



## **ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA**

### **TERMS OF REFERENCE FOR THE POSITION OF HEALTH COORDINATOR**

**Job Title:** Health Coordinator

**Direct Supervisor:** Reporting to The Head of Area office (HoAo).

**Administrative Report to:** Head of Area Office-West Nile.

**Number of positions:** 1

**Location:** Adjumani field office (Roving).

#### **JOB SUMMARY:**

The Health Coordinator provides technical and analytical support to the AFOD integrated Health Services and coordinate and manages AFOD Integrated Health in West Nile sub-region by providing guidance and leadership. S/he will under the ICLEM model ensure the smooth implementation and integration of mental health and psychosocial support (MHPSS) in health, Nutrition, Food Security and Livelihood, economic empowerment for resilience, and social protection programs, while being cognizant of institutional capacity building and research as cross cutting program intervention.

#### **Duties and Responsibilities**

##### **1. Program Management, and Strategic Drive**

Provide overall strategic field direction, leadership and management of all health programs for AFOD Uganda in line with the country strategic plan including functional primary healthcare systems and services which include: community MHPSS, HIV/AIDS, primary health interventions for non-communicable and communicable disease prevention, Sexual Reproductive Health, community health and referrals and, linkage to MH rehabilitation and skills development programs.

- Work collaboratively with all field teams and SMT to integrate Community MHPSS and outreach with other program sectors using 2Plus approach of the ICLEM Model.
- Ensure AFOD health program defines and pursues high-quality, evidence generating research activities both within the existing programming as well as larger strategic policy influencing activities;
- Actively support the health teams in the development, implementation and monitoring of health interventions in their area of operation including clinical services and community health outreach.
- Develop and/or improve monitoring and evaluation mechanisms for the health programs, ensuring that teams adhere to institutional, international and national standards in close collaboration with MEAL
- Conduct regular communication and program monitoring meetings with teams in line with the Project Cycle Management guidelines.
- Work closely with the Program Managers and health teams to ensure recommendations highlighted from TA visits are implemented, adapted and shared throughout the program sites;



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- Conduct regular field visits to identify opportunities for expansion and improvements in program efficiency and quality
- Develop and adapt annual emergency preparedness and response plan for integrated health based on risks profiled periodically.

### **2. Program Quality (MEAL and Support supervision)**

- Review all technical aspects of internal and external health program reports prepared by the health teams (Monthly, Quarterly and Annual) within agreed deadlines using AFOD and donor formats and share with field MEAL (c.c. Program Managers) for submission
- Support MEAL in the development/ updating project work plans, log frames and PMP.
- Support MEAL & Compliance during preparations and conduction of surveys, assessments & audits- as needed.
- oversight and guidance to the programme implementation teams to ensure that thematic programme components are technically sound, implementation methods are consistent with national and global strategies, acknowledged good practice.
- Undertake field visits to project sites within the region; work with implementation teams to understand impacts, operational challenges, and continuously identify opportunities for learning and improvement
- Document the program success stories and lessons learned, and make presentations and send them to the Senior Program Advisor/Head of Program and partnership department.

### **3. Program Development & Grants Management**

- Lead the field strategic development of AFOD health programming, based on needs and funding opportunities identified, with emphasis on funding across the humanitarian-development nexus.
- Support in the technical development of new proposals and initiatives for AFOD in accordance with the strategic plan;
- Support in the development of budgets for program proposals in conjunction with the Head of Program, Senior Program Advisor, program managers, and finance departments, along with budget and project modification activities;
- Support in the reviewing, monitoring and ensure high-quality, detailed program spending, procurement and work plans for the health programs
- Organize the Project Cycle Meetings in collaboration with Program Managers and ensure action points are tracked and followed-up in a timely manner;
- Provide support to program team on Budget vs. Actual reports (BVAs) and bring any over/under expenditure issues to the attention of the SMT, Grants and Finance teams along with proposed corrective actions.

### **4. Health System Support, Partnerships and Coordination**



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- Revise and monitor the delivery of AFOD's Health Programs, and ensure that program implementation decisions are grounded on strong assessment of local context and governmental partners and systems;
- Lead and develop AFOD's strategic relationship with the DHO's and key district health partners, civil societies, private sector and academic stakeholders;
- In collaboration with the SMT, cultivate strong relationships with potential implementing partners, donors, embassies and key multilateral stakeholders to build AFOD's visibility as the health partner of choice at all field levels;
- Actively develop and lead in different health coordination fora, including the Health/GBV/Protection/WASH/Nutrition Sector Working Groups.
- In collaboration with the SMT, support the development and adaptation of system strengthening program components;
- Support Program Managers in organizing and facilitating field visits by health-related stakeholders in AFOD's areas of operation.

### **5. Staff Performance Management, Learning & Development:**

- Support in the recruitment, supervision, and building the capacity of team members in relevant technical and management competencies including developing and implementing remote management capacity building approaches to build the strengths of the health teams
- Coach, train, supervise and mentor direct-report staff, including communicating clear expectations, setting annual performance objectives, providing regular and timely positive and constructive performance feedback, and providing documented semi-annual performance reviews;
- As required identify staff performance issues and work with Program Managers and address these in accordance with the AFOD Human Resource Policy
- Perform any other tasks and duties assigned by the supervisor.

### **Minimum qualifications**

**Education:** Bachelor's degree in Medicine and Surgery, Nursing, Public Health and other relevant qualification with Post Graduate Diploma in Project Planning and Management or, monitoring and evaluation. Master's in Public Health, Health Service management/Administration will be an added advantage.

### **Experience:**

- At least five (5) years of relevant professional experience.
- Experience in implementing Integrated Health, Food security, livelihood and nutrition for economic empowerment and resilience building in humanitarian and development programming.



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- 2 years' field experience in emergency, transition and development contexts.
- Experience of analysing contextual situations using PESTEL, assessing risk accurately and supporting managers and leaders in decision making.
- Has gained experience managing mid-size financial budgets, balancing multiple priorities effectively.
- Has experience leading a mid-size to large team to ensure the effective delivery of objectives.
- Experience in gap analysis (SWOT), needs assessment and grant proposal development
- Has demonstrated experience in team leadership in the humanitarian or development field
- Familiar with national and international health policies, guidelines and SPHERE standard.
- Track record in successful business development/fundraising from USAID, ECHO, UN organizations, CDC/PEPFAR, Global Fund etc.
- Demonstrated program design, monitoring and evaluation skills, including designing pathways to sustainable impact at scale.
- Experience of supporting humanitarian preparedness, response and recovery

### **Core Competences**

In addition to the above qualifications and experience, the applicant should possess the following core competences:

- Sensitivity, diplomacy, tact, good communication skills, and ability to remain calm under pressure.
- Ability to understand complex security situations and adjust operations accordingly.
- Ability and willingness to live and work in remote field locations under basic conditions.
- Well-developed interpersonal and team skills.
- Good administrative skills in order to work with people at managerial and senior government levels.
- The ability to present concise reports, sometimes on short notice.
- Ability to coordinate activities with other agencies, build and maintain positive working relationships.
- Flexibility, willingness to travel and work in difficult circumstances.
- Good understanding of humanitarian protection standard, Sphere Minimum Standards, gender issues.
- Code of conduct as relevant to integrated health activities.
- Strong oral and written communication skills in English and Computer literacy.



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- Skilled at networking, representation and partnership development in order to promote learning, strengthen civil society and mobilize resources.
- Able to generate and use data and evidence to innovate, deliver, learn and share what works and what doesn't work for AFOD Uganda.
- Good change management skill
- Ability in building team and resilience among team

**Application:** Address your application to the Human Resource Officer, AFOD Uganda. Include a cover letter, vacancy reference, CV (with 3 referees and their functional email & contacts) and copies of academic qualifications/certificates. Clearly state only the **Position as the email subject** line. Send your application by email to **recruitments\_ug@afodi.org** or by hand delivery to AFOD offices listed below:

1. Adjumani field office located on Kelvin Road Karoko Village Biyaya Parish Adjumani Town council.
2. Moyo Town Field Office. For Obongi drop at the Palorinya base camp, Obongi District
3. Koboko field office located at Lipa Village – Near Koboko Parents Senior Secondary School.
4. Kampala Country Office located on Block 216 Plot 3973 Kanfirst Drive-Canon Road, Off Kyambogo Road Buye -Kigowa Ntinda.

**Deadline for submission:** Application should be submitted before or by 5:00pm EAT on 24<sup>th</sup> July 2023.

*AFOD is a smoke free, and equal opportunity employer, any form of lobbying will lead to automatic disqualification of a candidate.*

***Warning!! Be aware of Fraudsters, AFOD-Uganda does not charge money or any kind of bribe at any stage of the recruitment process.***

