

## Job Opportunities

### Background:

The African Field Epidemiology Network (AFENET) is a not for profit, networking alliance and service organization that brings together field epidemiology training programs (FETPs) across Africa working side by side with Ministries of Health, regional and international partners. AFENET works to strengthen epidemiology and disease surveillance capabilities of African countries that are critical to meeting the requirements of the Integrated Disease Surveillance and Response (IDSR) strategy and the International Health Regulations (IHR). AFENET is seeking to recruit highly qualified & experienced personnel to serve in the indicated positions below.

AFENET was in April 2016 awarded a five year cooperative agreement: *Strengthening the Uganda Ministry of Health Capacity to Execute its Essential Public Health Functions through Provision of Technical Assistance and Public Health Workforce Development and Institutional Capacity Building in the Republic of Uganda, under PEPFAR.*

The recruitment shall be done by AFENET through this advert as well as secondment of the suitable and qualified personnel from the Ministry of Health.

**Application Deadline: February 3, 2017**

### 1. Title: Program Officer /PMTCT

**No. of vacancies: (1)**

**Reports to:** Senior Medical Officer/Senior Program Officer PMTCT

**Responsible for:** Program Assistants PMCTC

**Job Purpose:** To participate in the formulation and implementation of policies and programs to improve access and utilization of comprehensive PMTCT

### Key Functions

- Participate in the development and review of policies, plans, strategies, guidelines and standards in PMTCT and monitor their implementation.
- Participate in planning and budgeting for PMTCT activities
- Providing support to a broad portfolio of implementing partners, districts, facilities, etc who provide health services in PMTCT using a variety of programmatic approaches
- Enhancing collaboration linkages between the local Government, Non-government Organizations, Communities and Public Private Partnerships in Health.
- Preparing and submitting periodic performance reports to the relevant authorities.

- Providing support and research initiatives
- Participating in capacity building and development activities targeting districts, facilities, and other health workers at various levels for improved service delivery
- Participating in coordination meetings with Implementing Partners and other key stakeholders

**Qualifications:**

- Must possess an MBChB , degree or the equivalent from a from a recognized University
- Possession of a Master’s Degree in a Medical, Public Health or Epidemiology or any other health related relevant field will be of added advantage.
- Must have at least three years relevant working experience at national level in implementing HIV/AIDs related programs at national level

**Competences:**

- Demonstrated team work, excellent communication & writing skills
- Demonstrated understanding of the strategic direction of MoH and of PEPFAR programmes
- Demonstrated advanced level skills in various computer packages

**2. Title: Program Officer /ART**

**No. of vacancies: (1)**

**Reports to:** Senior Medical Officer/Senior Program Officer

**Responsible for:** Program Assistants ART

**Job Purpose:** Participate in the accreditation of health facilities, capacity building to Increase Quality Anti-Retroviral Therapy to all eligible PLHA

**Key Functions**

- Participate in the development and review of policies, plans, strategies, guidelines and standards in ART and monitor their implementation.
- Participate in planning and budgeting for either ART activities
- Providing support to a broad portfolio of implementing partners, districts, facilities, etc who provide health services ART using a variety of programmatic approaches
- Enhancing collaboration linkages between the local Government, Non-government Organizations, Communities and Public Private Partnerships in Health.
- Preparing and submitting periodic performance reports to the relevant authorities.
- Providing support and research initiatives
- Participating in capacity building and development activities targeting districts, facilities, and other health workers at various levels for improved service delivery
- Participating in coordination meetings with Implementing Partners and other key stakeholders

**Qualifications:**

- Must possess an MBChB , degree or the equivalent from a from a recognized University
- Possession of a Master’s Degree in a Medical, Public Health or Epidemiology or any other health related relevant field will be of added advantage.
- Must have at least three years relevant working experience at national level in implementing HIV/AIDs related programs at national level

**Competences:**

- Demonstrated team work, excellent communication & writing skills
- Demonstrated understanding of the strategic direction of MoH and of PEPFAR programmes
- Demonstrated advanced level skills in various computer packages

**3. Title: Program Officer /SMC**

**No. of vacancies: (1)**

**Reports to:** Senior Medical Officer/Senior Program Officer SMC

**Responsible for:** Program Assistants SMC

**Job Purpose:** Participate in the mainstreaming of SMMC into the comprehensive HIV Prevention strategy and scaling up implementation.

**Key Functions:**

- Participate in the development and review of policies, plans, strategies, guidelines and standards in SMC and monitor their implementation.
- Participate in planning and budgeting for SMC activities
- Providing support to a broad portfolio of implementing partners, districts, facilities, etc who provide health services in SMC using a variety of programmatic approaches
- Enhancing collaboration linkages between the local Government, Non-government Organizations, Communities and Public Private Partnerships in Health.
- Preparing and submitting periodic performance reports to the relevant authorities.
- Providing support and research initiatives
- Participating in capacity building and development activities targeting districts, facilities, and other health workers at various levels for improved service delivery
- Participating in coordination meetings with Implementing Partners and other key stakeholders

**Qualifications:**

- Must possess an MBChB , degree or the equivalent from a from a recognized University
- Possession of a Master’s Degree in a Medical, Public Health or Epidemiology or any other health related relevant field will be of added advantage.

- Must have at least three years relevant working experience at national level in implementing HIV/AIDS related programs at national level

**Competences:**

- Demonstrated team work, excellent communication & writing skills
- Demonstrated understanding of the strategic direction of MoH and of PEPFAR programmes
- Demonstrated advanced level skills in various computer packages

**4. Job Title: Program Officer QI**

**Reports to:** Senior Program Officer QI

**Responsible for:** Program Assistant QI

**Job Purpose:** To expand coverage and strengthen the delivery of non-clinical HIV/AIDS care and support services

**Key Functions:**

- Supports the development and review of policies, plans, strategies, guidelines and standards in HIVQUAL and monitor their implementation.
- Providing guidance in strategic, business and operational planning and budgeting for either HIVQUAL activities
- 3. Providing technical support to a broad portfolio of implementing partners, districts, facilities, etc who provide health services in HIVQUAL using a variety of programmatic approaches
- Promoting and enhancing collaboration linkages between the local Government, Nongovernment Organisations, Communities and Public Private Partnerships in Health.
- Preparing and submitting periodic performance reports to the relevant authorities.
- Guiding, supervising, monitoring and coordinating staff activities
- Managing the performance of staff
- Providing support and research initiatives
- Coordinating capacity building and development activities targeting districts, facilities, and other health workers at various levels for improved service delivery
- Preparing and submitting periodic programme and activity reports as well as other programmatic and financial accountability
- Coordinating meetings with Implementing Partners and other key stakeholders
- Monitoring and evaluation of program activities
- Promoting accountability and transparency in the management of medical, fiscal, human and other resources.

**Qualifications:**

- Must possess an MBChB , Public Health degree or the equivalent from a from a recognized University
- Must possess a Master’s Degree in a Medical, Public Health or Epidemiology or any other health related relevant field
- Possession of a post graduate qualification in Management, project planning and management or the equivalent would be of added advantage
- Must have at least three years relevant working experience in implementing public health HIV/AIDS activities at national level

**Competences:**

- Demonstrated leadership and supervision skills, team work, excellent communication & writing skills
- Demonstrated knowledge of strategic planning and understanding of the strategic direction of MoH and of PEPFAR programmes
- Demonstrated advanced level skills in various computer packages

**5. Job Title: Program Officer/HCT**

**No. of vacancies: (1)**

**Reports to:** Senior Program Officer/ HCT

**Responsible for:** Program Assistants HCT

**Job Purpose:** To participate in the scaling-up access to HCT services Integrating HIV Prevention messages into HCT

**Key Functions:**

- Participate in the development and review of policies, plans, strategies, guidelines and standards in either HCT and monitor their implementation.
- Participate in planning and budgeting for HCT activities
- Providing support to a broad portfolio of implementing partners, districts, facilities, etc who provide health services in HCT using a variety of programmatic approaches
- Enhancing collaboration linkages between the local Government, Non-government Organizations, Communities and Public Private Partnerships in Health.
- Preparing and submitting periodic performance reports to the relevant authorities.
- Providing support and research initiatives
- Participating in capacity building and development activities targeting districts, facilities, and other health workers at various levels for improved service delivery
- Attending coordination meetings with Implementing Partners and other key stakeholders

**Qualifications:**

- Must possess a degree in Medicine or the equivalent from a recognized University
- Possession of a Master's Degree in Public Health or any other health related relevant science field will be of added advantage
- Must have at least three years relevant working experience in implementing HIV/AIDS related programs at national level

**Competences:**

- Demonstrated leadership and supervision skills, team work, excellent communication & writing skills
- Demonstrated knowledge of strategic planning and understanding of the strategic direction of MoH and of PEPFAR programmes
- Demonstrated advanced level skills in various computer packages

**6. Job Title: Program Officer / STD / KP**

**No. of vacancies: (1)**

**Reports to :** Senior Program Specialist STD

**Responsible for:** Program Assistant

**Job Purpose:** Participate in the management of STD/ MARPs and monitoring the Implementation of risk reduction interventions.

**Key Functions**

- Participating in the formulation and review of policies and guidelines for STD/AIDS Control Program and sub-programmes
- Participating in designing and setting standards for STD/ACP
- Participating in the processes for development and production of STD/ACP policies and guidelines
- Participating in sectoral and multi-sectoral linkages and stakeholders collaborations
- Disseminating policies and guidelines for STD/ACP and sub-programmes to all users and partners
- Implementing STD/HIV/AIDS activities according to policies and guidelines within the sector wide approach (SWAP)
- Preparing and submitting periodic reports
- Reporting of STD/HIV/AIDS performance according to Health Sector Strategic Plan (HSSP) framework and cluster indicators

- Monitoring the operationalization of STD/ACP policies and guidelines

**Qualifications:**

- Must possess an MBChB , Public Health degree or the equivalent from a from a recognized University
- Possession of a Master’s Degree in a Medical, Public Health or Epidemiology or any other health related relevant field would of added advantage
- Must have at least three years relevant working experience at national level in implementing STD/HIV/AIDS activities

**Competences**

- Demonstrated team work, excellent communication & writing skills
- Demonstrated understanding of the strategic direction of MoH and of PEPFAR programmes
- Demonstrated advanced level skills in various computer packages

**7. Job Title: Program Officer /TB/HIV**

**No. of vacancies: (1)**

**Reports to:** Senior Medical Officer/Senior Program Officer ART

**Responsible for:** Program Assistant

**Job Purpose:** To coordinate the provision of quality services for TB diagnosis, management and prevention in line with MoH policies and guidelines.

**Key Functions:**

- TB advocacy services/ activities coordinated
- 2 M&E tools reviewed to include TB indicators
- TB management tools and guidelines reviewed and updated
- TB training curriculum development and implementation coordinated
- Develop and coordinate National TB capacity building
- Coordinate the technical working group on TB under the Uganda Stop TB Partnership in the formulation and implementation of National TB policy and guidelines.
- Support supervision and technical guidance provided

**Qualifications:**

- Must possess an MBChB degree or the equivalent from a recognized University/Institution.

- Possession of a relevant Masters degree would be of added advantage
- Should have at least three years Clinical experience in managing TB at national level

**Competences:**

- Program management skills
- Analytical skills & ability to interpret data for the better performance of the program
- Good communication and interpersonal skills

**8. Job Title: Biostatistician**

**No. of vacancies: (1)**

**Reports to:** Senior Biostatistician

**Responsible for:** Data Officers

**Job purpose :** To collect and manage data on health

**Key Functions**

- Planning, budgeting, and coordinating health data collection and management;
- 2 Updating and maintaining the Health Management Information System;
- Collecting and analyzing data on health;
- Implementing measures for maintaining data security;
- Participating in support supervision;
- Supporting health research activities and programs;
- Imparting knowledge and skills to staff on information and data management; and
- Compiling and submitting reports on health information Management.

**Qualifications:**

- An Honors Bachelors Degree in Biostatistics from a recognised University/Institution
- Possession of post graduate qualifications would be of added advantage.
- Should possess at least three years of previous working experience in the health Sector

**Competences**

- Planning, organizing and coordinating;
- Project management;
- Concern for quality and standards;
- Accountability; and Communication.



## **9. Job Title: Data Manager / HMIS Focal person**

**No. of vacancies: (1)**

**Reports to:** M & E Specialist

**Responsible for:** Data Entry Clerks

**Job Purpose:** Create, update, maintain and validate databases and produce and disseminate computerized reports

### **Key Functions**

- Design and manage data bases
- Supervise data entry in various technical units for routine data collection
- Provide technical assistance to technical units in the programmes in data management
- Cleaning data and designing and implementing data quality assurance processes
- Participate in the development of training materials and participate in a broad range of capacity building activities.
- Analyzing and presenting processed data in a logical manner.
- Maintain security of databases and other ICT equipment and monitor systems for malfunction
- Participate in the formulation and design of data management tools.

### **Qualifications:**

- Must possess an Honors Bachelors degree in Statistics or its equivalent from recognized University/Institution.
- Possession of a Post graduate qualification in Biostatistics or IT or their equivalent will be added advantage.
- Must be familiar with various Statistical Packages especially SPSS, STATA, CSPRO, Epi info,
- Knowledge of Microsoft Access, Microsoft excels, Health Mapper and Arc view is desirable

- Must have worked for at least 3 years relevant working experience as a data manager in a reputable Organization.
- Previous working experience in Health Management information systems would be of added advantage

**Competences:**

- Demonstrated ability to manage large data bases and ability to supervise and lead a team
- Demonstrated advanced ability to use various computer statistical software packages
- Demonstrated good IT skills
- Demonstrated good writing skills such as ability to write good reports, manuscripts
- Demonstrated ability to work well with other professionals

**10. Job Title: Monitoring and Evaluation Officer – 2 (ART &eMTCT)**

**No. of vacancies: (1)**

**Reports to:** Senior Monitoring and Evaluation Officer ACP

**Job Purpose:** To support operation of the program M&E system focused providing timely and relevant information to MoH and other stakeholders

**Key Functions**

- Supporting the development and implementation of M&E system including identifying key indicators and designing data collection tools
- Participating in organizing regular sharing of M&E findings with program staff, implementing partners and other stakeholders
- Training national and district stakeholders to effectively use data collection and reporting tools
- Supporting analysis, review and compilation of progress reports
- Participating in design and implementation of baseline and end-line surveys
- Participating in data quality assessment for data quality assurance

**Qualifications:**

- Must possess a MBChB Degree from a recognized university
- Possession of a Master's degree in Epidemiology, Public Health or other relevant field would be an added advantage

- At least three (3) years relevant working experience at national level or regional level in monitoring and evaluation of health related programs

#### **Competences:**

- Thorough knowledge and understanding of the national HIV and AIDS programme
- A team player with excellent communication & writing skills
- Thorough understanding of Monitoring and Evaluation techniques
- Familiarity with statistical data analysis packages such EPIinfo, STATA
- Understanding of qualitative data collection and analysis techniques
- Demonstrated knowledge of strategic planning and understanding of the strategic direction of MoH and of PEPFAR programmes etc

#### **11. Job Title: Program Officer-Condom Promotion / Community (ACP)**

**No. of vacancies: (1)**

**Reports to:** Senior Health Educator (IEC/BCC)

**Job purpose:** To coordinate and guide the promotion of condom use for HIV and Sexually Transmitted Infection prevention in the country.

#### **Key Functions**

1. Participating in the formulation of technical policies and guidelines for condom promotion and distribution in the country
2. Providing technical assistance to implementing partners, districts and facilities who support condom promotion and distribution using a variety of approaches
3. Participating in the development of training and instructional materials and in capacity building activities targeting districts, facilities, and other health workers at various levels
4. Participating in the development of relevant work plans and implementation of activities
5. Preparing programme and activity reports as well as other programmatic reports
6. Working with NDA and other relevant institutions to ensure quality of condom supplies at all levels.
7. Working with relevant technical units and institutions to quantify and project condom needs for the country.
8. Liaising with social marketing organizations and other implementing partners to develop condom brands plus promotional spots and programs.

## **Qualifications**

- Must possess a degree in Medicine, Nursing, Education, Social Sciences or any other related and relevant field
- Must possess a Master's Degree in any of the above fields.
- Possession of a post graduate qualification in Behavior Change Communication or Social Marketing will be an added advantage
- Must have at least three years relevant working experience in health promotion or social marketing at national or regional level.

## **Competencies**

- Well versed with current national and global HIV prevention strategies and plans.
- Demonstrable knowledge and skills in condom promotions.
- A team player with good negotiation, interpersonal, networking and communication skills.
- Familiarity with commonly used computer packages e.g. Power Point, Ms Word, Internet and Ms Excel
- Hands on skills in planning and good understanding of the strategic direction of MoH and PEPFAR programmes

### **12. Job Title: Program Officer Dreams (ACP)**

**No. of vacancies: (1)**

**Reports to:** Senior Communication Specialist- IEC/BCC

**Job Purpose:** To support the development and implementation of strategies for Behavioral Change Communication (BCC) which are based on behavioral theory and demand creation for HIV&AIDS services and combination HIV prevention especially for Adolescents.

### **Key Functions**

1. Providing technical inputs to the development, implementation and Monitoring and evaluation of national policies and strategies for Behavior Change Communication and Adolescents

2. Providing the technical input in the development and dissemination of appropriate materials and messages on HIV & AIDS especially for Adolescents
3. Supporting the ministry of health and the implementing partners in devising strategies to create demand for HIV & AIDS services
4. Developing and implement capacity building strategies in the area of IEC/BCC targeting national and districts stakeholders
5. Working with relevant institutions to ensure quality of IEC/BCC programs
6. Providing input in the development and implementation of protocols for Behavioral Surveillance Surveys and research covering both high risk groups and general population.
7. Working with other partners and institutions to ensure that combination HIV prevention is appreciated and implemented at national and district levels
8. Participating in the development and implementation of the national operation plan and budget for IEC/BCC
9. Preparing and submitting periodic performance reports to relevant authorities

### **Qualifications**

- Must possess an Honors degree in Social Sciences, Arts or the equivalent from a recognized University/Institution
- Must possess of a Master's degree in Social Sciences, Public Health or Epidemiology from a recognized university
- Trainings in social research methods and Behavior change communication for health from reputable institutions will be an added advantage
- Must have at least three years relevant working experience in implementing HIV & AIDS related programs at national or regional level

### **Competences**

- Through knowledge and understanding of the national HIV & AIDS program and strategies
- Demonstrated ability to develop IEC/BCC programmes
- A team player with good negotiation, interpersonal, networking and communication skills.
- Familiarity with commonly used computer packages e.g Power Point, Ms Word, Internet and Ms Excel

### **13. Job Title: Senior Systems Administrator (RC)**

**No. of vacancies: (1)**

**Reports to: Application Team Leader**

**Job Purpose:** To manage the day-to-day operations of the Ministry of Health Resource Center by monitoring system performance, configuration, maintenance and repair of the computer system.

### **Key Functions**

1. Installing new and or rebuilding existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements
2. Installing and configuring software systems procured from outside or designed in-house
3. Developing and maintaining installation and configuration procedures
4. Contributing to and maintain system standards
  
5. Maintaining system's performance and secures the system from possible disaster circumstances
6. Building staff capacity
7. Researching and recommending innovative, and where possible automated approaches for system administration tasks
8. Accomplishing organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to organizational accomplishments

### **Qualifications**

- Must possess a Master's degree in Computer Science from a recognized University.
- At least six (6) years of experience in administering complex computer systems in a large organization.
- Experience configuring and administering Internet Filtering and Intrusion Protection Systems

### **Competences**

- Knowledge of Programming languages and operating systems
- Ability to plan, organize and document complex system design activities and to configure systems to be consistent with institutional policies/procedures
- Communicate technical/complex information both verbally and in writing
- Establish and maintain cooperation, understanding, trust and credibility
- Perform multiple tasks concurrently and respond to emergency situations effectively
- A team player, dependable with good oral and written communications skills
- Excellent project management and organizational skills

- Protects organization's value by keeping information confidential

#### **14. Job Title: Systems Administrator**

**Reports to:** Senior M&E Officer

**Job Purpose:** To manage the day-to-day operations of the PCC host computers by monitoring system performance, configuration, maintenance and repair

#### **Key Functions**

1. Installing new/rebuild existing servers and ICT Equipment: configure hardware and software, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements
2. Installing and configure systems such as supports GIS infrastructure applications or Asset Management applications
3. Contributing to and maintain system standards
4. Researching and recommend innovative, and where possible automated approaches for system administration tasks Identify approaches that leverage our resources and provide economies of scale
5. Performing daily system administration tasks: backup, equipment maintenance, monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs
6. Providing Tier III/other support per request from various constituencies Investigate and troubleshoot issues
7. Repairing and recover from hardware and software failures, Coordinate and communicate with impacted constituencies
8. Maintaining operational, configuration, and other ICT procedures

9. Performing periodic performance reporting to support capacity planning

### **Qualifications**

- An Honors degree in ICT from a recognized University/ Institution

### **Experience**

- Possession of previous three years working experience in complex systems design, programming and systems software and support would be an added advantage
- Experience in configuring and running Microsoft DHCP and DNS services
- Experience configuring and administering Cisco ASA Firewall System, Cisco Secure ACS (Access

### **Competences**

- Knowledge of Programming languages and operating systems, current equipment and technologies in use, Unix system administration, enterprise backup and recovery procedures, and system performance monitoring tools, effective project management techniques, principles and practices of effective management and supervision
- Ability to plan, organize and document complex system design activities and to configure systems to be consistent with institutional policies/procedures
- Communicate technical/complex information both verbally and in writing
- Establish and maintain cooperation, understanding, trust and credibility
- Perform multiple tasks concurrently and respond to emergency situations effectively
- A team player, dependable with good oral and written communications skills
- Excellent project management and organizational skills
- Protects organization's value by keeping information confidential

### **15. Job Title: Database Administrator (RC)**

**No. of vacancies: (1)**

**Reports to:** Application Team Leader

**Job Purpose:** Responsible for the management, organization, storage, maintenance and accesses of information.



## **Key Functions**

1. Identifying database requirements and designs systems according to needs of the organization.
2. Defining database structures, functional capabilities, and ensures database security and availability in real time.
3. Improving the effectiveness of the database tools and services
4. Maintaining and monitors database performance of the information systems
5. Building capacity of users
6. Automating common queries from users through a dashboard
7. Maintaining quality service by establishing and enforcing organization standards, procedures and ethics
8. Contributing to team effort by accomplishing related results as needed.
9. Ensuring all the data complies with legal regulations
10. Building new databases, monitoring data entry procedures and troubleshooting

## **Qualifications**

- Master's degree in Computer Science from a recognized university/institution

## **Experience**

- At least six years of experience in managing, developing and maintaining large and complex databases in a large organization
- Experience in database management, database performance tuning, database security and operating systems

## **Competences**

- A good understanding of database architecture, software, database management systems and data Protection Act
- Knowledge of information security policies
- Ability to pay attention to details
- A team player, dependable with good analytical skills
- Ability to work to a high degree of accuracy
- Good communication, presentation and negotiating skills
- A willingness to keep up to date with developments in technology

## **16. Job Title: Programme Officer- IT Support (RC)**

**No. of vacancies: (1)**

**Reports to:** Application Team Leader

**Job Purpose:** To monitor and maintain the computer systems and networks of the organization. To install and configure computer systems, diagnose hardware/software faults and solve technical and applications problems.

**Key Functions**

1. Installing and configuring computer hardware operating systems and applications;
2. Monitoring and maintaining computer systems and networks
3. Taking staff/clients through a series of actions, either face to face or over the telephone to help set up systems or resolve issues
4. Ensuring all staff are assigned official email addresses
5. Ensure that Ministry Website is maintained and updated
6. Troubleshooting system and network problems and diagnosing and solving hardware/software faults
  
7. Providing support, including procedural documentation and relevant reports
8. Supporting the roll-out of new applications including cloud computing
9. Responding within agreed time limits to call-outs
10. Working continuously on a task until completion
11. Prioritizing and managing many open cases at one time
12. Rapidly establishing a good working relationship with customers and other professionals colleagues
13. Conducting electrical safety checks on computer equipment

**Qualifications**

- Must possess a degree in Information Technology from a recognized University
- Professional qualification in Microsoft, Cisco and CompTIA.
- Six (6) years relevant working experience in a large organization

**Competences:**

- Technical knowledge of disaster management strategies and tools
- A team player, dependable with interpersonal and communication skills

## **17. Job Title: Network Administrator (RC)**

**No. of vacancies: (1)**

**Reports to:** Application Team Leader

**Job Purpose:** To design, support, maintain, install, configure, and evaluate computer networking and telecommunication systems of the organization.

### **Key Functions**

1. Overseeing the day-to-day operation of telecommunications and computer networks including hardware/software support, training, and special projects; plans, designs and implements data connectivity for local area network (LAN) and wide area network (WAN) systems
2. Enabling sharing of information, operational systems, or computing services within the organization
3. Coordinating special projects including network related wiring plans, LAN/WAN hardware/software purchases, and system installation, backup, maintenance and problem solving
4. Providing network and remote connectivity hardware/software support including telecommunication
5. Maintaining LAN user documentation including hardware/software applications, support logs and other related information
6. Researching and recommending network and server hardware and software
7. Installing, designing, configuring, and maintaining system hardware and software
8. Analyzing and troubleshooting the network logs and tracks the nature and resolution of problems
9. Monitoring usage to ensure security of data and access privileges
10. Installing, supporting and maintaining both physical and virtual network servers and appliances
11. Installing, maintaining, and troubleshooting the Storage Area Network (SAN)
12. Establishing and maintaining user accounts, profiles, file sharing, access privileges and security; performs daily server tape backups
  
13. Securing networks by developing network access, monitoring, control, evaluation and maintaining documentation

14. Protecting organization's value by keeping information confidential and observing ethical code of conduct

### **Qualifications**

- Master's Degree in Computer Science from a recognized University
- At least six years relevant working experience in a large organization managing complex networks

### **Competences**

- Knowledge of Network Performance Tuning, LAN, Network Design and Implementation
- Displays original thinking and creativity
- Demonstrated communications and teamwork skills
- Comitted and trustworthy

## **18. Job Title: Program Officer (Communication Specialist) (ACP)**

**No. of vacancies: (1)**

**Reports to:** Senior Health Educator- IEC/BCC

**Job Purpose:** To support the development and implementation of strategies for Behavioral Change Communication (BCC) which are based on behavioral theory and demand creation for HIV&AIDS services and combination HIV prevention.

### **Key Functions**

- Providing technical inputs to the development, implementation and Monitoring and evaluation of national policies and strategies for Behavior Change Communication
- Providing the technical input in the development and dissemination of appropriate materials and messages on HIV & AIDS
- Supporting the ministry of health and the implementing partners in devising strategies to create demand for HIV& AIDS services
- Developing and implement capacity building strategies in the area of IEC/BCC targeting national and districts stakeholders
  
- Working with relevant institutions to ensure quality of IEC/BCC programs

- Providing input in the development and implementation of protocols for Behavioral Surveillance Surveys and research covering both high risk groups and general population.
- Working with other partners and institutions to ensure that combination HIV prevention is appreciated and implemented at national and district levels
- Participating in the development and implementation of the national operation plan and budget for IEC/BCC
- Preparing and submitting periodic performance reports to relevant authorities

### **Qualifications**

- Must possess an Honours degree in Social Sciences, Arts or the equivalent from a recognized University/Institution
- Must possess of a Master's degree in Social Sciences, Public Health or Epidemiology from a recognized university
- Trainings in social research methods and Behavior change communication for health from reputable institutions will be an added advantage
- Must have at least three years relevant working experience in implementing HIV&AIDS related programs at national or regional level

### **Competences**

- Through knowledge and understanding of the national HIV & AIDS program and strategies
- Demonstrated ability to develop IEC/BCC programmes
- A team player with good negotiation, interpersonal, networking and communication skills.
- Familiarity with commonly used computer packages e.g Power Point, Ms Word, Internet and Ms Excel.



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**BENEFITS:**

Suitable candidates should:

**Submit your resume, application letter, and relevant documentation to:**

- The Administration & Human Resource Office
- African Field Epidemiology Network (AFENET)
- Email: [sec@afenet.net](mailto:sec@afenet.net)

**Please note that all applications should be sent online by close 5:30pm (EAT) Friday February 3, 2017.**

\*ONLY successful candidates shall be contacted for an interview.

**Note: More details about this position can be obtained from our website: [www.afenet.net](http://www.afenet.net)**