



MAKERERE UNIVERSITY JOINT AIDS PROGRAM (MJAP)

Makerere University Joint AIDS Program (MJAP) is a private-not-for profit Company under Makerere University. MJAP works to build partnerships and strengthen health systems to optimally respond to HIV/AIDS, TB and other diseases of public health importance in Africa.

MJAP is implementing a sub-award grant from Infectious Diseases Institute (IDI), for accelerating HIV/AIDS Epidemic Control in Kampala region; with funding from the President's Emergency Plan for AIDS Relief (PEPFAR). MJAP is seeking competent and dynamic individuals to fill the positions of;

Role Title: Nurse Counselor

Role definition: To provide comprehensive HIV/AIDS counselling to clients by conduct health education talks on how they can live positively with HIV; through information giving on ART, prophylactic, other medications, HIV prevention, testing and other areas which affect their quality of life in line with the MJAP clinical guidelines

Reports to: ISS Clinic Manager

Key Result Areas

1. To discuss the benefits of ART/ARVs to all HIV positive clients, their dosage, possible side effects and how to manage the mild side effects and major side effects as per MJAP and MOH guidelines
2. To monitor client's adherence to medication and counsel the on the need for 100% adherence to medication and clinic schedules in accordance to the per the MJAP policy.
3. To explain to clients the need for laboratory tests and later explains the results and interprets the meaning of each as per the MOH policy.
4. To assess other psychosocial, cultural, spiritual etc. needs the client might be facing with a view of helping the client to solve these needs and if possible link them to other service providers like substance abuse, mental health issues, teenage pregnancy, rape, child abuse, disclosure issues, bereavement, family support and partner involvement, conflict and child testing, welfare, PMTCT, OVC, crisis, will making, making development projects
5. To document learning experiences from each client to be used in knowledge creation and sharing in order to improve counselling services as per the MJAP guideline.
6. To counsel TB HIV patients on the benefits of adherence to both anti TB and ART medication
7. To participate in prevention activities conducted at the clinic like HIV discordant couple forums
8. To Implement Assisted partner notification (APN) services
9. Offer intensive adherence counselling (IAC) to HIV non-suppressed clients
10. Actively participate in all forums conducted at the clinic e.g. adolescent and young adults' forum, for non-suppressed clients
11. Offer technical assistance to all MJAP supported sites

Qualifications & job specifications:

- Diploma in Nursing and should have a license with the regulatory body responsible
- Certificate in HIV/AIDS counselling and Antiretroviral therapy
- At least 2 years' experience in Paediatric & Adult counselling in a busy clinic setting
- Proficient in Counselling models & communication skills

Key personal competences

- Integrity, confidentiality, empathy and emotional control

Role Title: Data Officer

Role definition: Determine the suitable database analysis software; enter data that is used to generate weekly, monthly and quarterly reports for MJAP activities in accordance with MOH guidelines and procedures.

Reports to: M & E Officer

Key Result Areas

1. Receive and review raw data on the different program activities on a daily basis
2. Enter data into the appropriate program databases on daily basis according to the approved format
3. Create data cleaning queries to free data from any anomalies according to the data analysis procedures
4. Back up data and add password to the different databases used for data entry on a daily basis in line with the data security procedures
5. Carry out simple analysis on MJAP activities and document brief reports on weekly and monthly basis to inform the development of quarterly reports for the various stakeholders
6. Devise and implement a mechanism for safeguarding computer hardware and other accessories assigned to Data Officers
7. Offer on-going support to the data collectors in proper data collection and documentation procedures.

Qualifications & job specifications:

- Must have a Bachelor's degree in statistics, Social Sciences, Computer Science and Information Technology.
- Specialised training in data management, analysis and interpretation is an added advantage
- At least 2 years working experience in data management

Key personal competences

- Good interpersonal skills, communication skills and organizational skills.
- Good computer skills and knowledge of common Statistical analysis and database management packages Ms Access, Ms Excel, STATA, SPSS, EPiDATA
- Comprehensive knowledge of computer data input equipment and error resolution in data entry
- High level of confidentiality, accuracy and team work

Role Title: Driver

Role definition: To provide transport services to staff and maintenance of MJAP Vehicles in line with the Administrative Guidelines and Regulations and the Uganda road safety guidelines

Reports to: Administrative Officer

Key Result Areas

1. Maintaining vehicles in good road worthy condition and fuel them whenever necessary and report major mechanical faults and accidents that require management action.
2. Transport staff and authorized person(s) to a required destination and deliver mails or goods to the specified destinations.
3. Maintain and update trip movement records (e.g. log books, fuel cards, etc.) and account for funds spent on driving operations

4. Maintain the cleanliness of the vehicle and the image of MJAP to the public
5. Renew organizational vehicle licenses and other related permits in line with vehicle policy and traffic laws

Person Specifications

- A minimum of O-Level Certificate
- Driving Permit with at least the following Classes CM, CH, DL & DM
- Training in Vehicle Mechanics and maintenance with a certificate in Defensive Driving
- 5 years of work experience as a driver
- Computer knowledge in MS Office (Word and Excel)
- Good Interpersonal relations

Interested and qualified candidates should submit their cover letters, a detailed curriculum vita and copies of relevant academic documents to: hr@mjap.or.ug addressed to; The Human Resource Manager, Makerere University Joint AIDS Program (MJAP), not later than 10th October 2018 by 5:00pm.

Please ensure that your attachments do not exceed 5 MB.

We do appreciate your interest working with MJAP. However, only shortlisted candidates will be contacted within 2 weeks after the deadline for submission.