

Title: Program Assistant (Health)

Report To: Program Manager (PM)/Operations Manager (OM)

Duty station: Kapchorwa-Uganda

About DCI.

Development Companions International (DCI) is a registered non-profit organization (NGO) that works with various community partners including churches and other faith-based groups. DCI currently focuses on both adult literacy programs and community health education in a number of communities in eastern and central Uganda to create solutions for development.

In our health program, we focus mostly on health education and sensitization using different modes of information dissemination to enable communities to reduce the increasing prevalence of preventable diseases. We do this through community education activities such as rural school and community visits, as well as radio talk shows and local newsletters.

Job Summary:

PA will assist the PM in running the DCI Kapchorwa Branch office, preparing information for grant proposals, conducting radio talk shows, school and community visits, and other health related activities of the department in the organization.

Main tasks & responsibilities:

Program planning and implementation

- Participate in needs identification and assessments for new viable program areas (schools and Communities)
- Participate in developing new project proposals
- With guidance from OM, initiate work plans and budgets
- Prepare and hosting community and other stakeholder meetings
- Identify, procure, and prepare IEC materials and first aid kits to be used in school and community visits
- Work with PM to develop ongoing curriculum and educational plans for radio programs and community and school outreaches
- With the guidance of the PM, research and prepare information to be presented on talk shows
- Assist the PM in identifying and make bookings of airtime for the talk shows
- Support the Communications Coordinator in providing information for the newsletter and successful stories
- Prepare weekly program work plans and budgets on time
- Prepare activity field and expense reports.

Program Monitoring and Evaluation

- Identify, and prepare M&E tool to be used in program evaluation
- Implement the program M&E plan in a professional manner
- Participate in Program review
- Compile/document lessons learned and intervention model

Administration

- Ensure Kapchorwa office properties managed
- Ensure Kapchorwa office general cleanliness and security
- Participate in periodic meetings
- Assist in program special events together with the PM
- Ensure compliance with DCI policies and procedures
- Perform any other duties as assigned by the supervisor

Key Result Areas:

- Needs assessments conducted
- Project proposals developed
- Work plans developed and implemented
- Program IEC materials provided
- Target number of schools and communities visited
- Target number of radio talk shows hit
- Weekly reports prepared and circulated
- Newsletters circulated to the community
- Grant data and material generated
- Program review conducted

Qualifications

- Diploma in Public Health, Nursing, or related field;
- Experience in Community development work will be an added advantage
- At least 2 years' experience in community health work
- Demonstrated ability to effectively interact with community organizations, government officials, general public and staff;
- A spirit of achieving excellence and team building;
- Demonstration of honesty, transparency, accountability;
- Advanced skills in MS Excel, and proficiency in Word and Power point;
- Professional general administrative skills including time management and activity prioritization, ability to prepare budgets and write reports.

How to Apply:

- All candidates should send a copy of their updated CV with cover letter indicating three referees (attached as one document) and salary expectation to: operations@dciuganda.org

Deadline: Friday 23rd August 2019

NB: Only shortlisted candidates will be contacted. Any efforts to influence the recruitment process will lead to automatic disqualification.