



**Position Title:** Project Officer – Child and Family Health.

**Duty Station:** North Central Region (roving), with office space likely in Mityana.

**Reports to:** Program Manager

**Collaborates with:** Diverse program and community stakeholders

**Are you passionate about improving family and child health? Do you thrive in public health and community development, and are you ready to elevate your skills in a dynamic setting? If you have experience working in the North Central Uganda region or are willing to relocate, we're looking for you! Join us in supporting innovative programs that aim to transform health care and social development in communities.**

## **Job Summary**

As a Project Officer, you will lead implementation, reporting, communication, and stakeholder engagement aligned with donor and organizational policies for an assigned public health project. You will coordinate with a broad spectrum of stakeholders, including district government departments (e.g., district health offices), public health workers, and community leaders (religious, cultural, and youth leaders). A core part of your role will be mobilizing communities and facilitating activities across the operational districts.

## **Key Responsibilities**

### **1. Planning and Budgeting**

- Develop and manage periodic activity plans and requisitions, ensuring adherence to planning guidelines.
- Create periodic financial forecasts.
- Monitor fund utilization, ensuring efficient usage and accountability for project activities.

### **2. Implementation**

- Prepare and submit activity requests and requisitions, ensuring timely implementation of all project activities.

### **3. Monitoring & Evaluation**

- Document activity proceedings following project guidelines, capturing methods, outcomes, and any issues.
- Maintain and update M&E systems like WebMo, DHIS, and offline tracking tools.
- Organize project performance review meetings, ensuring relevant stakeholders are represented.
- Capture and document qualitative data and stories of change to illustrate project impact.

### **4. Communication and Stakeholder Engagement**

- Enhance project visibility by ensuring the availability of relevant materials at meetings.
- Coordinate media engagements, such as radio talk shows and spot messages, aligning content with project goals.
- Organize multi-stakeholder activities as outlined in the project document.
- Keep stakeholders informed with regular updates and share work plans and reports with relevant authorities.
- Represent the organization in selected stakeholder meetings relevant to the project's theme.

## **Person Specification**

### **Essential Skills & abilities**

- Commitment to A4HU's Mission, vision, and values, including commitment to A4HU safeguarding procedures.
- Proven experience in designing and implementing community development and public health programs.
- Exceptional communication and interpersonal skills, with the ability to engage professionally and effectively.
- Strong leadership and teamwork abilities to work efficiently with community and district stakeholders.
- Expertise in planning, reporting, and communicating for community-led projects.
- Proficient in conflict resolution and problem-solving.
- Strong sense of accountability with a results-driven approach to task completion.
- Excellent communication and written skills in English and Luganda
- Riding skills and willingness to work and adapt to the environment in remote settings

### **Qualifications**

- Bachelor's degree in public health, Social Science, or Development Studies
- At least three years of experience in implementing community public health initiatives (e.g., immunization, family planning, health outreaches).

If you are interested in this position, please submit your: a) CV (no longer than 3 pages), b) cover letter explaining why you are the best candidate for the role, and c) relevant academic

certificates. Send your application via email to [jobs@a4huganda.org](mailto:jobs@a4huganda.org), ensuring the subject line reads: "Application for Project Officer - Child & Family Health." The deadline for submissions is **November 15, 2024**.