

St John Uganda is an international NGO that is part of the Order of St John. In Uganda, St John carries out health activities in the community through St John volunteers who form the base of most of the work. This includes projects in maternal and child health, primary health, first aid training and service provision, ambulance services to mention a few.



We are seeking a Programme Officer to work in our small but friendly Kampala office. This post will suit someone with good experience in managing community level Programmes in health or other development areas. Any training or experience in marketing would be an advantage, but the post is relevant to someone with Programme Officer experience who also wants to learn new marketing skills.

### **PROGRAMME OFFICER**

#### **St John Uganda, Kampala Office**

**REPORTS TO:** National Executive Secretary

**JOB PURPOSE:** To be responsible for implementation of the community health programs, deliverables and marketing of St. John's training services.

#### **SPECIFIC DELIVERABLES:**

##### **Community Health Programme – delivery and management**

- i- Ensure the smooth running of programmes in Uganda according to agreed workplans and budgets. This includes workplan deliverables such as;
  - Training of volunteers by appropriate resource persons
  - Ensuring that volunteers perform their responsibilities as agreed within the standard guidelines.
  - Ensuring linkages between the project and relevant services including health facilities and other players in the health sector
  - Ensure that referrals made to service by the project are followed up at all levels including the community and at households.
- ii- Coordinate the implementation of project activities to ensure they take place as planned and to an acceptable level of quality.
- iii- Ensure the programme complies with any requirements from stakeholders including donors.

##### **Training Programme – Marketing and Delivery**

- i- Develop and maintain contact with partner organizations that require first aid training or services.
- ii- Undertake marketing activities for first aid training and services, and support the involvement of other staff as required.
- iii- In collaboration with the Senior Training Coordinator and Office Administrator:  
support first aid trainers in their assignment for achievement of high standard.

### **Project Volunteer recruitment, training, retention and management**

- i- Coordinate activities of St John volunteers on the Mama Na Mwana project, provide support to them and carry out supervision.
- ii- Ensure teams of volunteers are formed and functioning, and ensure that members of the project management team carry out their appropriate responsibilities.
- iii- Ensure systems are in place for managing the work of volunteers, such as volunteer job descriptions, schedules, reviews of volunteers' activities and the quality of their work.

### **Planning, monitoring, evaluations and learning**

- i- Undertake activities following the programme's system for monitoring, evaluation and learning.
- ii- Ensure timely data collection, ensure reports are completed and submitted on time.
- iii- Support the project management team and other volunteers if appropriate to ensure they carry out their data collection and reporting duties, undertake quality checks of the data and reports.
- iv- Complete necessary reports on programme progress, including variances in implementation and spending and review with the National Executive Secretary on a monthly basis or more often as required.
- v- Contribute to workplans and budgets in accordance with priorities of St. John Uganda and any external grant commitments.

### **Partnership and collaboration**

- i- Participate in the identification of partners and networking with key players in reproductive health, maternal new born and child health.

### **Technical oversight and input**

- i- Contribute to the organization's overall efforts for achieving the desired quality and having an impact on reproductive, maternal, newborn and child health.

## **QUALIFICATION AND SKILL**

### **A degree in any of the following fields.**

- 1- Minimum Bachelors' degree in Social Science, bachelor of Arts, Education, Development Studies, Bachelor of Arts/ science in Economics, Statistics, Psychology with some accrued working experience in programmes of two years.
- 2- A Master's degree in relevant fields will be an added advantage
- 3- Ability to work with communities, local leaders, community Based Organizations (CBO) and Government institutions.
- 4- Ability to represent St John to private and public sector organizations and NGOs that require training services.
- 5- Ability to work with volunteers and ensure adequate recruitment, retention and training.
- 6- Good understanding of the current Ugandan Health Sector and service Orientation.
- 7- Good managerial, Public relations skills.
- 8- Proven ability to lead and motivate people.
- 9- Have a proactive approach to ensure that systems and information flows are effective.
- 10- Good oral communication, report writing and presentation skills.
- 11- Self-Motivated and able to work with minimum supervision.
- 12- Knowledge of computer programmes like M.s word, Ms. Excel, STATA, SPSS, EpiInfo  
EpiData

### **How to apply**

Application deadline is 12.00 noon on Tuesday 23<sup>rd</sup> October 2018. The application should be sent as follows.

Please use this e-mail subject line: Programme Officer Recruitment

Attach the following: a) a covering letter up to one page long, outline your relevant experience and your most recent salary and benefit package,

b) a brief CV mentioning two referees

**Send to [info@stjohnuganda.org](mailto:info@stjohnuganda.org)**

St John Uganda is committed to equality of opportunities and will not discriminate in its employment practice due to an applicant 's religion, gender, age, race, colour, national origin or disability.