



PARAMOUNT RESEARCH TRIANGLE CONSORTIUM (RTC) UGANDA

CAREER OPPORTUNITY

Paramount Research Triangle Consortium (RTC) Uganda is a community non-profit organization dedicated to mobilizing resources, fostering relationships, and implementing strategic community development initiatives aimed at enhancing socio-economic standards of living and ensuring universal access to opportunities by people for full and healthy lives.

At Paramount RTC, we work to address community challenges and pilot interventions to institutionalize effective programs, craft measurable outcomes through innovative activities and application. We engage deeply with communities by promoting social and economic equity, improving health, strengthening resilience, and building sustainable networks with partner organizations, advocating tirelessly for global access and equity to empower individuals to forge paths to success.

EXTERNAL VACANCY ANNOUNCEMENT

Paramount Research Triangle Consortium (RTC) Uganda is actively seeking qualified candidates committed to its values and communal strategy to fill the career opening below.

I. Project Officers

Job Title:	Project Officer- Health and Nutrition (02 Positions)
Position Type:	Full Time Staff
Reports to:	Program Manager
Contract Length:	1 year
Start Date:	October 2024

Position Summary:

The PO Health & Nutrition will be responsible for supporting all health and nutrition activities within the Project Districts. In addition to the specific duties outlined below, they will be responsible for providing technical support and supervision to the Village Health Volunteer Teams; contributing to reporting and data collection; initiating leading monitoring visits to supported facilities; and providing technical input, writing and budgetary input for program design.

Responsibilities:

Product I: Program delivery

- Work closely with the Program Manager to achieve program objectives and targets effectively and efficiently.
- Help with activity verification and monitoring (stock and program quality) at supported sub-counties to ensure smooth, high-quality program implementation
- Implement/ train Cascade lead volunteers/mothers.
- Participate in conducting situational analysis and other M&E activities as necessary under the guidance of the Program Manager.
- Ensure diagnosis and treatment of mothers and under-fives is based on standard procedures (national and international guidelines)
- Actively participate in the identification and management of any disaster or epidemics.
- Build the capacity of community volunteers through proper coaching and training.

Product 2: Coordination and reporting

- Facilitate coordination meetings, advocacy meetings and awareness raising sessions at the community level, together with community health teams/volunteers.
- Prepare project weekly and monthly work plans.
- Develop concepts for activities, collect and compile project data regularly to submit to the Program Manager, including case studies, success stories and photographs.
- Provide regular updates on inventory of medical and non-medical items supported by the project (information/data collected through monitoring visits).
- Attend external meetings if/when assigned to represent Paramount RTC.
- Provide inputs for donor requirements for data collection and reporting for health and nutrition grants in the targeted Districts.
- Ensure the quality of data through proper entry, cleaning and regular checking and use the data for action on the site.

Job Requirements:

Education & Experience

- Bachelor's degree in Health-related sector, Food science, Nutrition, Public Health, Agriculture and relevant work experience.
- A post graduate in project planning or Monitoring and Evaluation is an added advantage.
- A minimum of two (2) years' practical experience working in communities with Health and Nutrition practices and experience. Previous work in a development or Humanitarian context is an added advantage.

Language Skills

Proficiency in spoken and written English is essential. Knowledge of the local language is a must (Kubsabiny)

Competencies

- Working knowledge of implementing multi-sectoral developmental projects
- Demonstrated interpersonal and mobilization skills and proactive problem-solving skills.
- Ability to instruct and work with children, families, volunteers and community leaders
- Excellent oral and written communication skills, ability to interpret sponsor written documents
- Knowledge and sensitivity to gender equality, ethnic minority issues in confidential situations
- Good computer skills with MS office and proven documentation and report writing skills
- Ability to learn new concepts/ideas and willingness to work and live in a rural community environment
- A valid motorcycle riding permit, including the ability to ride and care for a motorcycle.

2. Monitoring and Evaluation Officer

Job Title: M&E Officer (01 Position)
Position Type: Full Time Staff
Reports to: Program Manager
Contract Length: 1 year
Start Date: October 2024
Location: Kapchorwa

Position Summary:

The M&E Officer will spearhead the monitoring and evaluation process in the programs; assists the program staff in planning, coordinating, supervising, monitoring and evaluating and documenting project activities in accordance with program documents and administratively to the program manager.

Duties and Responsibilities:

Product 1: Monitoring and Evaluation system

Product 2: Data Collection and Analysis

Product 3: Program Monitoring and Report Writing

Product 4: Personnel Management

Product 5: Program Support

Education & Experience

- University degree in Monitoring and Evaluation studies, social sciences, demography, development planning, mathematics, statistics, health & nutrition or similar relevant field
- A post graduate diploma in Monitoring and Evaluation is an added advantage
- Two (02) years or more experience working in monitoring & evaluation of Health-related development programs preferred.
- Experience working with development fields such as Education, Livelihood, health and nutrition or child survival programming is a plus.
- Experience implementing formative research methodologies including barrier analysis.
- Proven monitoring and evaluation skills in randomized controlled trials
- Proficiency in creating data entry templates and conducting analysis in MS Access, SPSS, or other statistical analysis software.
- Proficient in MS Office, with strong skills in MS Excel, MS Access, MS word, Power point & e-mail.
- Ability to organize and prioritize multiple tasks according to deadlines, and reporting requirements.
- High level integrity and initiative taking and positive attitude towards learning and sharing.
- Working knowledge of budget management.
- Develops and maintains good working relationships between fields, national affiliate and donors
- Effectively and efficiently manages all resources entrusted to him/her for work purposes.
- Complies to all finance, personnel, procurement and administrative policies of PRTC.
- Ability to work in field conditions. Interest and ability to travel to program areas, sensitivity to gender and ethnic minority issues, commitment and courage to stand by poor and disadvantaged people
- Must have team building skills, personnel management and supervisory skills.
- Understand, respect and practice the set of PRTC principles: vision, mission, and values, including mutual respect; equity and justice; honesty and transparency; solidarity (inclusivity) with poor and marginalized people, courage of conviction; happiness and humility.

Language:

- Proficiency in spoken and written English is essential.

3. Finance and Administration Officer

Job Title: Finance and Administration Officer (01 Position)

Position Type: Full Time Staff

Reports to: Executive Director

Location: Kapchorwa

Contract Length: 1 years

Start Date: October 2024

Job Summary

The Finance & Admin Officer will be responsible for the day-to-day running of the project area finance operations including preparing periodic financial reports, reconciling accounting information, reviewing major payments and invoices for consistency with organizational procedures and established accounting formats, support project level procurement and performing administrative duties of the cluster.

Additionally, this position supervises the Cashier/ Stores, Guards, Office Attendants, Driver at Field level.

Duties and Responsibilities:

Key Product 1: Cash management

Key Product 2: Finance Management

Key Product 3: Staff Supervision and Administration

Job Level Specifications

- Candidates should have a bachelor's degree/equivalent in Finance and accounting or related discipline from a recognized university or institution.
- Having completed CPA level II is added advantage / pursuing professional qualifications
- Minimum of 2 years extensive experience in financial management and coordination preferably within a national or an international NGO environment
- Having an auditing background is an added advantage.
- Excellent computer skills in MS word, excel, PowerPoint, Access and Internet and accounting systems specifically MS Dynamics.
- Understands and applies PRTC Foundational Principles and Values, Vision and Purpose.
- Develops and maintains good working relationships with colleagues
- Effectively and efficiently manages all resources entrusted to him/her for work purposes
- Maintains an attitude and behavior in accordance with PRTC values and principles
- Complies to all finance, personnel, procurement and administrative policies of PRTC
- Leadership skill and can supervise others

Education & Experience

- Bachelor's degree in Finance and accounting or related discipline from a recognized university or institution
- Minimum of 2 years' experience in financial management and coordination preferably within a national or an international NGO environment or busy business environment.
- Level 1/2 of CPA/ACCA qualification is an added advantage.

Language Skills

- Proficiency in spoken and written English. Ability to write reports, business correspondence, and procedure manuals is satisfactory. Ability to speak the local language of the area is an added advantage.

4. Project Assistant

Job Title: Project Assistant- Health and Nutrition (04 Positions)
Position Type: Full Time Staff
Location: Bukwo, Bulambuli, Kapchorwa and Kween.
Reports to: Project Officer
Contract Length: 1 year
Start Date: October 2024

Job Summary:

Under the Project Officer, the Project Assistant will be responsible for the implementation and quality of the nutrition services provided at community offering IYCF/MIYCAN and MCHN working in close collaboration with the district nutrition focal person and the village health teams.

The Project Assistant will be based at the district station of implementation.

Duties and Responsibilities:

Key Product 1: Provide integrated health and nutrition outreach catchment areas.

- Coordinate with Sub- County Health Assistants to ensure that VHTs are selected in all project locations in line with the recommended MOH guidelines.
- Ensure the availability of standardized protocols, policies, and guidelines, as prescribed by the Ministry of Health and WHO/USAID.
- Ensure that all nutrition activities are consistent with established best practices.
- Strengthen the linkages between community health structures for early case identification, referral, and management of Moderate/Severe Acute Malnutrition (MAM/SAM).
- Support nutrition volunteers in conducting effective home visits

Key Product 2: Implement the Mother Care Group Approach through provision of timely training modules to the care group members

- Implement the Ministry of Health Care groups approach in the areas of operation by
- Supporting the VHTs in the identification of care groups, selection of household support groups, and behavior change promotion among the communities.
- Organize training for care group volunteers and VHTs using designed training modules.
- Provide care groups with the necessary working tools that they need for the implementation of activities such as meetings, modular training, and conducting food demonstrations.
- Liaise with the district VHT coordinator to ensure active engagement of VHTs in the catchment area.
- Organize orientation and refresher training for the Care Group Volunteers (CGVs) on Management of Malnutrition, Promote consumption of Nutrient dense foods as well as follow-ups.
- Work with CGV heads for beneficiary identification of children 24-59 months in the community.
- Participate in the periodic Weight for Height nutrition screening to assess GAM level in the community.

Key Product 3: Integration and management of Maternal child health nutrition

- Ensure integration with health, WASH, and Food Security teams when conducting outreach services.
- Supervise VHTs during distribution, and carry out job support on IYCF and MIYCAN.
- Provide relevant information in the development and dissemination of relevant IEC materials on nutrition activities such as IYCF, and ENA.
- Develop concept notes for the drama groups and community dialogues for community sensitization.
- Prepare project progress reports, success stories, and lessons learned during project implementation.
- Perform any other duties that may be assigned.

Minimum Qualifications and Experience

Education

- Minimum Diploma in Nutrition, Public Health, Community Health, Health Education, Food Science and Technology, Social Work and Social Administration with experience in Public Health and CMAM Programming. A bachelor's degree in the specified field is an added advantage.

Experience

- Minimum of 2-3 years' experience of relevant work experience in similar settings required.
- Have related working experience in humanitarian contexts or resettlement camps preferably.
- Frequent field visit and interaction with project beneficiaries
- Have the willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions like long distance walking to screening sites
- Have the ability to work in an environment where there are physical discomforts associated with change in weather or discomforts associated with dust or dirt.

- Be professional, motivated, open, creative, mature, responsible, flexible and culturally sensitive.
- Be willing and able to be based and travel regularly within remote areas, where services are limited.
- *Must have a motorcycle valid riding permit* and be willing to access communities by a Motorcycle.

Core Competencies

- An excellent report-writing skill is required including MS Word, Excel, and PowerPoint.
- Fluent in written and spoken English and Kubsabiny or Lugisu
- Good Communication and Interpersonal skills.
- Team management experience with similar programs.
- Ability to observe and provide feedback on the activities.

Paramount RTC is an equal opportunity employer and employment with us offers an attractive package which includes; a good salary commensurate with one's role.

All interested candidates are advised to address applications to **The Human Resource Manager, PRTC** on Email: recruitment-prtc@rtcuganda.org before **Friday 30th August, 2024 at 5:30pm.**

Clearly state the position you are applying for in the Subject line and submit only electronic copies in a single **PDF file** not more **than 20MB** of an application letter, a 3-pge CV, contact telephone numbers, certified copies of relevant testimonials/certificates, and names/contact details of three referees.

Only shortlisted candidates for interviews shall be informed on phone or Email. We thank all the applicants for their interest in the positions.

If you **do not hear from us within One Week**, consider your application unsuccessful.

Safeguarding & Protection Clause:

PRTC strives to provide an environment free from sexual exploitation, abuse, harassment and Fraud in all places where humanitarian and development programs are implemented.

PRTC holds a zero-tolerance policy against Sexual exploitation, abuse, harassment and Fraud.

PRTC expects its employees to:

Maintain high ethical standards, protect organizational integrity and reputation, and ensure that Organization work is carried out in honest and fair methods, in alignment with the PRTC core values. Violations to stated policies calls for restorative action and may include termination of employment.