



MAYANJA MEMORIAL HOSPITAL FOUNDATION

Plot 11 Circular Road, Booma, P.O. BOX 420476, Mbarara

Tel: +256393248415

Email: info@mayanjamhf.org

Web: www.mayanjamhf.org

Internal Advert, 02nd January 2025

VACANCY ANNOUNCEMENT



Mayanja Memorial Hospital Foundation (MMHF) is a Ugandan National Non-governmental Organization with over 20 years' experience in community-based health and development interventions in Mid- West, South West and Western Uganda. With funding from USAID Uganda Health Activity (USAID UHA) through URC and the Global Fund through TASO (U).

MMHF is seeking to recruit interested, energetic, skilled and knowledgeable persons to join the team in the following positions here below listed;

1. TB/RSSH Coordinator. (01 Position)

Reports to: Director of Programs

Duty Station: MMHF Head Offices but with field visits to the field.

Terms of employment: Contract

Salary Scale: MMHF Coordinators

Job Summary

The job holder will be responsible for the coordination of all TB/RSSH district-based project specific activities and provide technical support during project implementation to deliver on intended targets, outputs and outcomes.

Duties and Responsibilities

- i) Participates in district work planning to ensure that project activities are integrated into the annual and quarterly districts work plans.
- ii) Monitor and coordinate implementation of projects activities according to the periodic developed workplans.
- iii) Provide effective leadership to the project teams and ensure good team work to achieving expected results.
- iv) Provides technical assistance to project officers and districts during activity implementation.
- v) Monitor expenditure against budgets to ensure adherence to the set financial guidelines by the donor.

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- vi) Supports district level trainings in research and advocacy for district CBOs in targeted districts.
- vii) Provides technical assistance to subgrantee CBOs to implement concepts in line with National/District Health priorities as part of systems strengthening process.
- viii) Timely compiles and submits project level activity, weekly, monthly, quarterly and annual reports
- ix) Coordinates collection and submission of accountability documents and follow up payments for participants and facilitators of field activities
- x) Supports identification and documentation of promising and best practices in form of success stories and ensure integration of lessons learnt in planning and implementation of project activities
- xi) Carry out any other assigned tasks by the supervisor.

Required Qualification, Knowledge, Skills and Abilities

- i) Bachelor’s degree in any of the following fields; Nursing, Public health, social sciences, Community psychology with related TB/HIV and RSSH experience.
- ii) Post graduate training in Project planning and management, monitoring and evaluation is added advantage.
- iii) At least 2 or more years’ experience of having implemented a project that support district local government health and community-based services.
- iv) Clear understanding of the National TB Program policies and practices on TB and HIV&AIDS.
- v) Strong planning, organization skills, Good Communication and Interpersonal skills.



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2. Position: Program Assistant (Administration 01 Position)

Reports to: Administrative & Operations Officer

Duty Station: MMHF Offices-Mbarara

Terms of employment: Contract

Salary Scale: MMHF Assistants

Job Summary

The job holder will be responsible for supporting daily administrative and operational functions of MMHF to facilitate smooth running of program, administrative and financial processes as required.

Key Duties and Responsibilities

- i) Receive and document incoming correspondence and documents and direct them to responsible officers/addressees for attention.
- ii) Support real time filing of program data as per the MMHF filing system
- iii) Contributes to electronic archiving of financial and program documents
- iv) Support movement of documents to and from different offices for attention of respective officers for processing, review and approval
- v) Support sorting of paperwork from the field as per the guidelines in place for receiving and managing paperwork from the field
- vi) Support administrative set up and documentation of periodic team meetings both physical and online
- vii) Support production and distribution of tools to respective field-based officers as shall be required from time to time
- viii) Takes minutes of periodic team meetings and other meetings
- ix) Follow up on implementation of agreed on action points/action plans as assigned to respective officers
- x) Performs other related tasks as shall be assigned by the supervisors from time to time.

Required Qualification, Knowledge, Skills and Abilities

- i) Bachelor's degree in any of the following fields;
Business Administration, Social Sciences, Community psychology and any other related field
- ii) Knowledge of basic computer packages including proficiency in MS Office Excel, power point and word.
- iii) Strong analytical and problem-solving skills; excellent interpersonal and communication skills

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3. Position: Stores Assistant (01 Position)

Reports to: Administrative & Operations Officer

Duty Station: MMHF Offices-Mbarara

Terms of employment: Contract

Salary Scale: MMHF Assistants

Job Summary

The job holder will be responsible for assisting in the day-to-day operations of the store including inventory management, and maintaining a clean and organized store environment.



Key Duties and Responsibilities

- i) Receive and record items into the stores for storage
- ii) Issue items from the stores following appropriately authorized requisitions
- iii) Maintain up-to-date stock cards, bin cards and perpetual inventory, according to sound stores management practices
- iv) Take measures to ensure appropriate physical environment within the stores, such as humidity, aeration, etc, is conducive to the safe storage of the various types of stock
- v) Ensure cleanliness and neatness of stores
- vi) Take measures to see that there is adequate protection of stock against damage of any sort
- vii) Take measures to see that there is adequate protection of stock against pilferage, unauthorized releases, or issuing of wrong types, qualities or quantities of items
- viii) Participate in stock taking on a monthly basis
- ix) Prepare periodic reports on stock movements and the prevailing situation of the stores

Required Qualification, Knowledge, Skills and Abilities

- i) Should hold at least a diploma in Supply Chain and Inventory (stores) management or its equivalent
- ii) Prior experience in managing store is an added advantage
- iii) Knowledge of basic computer packages including proficiency in MS Office Excel, power point and word.
- iv) Strong analytical and problem-solving skills; excellent interpersonal and communication skills

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4. Position: IT Assistant (01 Position)

Reports to: M&E Officer

Duty Station: MMHF Offices-Mbarara

Terms of employment: Contract

Salary Scale: MMHF Assistants



Job Summary

The job holder will be responsible for maintenance and security of both software and hardware ICT equipment for MMHF and manage digital data

Key Duties and Responsibilities:

- i) Monitor and maintain hardware ICT equipment for MMHF both at office and in the field.
- ii) Monitor and update software required for effective and efficient running of ICT equipment
- iii) Coordinate, archiving, storage, backup and security of digital data for MMHF financial and programs documents
- iv) Participate in scanning of financial documents
- v) Advise management on cyber security for MMHF ICT systems
- vi) Monitor implementation of MMHF ICT policy, strategies and programs
- vii) In liaison with administrative office, coordinate access to and utilization of ICT equipment by MMHF staff
- viii) Assist in monitoring corporate email communication and internet accessibility
- ix) Provide ICT support in the maintenance of the MMHF databases and website updates
- x) Carry out troubleshooting and simple maintenance of ICT equipment and systems

Required Qualification, Knowledge, Skills and Abilities

- i) Should hold a diploma or its equivalent in Computer Science, IT and any related course
- ii) A degree in the above fields and prior experience in a related field in a corporate setting is an added advantage.
- iii) Knowledge of internet systems and operations, ICT and Network Administration and Website design
- iv) Preventive maintenance and troubleshooting of computers and accessories

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5. Position: Volunteer Nurse Program Assistants (06 Positions)

Reports to: Program Officer

Duty Station: MMHF Offices-Mbarara

Terms of employment: Short term Contract

Salary Scale: MMHF Volunteers

Job Summary

Coordinate implementation, recording and data collection for key project MNCH interventions at targeted USAID Uganda Health Activity (USAID UHA) health facilities in Buhweju district



Key Duties and responsibilities

- i) Work with the health facility teams to;
 - a) Prepare implementation schedules for project activities
 - b) Map targeted high burden, hard to reach, high risk communities
 - c) Track implementation of planned activities
- ii) Support documentation of outputs from project activities into health facility registers
- iii) Provide additional supervision to linkage facilitators in liaison with the health facility in charge
- iv) Collect data and compile activity reports for implemented activities
- v) Provide spot checks and follow up of Family Health Group community sessions
- vi) Provide technical assistance to VHTs and Family health group peer facilitators
- vii) Compile and submit weekly progress updates on activity outputs.
- viii) Carry out other duties as assigned by the supervisor from time to time

Required Qualification, Knowledge, Skills and Abilities

- i) Should hold a certificate in nursing
- ii) A diploma in Nursing and prior experience working in an MNCH clinic setting is an added advantage.
- iii) Knowledge of basic computer packages including MS Excel, word and power point
- iv) Should have a laptop computer

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Position: Accounts Assistants (02)

Reports to: Finance Officer

Duty Station: MMHF Offices-Mbarara

Terms of employment: Contract

Salary Scale: MMHF Assistants



Key duties and Responsibilities:

- i) Receives and reviews project activity-based requisitions, reconcile them with other related accountability documents such as attendance sheets, Mobile Money consent forms, Mobile Money payment wallets and route them to the Senior Finance Officer for further verification.
- ii) Carries out Mobile money system verification of the listed participants and creates a CSV file for mobile money payments.
- iii) Receives and processes foundation procurable claims and invoices for payments; attach relevant supporting documents and route them to the Finance Officer for verification.
- iv) Prepares payment Vouchers, cheques, update the vote books, update the Cheque registers to ensure out going Cheques are dully signed for.
- v) Posts and updates on daily basis into the various Foundation projects based main Cash books with both Cheque/Cash payment vouchers and Receipt vouchers for of all expenses and incomes respectively.
- vi) Update all other manual accounting books; such as the advances ledgers, vote books, cheque registers etc. to ensure the accuracy and safety of all manual accounting data.
- vii) File all accounts information/documents/payment Vouchers in an orderly manner so that their accessibility and retrieval by any authorized persons is guaranteed.
- viii) Ensure safe custody of the in-use foundation financial instruments, books and records such as Cheque books, RTGS Forms, Receipt books, Voucher books and LPO books
- ix) Any other duties as will be assigned by the immediate supervisor.

Required Qualification, Knowledge, Skills and Abilities

- i) Should hold a Diploma in Business Administration or its equivalent
- ii) A degree in the above field and prior experience in a related field in a corporate setting is an added advantage
- iii) A minimum of 2 years working experience in the same or similar position preferably but not limited to an NGO set up
- iv) Proficient with Microsoft word, outlook and Excel
- vi) Positive attitude, flexible and able to handle unique situations
- vii) Highly organized, accurate with great attention to detail.
- v) Ability to work independently and as part of the team.


Our Vision:

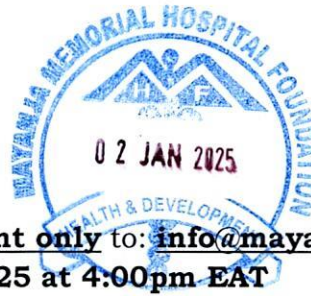
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Interested and suitably qualified candidates should hand deliver their documents i.e Cover letter, CV (with 3 professional referees) and Copies of Certified Academic Credentials to the address below:


The Executive Director
Mayanja Memorial Hospital Foundation
Plot 11 Circular Road, Booma
P.O. Box, 420476, Mbarara City.



Or send online applications in **one PDF document only** to: info@mayanjamhf.org
Submission Deadline: **Tuesday 14th January 2025 at 4:00pm EAT**

Only shortlisted candidates will be contacted. MMHF is an equal opportunity employment organization and does not charge any fee at any stage of recruitment.

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