



NAGURU TEENAGE INFORMATION AND HEALTH CENTER VACANCY ANNOUNCEMENT

Naguru Teenage Information and Health Centre (NTIHC) is the pioneer program in providing Youth Friendly Adolescent Sexual Reproductive Health and Rights (ASRHR) services in Uganda. NTIHC is implementing the SHE SOARS project with support from Care International Uganda in West Nile Districts of Arua and Madi Okollo. The She Soar project works alongside with health care providers and key stakeholders in the target communities to provide evidence-based sexual and reproductive health information, address root causes of gender-based inequalities, improve health services, and work with young people, particularly girls, to increase decision-making about their lives and their bodies. NTIHC seeks to recruit qualified individuals to work on the project in the following positions. **Applicants should be ready to start work on 1st April 2022 and should be natives of the respective Districts.**

1. Project Coordinator (1Post) , Duty Station - Arua

The Project Coordinator will;

- a) Oversee project activities and be the main contact point for field staff
- b) Ensure project activities comply with the plan and regulations of the donor organization.
- c) Organize and participate in stakeholder meetings
- d) Ensure that project targets and deadlines are met in a timely manner.
- e) Responsible for overseeing the development and execution of project deliverables, action plans and monitoring processes.
- f) Responsible for submitting activity reports, meeting minutes and financial reports on regular basis to the Program Manager.
- g) Oversee the preparation and submission of annual activity-based project reports as well as monthly and quarterly reports
- h) Lead and motivate field based project staff and monitor project activities
- i) Coordinate work with other staff, Health workers, Peer Educators and Volunteers
- j) Ensure close collaboration and coordination with Political and community leaders as well as other partners to guarantee smooth implementation of activities and achievement of results as specified in the project plan.
- k) Providing administrative support as needed.
- l) Create a project management calendar for fulfilling each goal and objective.
- m) Monitor project plans, schedules, budgets, and expenditures
- n) Trouble shoot project issues and implement creative solutions.
- o) Assess project risks and issues and provide solutions where applicable.

Key Competencies

- High ability to set priorities and deliver in the face of frequent interruptions, tight deadlines and competing objectives
- Understanding of Adolescent Sexual and Reproductive Health programming methodologies and approaches especially in relation to M&E
- Ability to establish and maintain effective working relationships with community
- In-depth knowledge of participatory approaches in M&E and development issues
- Demonstrates openness to change and ability to manage complexities

- Responds positively to critical feedback and differing points of view
Experience in donor reporting

Education & Certifications

- Minimum of a diploma in Public Health, Community Development, Social Work and Social, Administration, Social Sciences or any related field from a recognized institution.

Essential Experience

- A minimum of two years working experience in an NGO preferably in West Nile – Arua District in a health related setting.

Essential Knowledge

- Should be familiar with the health systems in the District
- Knowledge of the local language

Essential Skills

- Supervision skills
- Analytical skills
- Communication and networking
- Proven integrity
- Interpersonal skills
- Ability to ride a motor cycle and possession of a valid driving

2. Finance Officer (1 Post), Duty Station - Arua

Role overview: The Finance Officer will verify, process transactions, monitor, report and maintain financial data/information, ensure staff compliance to the finance policies and provide technical support to staff in line with NTIHC policies, International accounting standards, other statutory requirements and Best practices.

Duties and Responsibilities;

- a) Verify authenticity of payments and accountability documents and process financial transactions for NTIHC in line with NTIHC policies, International Accounting Standards, statutory requirements and Best practice.
- b) Check the arithmetic and coding accuracy, completeness, consistency of support documents and compliance with tax regulations and other guidelines of all payment vouchers
- c) In consultation with staff check the arithmetic and coding accuracy, completeness, consistency of support documents and compliance with tax regulations and other guidelines of all staff accountabilities and Summarize accountability details by filling in the JV form
- d) Write, update the relevant records, ensure approvals and issue cheques
- e) Issue cash and update cash position
- f) Upload payments on web banking, update the cash position and follow up their approval
- g) Update the NTIHC accounting systems and Maintain accurate up to date financial records in line with NTIHC policies, International Accounting Standards, statutory requirements and Best practice.
- h) Receive and Record all funds received directly and monitor the bank accounts online for any direct credits
- i) Review, attach receipts, Stamp and File all vouchers and JVs
- j) Input all payments, Accountabilities and receipts into the NTIHC financial software
- k) Analyze, monitor and Reconcile financial records, in line with NTIHC policies, International Accounting Standards, statutory requirements and Best practice

- l) Receive and file all monthly Bank statements, Perform reconciliation and produce bank reconciliation statements
- m) Make reference to vouchers and JVs and reconcile all debtor, creditor and control accounts-including consultations with other unit Finance staff for IP transactions
- n) Generate reports on relevant codes and share with staff and line Manager and recommend corrective action
- o) Respond to staff queries on the report
- p) Perform cash counts, report, request and Withdraw and bank cash and cheques-banking
- q) Respond to staff , management, partner and supplier queries through Emails and Telephone

Education & Certifications

- Minimum of a Diploma in Commerce, Business Administration, Financial Management or Accounting from a recognized institution. CPA or ACCA will be an added advantage

Essential Experience

- A minimum of two years working experience in accounting and finance preferably in an NGO sector

Essential Knowledge

- Donor financial accounting procedures
- GAAP, IAS/AFRS accounting requirements and budgeting
- Word, Excel, financial information systems, Navision, excel as well as database, sage or quick books.
- Tax laws and systems in Uganda
- Knowledge of the local language

Essential Skills

- Budgeting and budgetary control
- Analytical skills
- Asset/inventory management
- Communication and networking
- Proven integrity
- Interpersonal skills

3. Project Officer, Duty Station – Madi Okollo

Duties and responsibilities

- a) Implementation and monitoring project plans and project schedules
- b) Organizing, attending, and participating in stakeholder meetings.
- c) Documenting and following up on important actions and decisions from meetings.
- d) Preparing necessary presentation materials for meetings, trainings and workshops
- e) Ensuring project deadlines are met.
- f) Undertaking project tasks as required.
- g) Ensuring projects adhere to frameworks and all documentation is maintained appropriately
- h) Ensure stakeholders views are managed towards the best solution.

Key Competencies

- High ability to set priorities and deliver in the face of frequent interruptions, tight deadlines and competing objectives
- Understanding of Adolescent Sexual and Reproductive Health programming methodologies and approaches.

- Ability to establish and maintain effective working relationships with community
- In-depth knowledge of participatory approaches in M&E and development issues
- Demonstrates openness to change and ability to manage complexities
- Ability to respond positively to critical feedback and differing points of view
- Experience in donor reporting

Education & Certifications

- Minimum of a diploma in Public Health, Community Development, Social Work and Social, Administration, Social Sciences or any related field from a recognized institution.

Essential Experience

- A minimum of two years working experience in an NGO preferably in West Nile – Arua and Madi Okollo Districts in a health related setting.

Essential Knowledge

- Should be familiar with the health systems in the District
- Knowledge of the local language

Essential Skills

- Supervision skills
- Analytical skills
- Communication and networking
- Proven integrity
- Interpersonal skills
- Ability to ride a motor cycle and possession of a valid driving license

The Job Descriptions cover the main tasks and convey the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs. It is part of every staff member's responsibility to contribute to NTIHC's mission and comply with NTIHC's values.

How to apply:

Interested individuals should apply to The Executive Director, Naguru Teenage Information and Health Centre.

- Applications should be emailed to recruitment@ntihc.or.ug prior to the closing date.
- Please note that hard copy submissions will NOT be accepted.
- Natives of Arua and Madi Okollo districts are encouraged to apply.
- Successful Applicants should be ready to start work on 1st April 2022.

CLOSING DATE: 14th March 2022

Only shortlisted Candidates will be contacted. For further viewing, visit our website at www.ntihc.or.ug