MAKERERE UNIVERSITY

JOB ADVERT

ABOUT MAKSPH-METS

The Makerere University School of Public Health-Monitoring and Evaluation Technical Support (MakSPH-METS) Program is a five-year (2020-2025) CDC-funded Cooperative Agreement. The MakSPH-METS program emerged out of the growing recognition of the importance of evidence-based decision making for an AIDS Free Generation in Uganda. The overall purpose of the Program is to establish coordinated and effective national and district systems for the management of strategic information for a robust HIV response.

RECRUITMENT BY THE MAKSPH-METS PROGRAM:

POSITION SUMMARY

2. JOB TITLE: MANAGER PROGRAMS

Reports to	**:**	Director
Responsible for the supervision of Informatics,	:	Senior Technical Officers (Data Science & Health Systems Strengthening, Surveillance and Disease Response) Learning and Knowledge Management Officer

The Manager Programs (MP) is responsible for ensuring that the Senior Technical Officers implements/ accomplishes the planning and management of the Health Systems Strengthening (HSS), Data Science and Informatics (DSI), and health security surveillance and disease response technical and program activities. This position is responsible for ensuring that program management, implementation and reporting systems comply with donor and stakeholder requirements. The MP reports directly to the Director and shall assist in ensuring effective communication and relationships between program team members and stakeholders. The MP is responsible for the reporting function of the Project; accomplishing human resource objectives by participating in recruiting, selecting, training, coaching, counselling and disciplining employees. Working closely with the Senior Technical Officers, the MP will lead development and implementation of systems for effective and efficient running of the project as well as follow up on compliance with donor requirements, documentation and sharing emerging lessons from the program. The MP also leads the program grant writing committee.

Duties and Responsibilities

1. Support and promote the METS technical and programmatic plan aligned with national guidance and strategies in HSS, DSI and health security.
2. Lead the program reporting function through preparation of quarterly and annual reports as well as document the lessons learned and best practices of the program and share at relevant fora.
3. Facilitate coordination of activities and information flow among staff and stakeholders, utilizing program and/or stakeholder meetings, correspondences, and documentation as necessary.

4. Keep abreast of developments in program changes and progress in order to contribute advice and recommendations of tools and strategies to increase program performances and results.
5. Identify changes in scope or differing conditions of the program, recommend and implement appropriate actions for program performance and timelines
6. Coordinate cross-functional meetings of personnel and stakeholders for program improvement and/or realignment.
7. Lead the Senior Technical Officers to implement, modify and monitor key performance indicators, report progress of activities and ensuring that agreed deliverables are met.
8. Provide line manager with regular reports on the implementation of work plans.
9. Lead the grant writing team in identification and mobilization of resources for expansion of the program.
10. Supervise and appraise staff in accordance with the Makerere University human resource policies

Qualifications and Experience:

- A master's degree in Public Health, Social Sciences/Humanities or any other related field from a recognized university.
- At least 7 years' experience in management position preferably with previous experience at a senior technical level and experience in health systems strengthening.

Required Knowledge, Skills and Abilities:

- Demonstrable experience in working with multiple partners.

Qualifying candidates should submit motivational letter, resume with contacts of three (3) professional referees and copies of all relevant academic documents as **ONE PDF FILE** to info.dceh@musph.ac.ug by 5:00pm on 15th October 2021. Clearly indicate the position you are applying for in the email subject. Only shortlisted candidates will be contacted.

MakSPH-METS is an equal opportunity employer; all qualified candidates are highly encouraged to apply.