



Plot 110 Bukoto Street

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JOB VACANCY – PROJECT OFFICER

Uganda Healthcare Federation (UHF) is an ‘association of associations’ umbrella organization affiliated to the East Africa Healthcare Federation representing the interests of the private health sector in Uganda. It was formed in 2010 from the need to have a body which unites all players in the private health sector. UHF is seeking to recruit a **Project Officer**.

General Purpose

This position is responsible for overseeing projects activities of UHF and providing timely and reliable information for effective decision making. In addition, the person will be responsible for overseeing program implementation activities and the successful completion of assigned projects. The Project Officer will spearhead program planning, supervision and periodic review of all projects, directly influencing the efficiency and cost-effectiveness of the projects.

Duties and responsibilities;

- Responsible for planning, directing and monitoring project schedules and preparing progress reports, liaising with key program staff.
- Log, manage and analyze information on the progress of the project, using Excel and other bespoke databases.
- Responsible for scheduling, planning and organizing conferences and workshops, working in partnership with key partners and stakeholders ensuring cost effectively to fit all activities within budget both in Kampala and upcountry.
- Responsible for supervising all contracted program staff and consultants working on programs.
- Assist with documentation of best practices including writing/editing short articles, press releases, meeting/workshop briefs and other materials.
- Oversee the development of special program implementation strategies and approaches which will ensure most effective and efficient results.
- Prepare quarterly and annual activity/program reports.
- Review program activities for compliance with both the company policies and procedures and donor requirements.
- Participate and contribute towards preparation of work plans and proposal preparation.

Qualifications (Education and Experience)

- A Bachelor's Degree in Arts or relevant humanity studies. Relevant training certificates/post graduate diploma in project management or course modules acceptable, ICT skills/qualifications.
- At least 3 years of post-qualification experience in a large, busy organization. Experience in program implementations and adaptability to hard living conditions whilst in the field.

Required Skills;

- Excellent planning and organizational skills.
- Excellent interpersonal skills.
- Excellent communication skills, both oral and written.
- Works under minimum supervision.
- Meeting strict deadlines.
- Report writing and presentation skills.
- Ability to drive change and innovation.
- Ready and willing to learn and develop as an individual.
- Committed to uplifting the private health sector in Uganda.

Qualified candidates should send us comprehensive applications and up to date CVs, copies of certificates including daytime telephone numbers by email to info@uhfug.com so as to reach us by 5th July 2017 no later than 05:00pm. Your application should include three contactable referees with at least one from a previous employer in a supervisory role or have supervised you through work. Only successful candidates will be contacted.