocacy, Promotion, and Education.
9) Conducting continuous capacity development of the community health teams in health advocacy, education, and promotion;
10) Preparing and submitting periodic activity reports.

Person Specifications

(a) Academic Qualifications

An Honours Bachelor's Degree in either Social Sciences, Public Health, Community Psychology, Sociology, Social Work and Social Administration, Human Rights, Gender and Women Studies, Development Studies, Mass Communication, or Health Promotion and Education from a recognised University or Institution.

(b) Work Experience

Nil

(c) Required Competences

(i) Technical Competences

- Strong communication and interpersonal skills
- Research and analytical skills
- Strategic thinking and planning
- Networking and relationship building
- Policy Management
- Records and information management
- Change management
- Analytical and critical thinking

(ii) Behavioral Competences

- Respect
- Responsiveness
- Pro-activism,
- Teamwork
- Ethics and integrity
- Result orientation
- Assertiveness and self-confidence
- Creativity and innovation

Job Title: **Driver**

Salary Scale: UAC 08

Reports To: Administrative Officer/ Designated Officer

Responsible for: Own Work

Purpose of the Job:

To drive and maintain the assigned vehicle in accordance with prevailing Government and Commission policies, regulations, and guidelines.

Key Duties and Responsibilities

1) Driving and operating official vehicles safely and responsibly to transport staff, visitors, and materials to designated destinations.
2) Maintaining and updating vehicle logbooks, mileage records, fuel consumption records, and trip reports in accordance with institutional guidelines.
3) Conducting daily vehicle inspections to check fuel, oil, water, brakes, tyres, lights, and general mechanical condition before operating the vehicle.
4) Ensuring regular servicing and maintenance of assigned vehicles by coordinating with the transport office and approved service providers.
5) Keeping vehicles clean and presentable both inside and outside to maintain institutional standards and comfort for passengers.
6) Observing and complying with traffic laws, road safety regulations, and organisational transport policies at all times; and adhering to security protocols when transporting staff, especially during field missions or travel to high-risk areas.
7) Identifying and reporting mechanical issues, faults, or accident-related damages promptly to the transport supervisor for timely action.
8) Ensuring safe custody of vehicles, tools, spare tyres, and accessories to prevent loss, damage, or misuse.
9) Assisting with loading and offloading items from the assigned vehicle and ensuring proper handling to avoid damage.

10) Following approved routes and schedules and informing supervisors of any route changes, delays, or unexpected challenges.
11) Responding to emergencies such as breakdowns or accidents by following institutional procedures and ensuring passenger safety.
12) Supporting record-keeping and compliance by submitting logbooks, fuel receipts, service reports, and other transport documentation on time.

Person Specifications

a) Academic Qualifications

(i) A Uganda Certificate of Education (UCE) with at least a pass in English language;
(ii) A Valid driving permit of class D1, held for the last three years; and
(iii) A Certificate in defensive driving and training in road safety is an added advantage.

b) Work Experience

At least five (5) years of working experience as a Driver in the government or from a reputable organisation.

c) Required Competences

(i) Technical

- Vehicle driving
- Basic knowledge of mechanical and vehicle maintenance
- Accountability
- Attention to detail
- Problem-solving

(ii) Behavioral

- Effective Communication
- Teamwork
- Ethics and integrity
- Public relations and Customer care
- Time Management

- Flexibility
- Political acuity
- Self-control and stress management

Job Title: Compliance Officer

Salary Scale: UAC 06

Reports To: Senior Compliance Officer and Zonal Coordinator (Dual Reporting)

Responsible for: Own Work

Purpose of the Job:
To support the implementation of the Commission's accreditation and compliance programs, and to ensure compliance with accreditation standards and policies.

Key Duties and Responsibilities:

1) Developing and enforcing compliance frameworks, policies, and procedures to ensure adherence to national HIV and AIDS laws, coordination guidelines, and accountability standards.
2) Monitoring and assessing compliance of MDAs, Local Governments, CSOs, and implementing partners with the National HIV and AIDS Strategic Plan, UAC coordination requirements, and HIV mainstreaming guidelines.
3) Conducting compliance audits, field assessments, and spot checks to verify proper use of HIV and AIDS resources and the integration of HIV priorities into sector and district plans, budgets, and programmes.
4) Reviewing Institutional Development Plans, work plans, performance reports, and budgets to confirm that HIV and AIDS interventions are adequately planned, budgeted for, and implemented.
5) Investigating and following up on cases of non-compliance, misuse of resources, reporting gaps, or violations of coordination and mainstreaming guidelines, and recommending corrective measures.
6) Preparing and submitting compliance reports, audit findings, mainstreaming assessments, and risk analyses to UAC management and relevant oversight bodies.

7) Advising and guiding institutions on compliance obligations, mainstreaming requirements, and statutory reporting responsibilities within the national HIV and AIDS response.
8) Coordinating and facilitating capacity-building activities, sensitization workshops, and technical support sessions to strengthen compliance and HIV mainstreaming practices across sectors and districts.
9) Monitoring and enforcing timely submission of HIV and AIDS performance reports, plans, budgets, and compliance audit responses from MDAs, Local Governments, and implementing partners.
10) Tracking and ensuring implementation of audit recommendations, compliance action plans, and mainstreaming improvement measures across sectors and districts.
11) Maintaining and updating compliance databases, audit logs, mainstreaming scorecards, and partner performance records for accountability and decision-making.
12) Identifying and reporting emerging compliance risks, governance gaps, and weaknesses in mainstreaming HIV and AIDS, and proposing mitigation strategies.

Person Specifications:

(a) Academic Qualifications:

An Honours Bachelor's Degree in either Business Administration, Social Sciences, Public Administration and Management, Social Work and Social Administration, Law, or Actuarial Science, from a recognised University /Institution;

(b) Work Experience:

Nil

(c) Required Competences:

(i) Technical Competences

- Strong understanding of relevant laws and regulations
- Analytical and problem-solving skills
- Attention to detail

- Risk assessment
- Planning, organizing, and coordinating
- Policy management
- Financial management
- Records and information management
- Analytical and critical thinking
- Information Technology

(ii) Behavioral Competences

- Ethics and integrity
- Communication and interpersonal skills
- Leadership and management skills
- Flexibility
- Assertiveness and Self-confidence
- Networking
- Time management
- Accountability
- Result-oriented
- Negotiation and mediation