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**COLLEGE OF HEALTH SCIENCES  
SCHOOL OF PUBLIC HEALTH  
Office of the Dean**

**JOB OPENINGS WITH THE 2024-25 UGANDA POPULATION-BASED HIV  
IMPACT ASSESSMENT SURVEY (UPHIA)**

### Background

The Ministry of Health (MoH), Makerere University School of Public Health (MakSPH) and the U.S. Centers for Disease Control and Prevention (U.S CDC) will be implementing the 2024/2025 Uganda Population-based HIV Impact Assessment (UPHIA 2024/2025) survey. The survey will assess the prevalence of key Human Immunodeficiency Virus (HIV)-related health indicators such as incidence, prevalence, viral load suppression, and risk behaviors in a nationally representative sample, and describe uptake of key HIV prevention, care, and treatment services. The survey will also assess the prevalence of raised blood pressure, raised blood glucose and obesity, and describe facilitators of and barriers to viral load suppression among people living with HIV on ART in two selected regions.

To support this activity, MakSPH seeks to hire highly qualified and experienced personnel for the following temporary positions for the period up to September 30 2025.

**1. JOB TITLE: Senior Survey Coordinator**  
**LOCATION: Kampala, Uganda**

### **JOB SUMMARY**

Reporting to the UPHIA Project Director in Kampala the *Senior Survey Coordinator* will provide technical support for the implementation of the UPHIA 2024-2025 Project. The *Senior Survey Coordinator* provides support for the survey preparation and implementation stages. Undertaking periodic domestic travel throughout Uganda to support the planning and implementation of the UPHIA 2024-2025 Project. The *Senior Survey Coordinator* should contribute substantially to the UPHIA 2024-2025 Project planning and implementation.

### **KEY TASKS AND RESPONSIBILITIES**

- i. Participate in the development and adaptation of study documents including the protocol, SOPs, training materials, communication and mobilization materials, questionnaires, and consent forms and IRB submissions
- ii. Participate in the development of a survey deployment and logistics plan, covering all stages of the survey, including survey data collection, the collection and testing of biological specimens, the return of test results and the processing of the information

- iii. Support trainings for field workers, as needed, for the implementation of the UPHIA 2024-2025 Project.
- iv. Monitor the survey implementation by keeping weekly records of activities completed and monitoring the implementation of the proposed time schedule
  - v. In collaboration with the finance and admin team, support logistical needs of field teams
- vi. Participate in meetings for planning and monitoring of field implementation, together with collaborating institutions
- vii. Develop and organize scheduled monitoring and supervision plans
- viii. Track progress of field implementation and prepare regular progress reports to be shared with project leadership and other partners
- ix. Perform any other related task as assigned by the Project Director.
- x. Possess a Good Clinical Practice (GCP) or ethics of human subjects research

### **EDUCATIONAL & TECHNICAL REQUIREMENTS OF THE JOB**

To deliver the *Senior Survey Coordinator* Job satisfactorily, the incumbent should have the following:

#### **Educational Qualifications**

Bachelor's degree in health-related field and MPH or equivalent Masters degree. PhD is an added advantage

#### **Experience and Other Skills**

- Minimum ten (10) years of survey experience, and having been active in the last 3 to 5 years
- Demonstrated experience managing complex multi-organization survey data collection activities.
- Demonstrated skills in supervising staff, team building, and management.
- Strong data collection skills and experience.
- Excellent verbal and written communication skills in English and at least one local language.
- Demonstrated experience in conducting national-level or multi-district surveys.
- Demonstrated experience conducting national-level surveys that included collection of biological samples such as for HIV testing.
- Demonstrated experience in HIV/AIDS programming and monitoring and evaluation.

#### **Travel requirements**

Regular domestic travel throughout Uganda to support the coordination of UPHIA implementation.

#### **HOW TO APPLY**

Persons interested in this position should apply via this link: <https://makerere-university-school-of-public-health.breezy.hr/p/5728dcb9e232-senior-survey-coordinator> **AND** also send a copy of their **signed** application letter, updated curriculum vitae, and academic documents stating at least two referees as **ONE PDF DOCUMENT** to [recruitment@musph.ac.ug](mailto:recruitment@musph.ac.ug) no later than 5:00 PM on **Friday 25<sup>th</sup> October 2024**. The application should be addressed to the Dean, School of Public Health, Makerere University and the position applied for should be email reference. Please provide reliable 24-hour phone contact.

**2. JOB TITLE:** Return of Results Coordinator  
**LOCATION:** Kampala, Uganda

**JOB SUMMARY**

Reporting to the Uganda PHIA Laboratory Advisor, the *Return of Results Coordinator* will be responsible for overseeing the day-to-day operations of returning biomarker test results in a timely and confidential manner by UPHIA 2024-2025 Standard Operating Procedures. The ROR/ALTC coordinator will be responsible for coordinating the tracking, shipment, and receipt of test results to participants and facilities, in coordination with the Ministry of Health and UPHIA Project Staff. S/he will also be responsible for ensuring that HIV-positive survey participants who are not on treatment are linked to care.

**KEY TASKS AND RESPONSIBILITIES**

- i. Liaise with lab and data teams to track all biomarker test results that need to be returned per the approved UPHIA survey protocol.
- ii. Track the return of all relevant biomarker test results to the appropriate participants.
- iii. Facilitate communication with health facilities and health worker networks
- iv. Troubleshoot any challenges that may arise in delivering results to participants and/or facilities
- v. Understand and adhere to the UPHIA protocol, relevant SOPs, and other appropriate regulations, procedures, and policies.
- vi. Maintain confidentiality of study participants and adhere to principles of Good Clinical Practice (GCP) and ethics of human subject's research.
- vii. Coordinate the shipment of return of results using UPHIA transport and other systems utilized in sending results.
- viii. Provide regular reports and updates on biomarker result delivery and receipt as well as on communications with health workers and facilities weekly
- ix. Liaise with laboratory and data teams to track HIV-positive participants who are not on treatment
- x. Facilitate linkage to care for HIV-positive survey participants found not to be in care
- xi. Perform other duties, as assigned by Project Director.

**EDUCATIONAL & TECHNICAL REQUIREMENTS OF THE JOB**

To deliver the *Return of Results Coordinator* Job satisfactorily, the incumbent should have the following:

**Educational Qualifications**

A bachelor's degree in public health, social science, or any other relevant field

**Experience and Other Skills**

- Minimum three (3) years in a similar role.
- Willing to travel nationally for fieldwork
- Has previous survey experience
- Logistics experience with coordination of shipments and tracking of results
- Experience working closely with public health facilities (preferably handling HIV-related test results and referrals) to health facilities
- Background in HIV/AIDS and or infectious diseases
- Proactive in handling challenging situations

### **Travel requirements**

Regular domestic travel throughout Uganda to support the coordination of returning tests results for UPHIA

### **HOW TO APPLY**

Persons interested in this position should apply via this link: <https://makerere-university-school-of-public-health.breezy.hr/p/139e46c2d706-results-coordinator> **AND** also send a copy of their **signed** application letter, updated curriculum vitae, and academic documents stating at least two referees as **ONE PDF DOCUMENT** to [recruitment@musph.ac.ug](mailto:recruitment@musph.ac.ug) no later than 5:00 PM on **Friday 25<sup>th</sup> October 2024**. The application should be addressed to the Dean, School of Public Health, Makerere University and the position applied for should be email reference. Please provide reliable 24-hour phone contact.

**3. JOB TITLE:** Warehouse Officer

**LOCATION:** Kampala

### **JOB SUMMARY**

Reporting to the Laboratory Advisor, the Warehouse Officer will be responsible for the day-to-day management of the central warehouse in Kampala, including monitoring the reception of goods, storage and organization of supplies, computer-based stock keeping, and expiration management, dispatch of supplies to satellite labs for the UPHIA 2024/2025 project

### **KEY TASKS AND RESPONSIBILITIES:**

- I. Receive goods and supplies, including preparation of goods received notes, and as needed liaise with technical staff to ascertain quality of received goods and supplies.
- II. Stock Administration for the UPHIA goods and supplies, including keeping an up-to-date inventory, appropriate storage conditions
- III. Proactively monitor and manage expiration dates.
- IV. Distribute stock as needed by users while keeping the necessary records
- V. Monitor stock consumption rate and request replenishments minimum 2 months before stock-outs trigger.
- VI. Assist in the planning, management and implementation of disposition plans of supplies and equipment.
- VII. Perform any other related duties that the supervisor may reasonably request related to this job description.

### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

Minimum Diploma in Laboratory Technology or equivalent qualification.

Minimum 3 years' experience in a similar position in a large organization.

### **PREFERRED EXPERIENCE, ABILITIES, AND OTHER SKILLS**

Demonstrated ability to manage timely procurement and delivery of items with tight deadlines.

- Experience with USG as well as local supply chain policies, procedures and practices.
- Prior experience with donor-funded projects dealing with HIV/AIDS care and treatment is desirable.
- Prior experience with lab or survey related supplies preferred.
- Proficiency in relevant computer applications: MS Word, Excel, PowerPoint, Internet, Email, etc.

- Ability to meet tight deadlines and successfully manage multiple assignments concurrently.
- Ability to function independently, as well as part of a team.
- Strong organizational and analytical skills, and problem-solving skills.
- Attention to detail and high level of accuracy.
- High ethical standards and professionalism.

#### **TRAVEL REQUIREMENTS**

May require periodic trips to partner sites, field sites and/or off-site meetings within Uganda.

#### **HOW TO APPLY**

Persons interested in this position should apply via this link: <https://makerere-university-school-of-public-health.breezy.hr/p/eeaaa4ca5fc5-warehouse-officer> **AND** also send a copy of their **signed** application letter, updated curriculum vitae, and academic documents stating at least two referees as **ONE PDF DOCUMENT** to [recruitment@musph.ac.ug](mailto:recruitment@musph.ac.ug) no later than 5:00 PM on **Friday 25<sup>th</sup> October 2024**. The application should be addressed to the Dean, School of Public Health, Makerere University and the position applied for should be email reference. Please provide reliable 24-hour phone contact.

**4. JOB TITLE:** Fleet Management Assistant

**LOCATION:** Kampala

#### **JOB SUMMARY**

Reporting to the Project Administrator the Fleet Management Assistant will be responsible for selection and maintenance of all operational vehicles, including day-to-day vehicle monitoring and reporting, reconciliation and analysis of vehicle/fleet operation expenses as well as other logistical-related issues of UPHIA 2024/2025 field data collection.

#### **KEY TASKS AND RESPONSIBILITIES:**

- I. Oversee assigned vehicle operations and make direct reports on their performance and other operational requirements for the survey vehicles
- II. Ensure preventive maintenance programs are carried out as per schedule and monitor post-repair performance of all vehicles
- III. Supervise activities related to dispatching, routing, and tracking vehicles including sample and supplies vehicles
- IV. In collaboration with the senior survey coordinator, plan, organize, and manage the deployment of vehicles to ensure that the work is accomplished promptly and consistent with organizational requirements.
- V. Support the Procurement and Logistics Manager in direct investigations to verify and resolve vehicle complaints and breakdowns.
- VI. Maintain daily vehicle inspection reports.
- VII. Oversee proper use of fuel rations; maintain a log and account for fuel usage including monthly fuel reconciliations for all vehicles. Ensuring all fuel reports are accurate and timely.
- VIII. Work closely with the Procurement and Logistics Manager to oversee and schedule fleet maintenance and repairs with a car hire company for hired vehicles
- IX. Develop, maintain, and ensure adherence to disciplinary procedures for drivers and coordinate their orientation program during the data collection.

- X. Review or coordinate the review of driving permits for all car hire drivers to make sure they have all the necessary permits and driving licenses.
- XI. Support the Satellite Laboratory Logisticians in the transportation of lab supplies on set up of Satellite Laboratories.

### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

Bachelor's degree in Fleet Management, Logistics, or equivalent  
Minimum 2 years' experience in a similar position

### **PREFERRED KNOWLEDGE, ABILITIES AND SKILLS**

- Good knowledge of Uganda Road Traffic regulations and requirements.
- Good interpersonal and team-building skills.
- Excellent analytical and problem-solving skills.
- Effective writing, verbal, and listening communication skills.
- Attention to detail and high level of accuracy.
- Ability to maintain a high level of accuracy and confidentiality concerning organization files.
- Very effective organization and time management skills.
- Be flexible, honest, and trustworthy and with a sound work ethic.
- High ethical standards and professionalism.

### **TRAVEL REQUIREMENTS**

May require periodic trips to partner sites, field sites, and/or off-site meetings within Uganda.

### **HOW TO APPLY**

Persons interested in this position should apply via this link: <https://makerere-university-school-of-public-health.breezy.hr/p/eeaaa4ca5fc5-warehouse-officer> **AND** also send a copy of their **signed** application letter, updated curriculum vitae, and academic documents stating at least two referees as **ONE PDF DOCUMENT** to [recruitment@musph.ac.ug](mailto:recruitment@musph.ac.ug) no later than 5:00 PM on **Friday 25<sup>th</sup> October 2024**. The application should be addressed to the Dean, School of Public Health, Makerere University and the position applied for should be email reference. Please provide reliable 24-hour phone contact.

Only short-listed candidates will be contacted for interviews.