**ADVERT**



**Kumi hospital in Partnership with Uganda Protestant |Medical Bureau (UPMB) are inviting applications from interested persons to fill the following positions in the HIV/TB prevention care and treatment program. Applications should be addressed to the Human Resource Officer, Kumi Hospital Not later than 6th September 2024 5Pm.**

**Applicants must attach copies of relevant academic documents and with available phone numbers and the applications can be hand delivered to Kumi Hospital or submitted via email,** [**kumihospital@gmail.com**](mailto:kumihospital@gmail.com)

**Job Title: Peer Mother**

**Positions:** One

**Classification:** Fixed-term (Contract), full-time

**Reporting to:** EMTCT/EID In-charge with technical support by the EMTCT Services Officer

**Workstation:** Kumi Hospital

**Job Summary**

The peer mothers will support EMTCT activities through linkage and peer counselling of HIV positive mothers at MCH units where they will be placed. Their major roles include; health education, linkage of HIV positive mothers and exposed infants to care, follow up of clients and preparing monthly reports.

**Duties and Responsibilities:**

* Support linkage of HIV positive pregnant and lactating women and their infants into HIV care
* Health education of Pregnant and breastfeeding mothers on the importance for re-testing and document
* Tracking of HIV positive mothers using the maternal tracking log.
* Follow up of HIV positive pregnant/ lactating mothers as well as their infants and ensuring that they retained in care
* Support health workers with basic health care functions like appointment recording, filing system and health education
* Support TB, SGBV and nutritional assessment and management activities within the clinics.
* Coordinate Family Support Group (FSG) activities.
* Document /record details of client particulars, tracking in the appointment books, and update in Group MCH register
* Assist with self –care activities like demonstrating and identifying fellow peers who can take weight, height, MUAC and BP measurement.
* Conduct group counselling sessions during visits
* Provide one on one counselling services as needed for adherence, psychosocial support, infant testing, and partner testing
* Follow up of AGYW who miss their appointments through different channels so that they are retained in their groups
* Motivate and encourage group members to attend G-ANC/PNC group sessions through testimony sharing (refer to annex)
* Lead/facilitate Group discussion on other non -health care sessions for example OVC, DREAMS, FSG, YAPS and where services are provided
* Conduct Peer learning sessions /Health Education using the job aide for health education. (The topics will depend on the groups concerns, needs and purpose of the visits).
* Send the appointment remainders for the groups scheduled to meet next.
* Conduct sensitization and create demand at the community level about availability of services

**Required experience and skills:**

* HIV positive mother who has gone through PMTCT
* Ability to read and write in English.
* Prior role as a peer mentor is an added advantage.
* Living with in the health facility catchment area.

**Job Title: Cough Monitor**

**Positions:** Two

**Classification:** Fixed-term (Contract), full-time

**Reporting to:**  In-charge with technical support by the Care and Treatment Officer

**Workstation:** Kumi Hospital

**Job Summary**

The cough monitor supports the identification suspected cases at the points of entry to the health facility through screening using the ICF guide, collection of samples for TB testing, ensures adequate clinical follow-up for treatment outcomes and completion of treatment and prevention to reduce the chances of new infections among patients and healthcare providers through ensuring use of the cough corners and PPE as well as provision of TPT and ensuring clients complete the preventive treatment. The officer will also support completion of documentation in the TB and TPT registers and monthly reports.

**Duties and Responsibilities:**

* Daily visit at the various facility entry points to ensure screening, collaborate with all facility staffs at the entry points e.g. OPD to ensure all clients are screened and documentation in the OPD register is done and that the TB stamps were available are used.
* Identify all the coughing patients and provide them with the TB care services including isolation.
* Health education of all outpatients, ART and inpatient clients on TB screening, prevention and treatment.
* Participate and make reports in the community TB activities including TB Contact tracing, TB community case identification and hotspot mapping and link identified patients to TB services including TPT and HTC.
* For community activities, enter the coughers’ names on the community-facility referral registers.
* Escort presumptive TB to the ART/TB clinic or laboratory or where needed (in community) collect the sputum sample from presumptive TB (following infection control guidelines) patient for GeneXpert or urine for TB LAM.
* Ensure complete documentation of the details of presumptive TB case are captured on the presumptive TB register and those identified in the TB register.
* Ensure sputum specimen are taken to the laboratory and result retrieved for diagnosed patient to commence treatment.
* Support active contact tracing for diagnosed TB patient, documentation on the TB contact tracing register.
* Support the weekly and monthly reports for surge, HMIS 033b and monthly summary reports of activities conducted.
* Follow up of TB patients and ensuring that they retained in care to complete treatment.
* Support collection of sputum samples for sputum sample monitoring at 2, 5 and 6 months, including those patients diagnosed at the health facility but are referred or receiving anti-TB treatment elsewhere.
* Support TB activities within the facilities and district e.g. TB CAST campaigns, display and adhere to the Health Facility TB Infection Control Plan.
* Conduct sensitization and create demand at the community level about availability of services.
* Conduct Quality Improvement activities such as Quality Improvement projects, file audits and participation in performance review meetings.

**Required experience and skills:**

* Ability to read and write in English.
* Minimum of UCE certificate.
* Previous experience in HIV/TB work with record of good performance.
* Living with in the health facility catchment area.
* Ability to conduct community work activities in the health facility catchment area and < 45 years of age.

**Job Title: Screening Linkage, Referral & Retention Assistants (SLRAs)**

**Positions:** Two

**Reporting to:**  ART In-charge with technical support from Care & treatment Officers

**Salary:**  Commensurate with training and experience

**Workstation:** Kumi Hospital

**Job Summary**

The Screening, Linkage, Referral and Retention Facilitators will support HTC activities through linkage and Peer counselling of HIV positive clients at the facility where they will be placed. Their major roles include health education, linkage of HIV positive clients to care, follow- up of HIV/TB clients and ensuring they are on treatment and, preparing monthly reports.

They will conduct the intra-facility, inter-facility and bi-direction community-facility linkages and referrals component at the health facility and verify that the clients/patients reached their referral points, and their needs were met, or if not, the reason why their needs were not met and next step.

**Duties and Responsibilities:**

* Support targeted risk-based HIV testing at different care entry points of the facility
* Support formation of family Support Groups or Peer support groups (adolescents and discordant couples).
* Support health workers to prepare for client visits
* Support Linkage and retention of HIV positive clients identified at all care points including outreaches, TB care point, teenage centers, VCT/PICT to receive HIV care.
* Provide support in facility-community follow-up and the management of non-suppressed clients with adherence counselling and support.
* Follow up of clients who miss visits by more than a week using telephone or home visits if they live your area of residence and conduct home visits for the non-suppressed under the ICSDM if they live within 5km of your residence area.
* Link up with the other community resource person(s) to follow up clients e.g. through VHT or community-based organizations.
* Support documentation in the appointment and missed appointment books with appropriate documentation of the client tracking including outcomes and reporting of activities.
* Registering all referral/referred cases for services into the community-facility referral register.
* Documenting and updating all community component related registers.
* Compiling monthly summary and ICSDM reports and sharing these with the In-charge.
* Identifying client needs and referring them for treatment and services e.g. those for CXCA/TB/VL, follow up with client and document referral activities
* Conducting quality improvement activities including QI projects, file audits, performance review meetings.
* Any other duties that may be assigned by the supervisor.

**Education Requirements and competencies:**

* Uganda Certificate of Education
* Basic training in HIV/AIDS
* Possess basic Peer Counselling skills
* Fluent in English and local language
* Living within the health facility catchment
* Ability to work in a team

**Job Title: HIV Counsellor**

**Positions:** Two

**Classification:** Fixed-term (Contract), full-time

**Reporting to:**  ART\_ Clinic In-charge

**Work station:** Kumi Hospital

**Job Summary**

The counsellor (s) will plan and coordinate counselling, linkages along the continuum of care and improved retention of all HIV positive clients. Also ensure integration of referral of HIV Negative clients to prevention

**Duties and Responsibilities:**

* Take lead in HIV case identification through HIV risk assessment, APN/Index Client Testing, Social Network Strategy (SNS), HIV Self Testing and any other HIV testing approaches at all service delivery points
* Closely work with the Community Health Workers and other facility teams to ensure that all identified HIV positive clients are linked to care through same day ART initiation interventions and follow up for those not yet linked to care, support the CHWs to make home visits and subsequent community client encounter forms and monthly reports from the Integrated Community Service Delivery home visits.
* Provide quality and comprehensive counselling services to clients, their partners and other family members (Pre-test, Post-test, Adherence support, IAC, ART treatment literacy sessions).
* Support virological monitoring of clients’ response to ART and provide intensive adherence counselling to all that are not suppressing with documentation in the non-suppressed register.
* Work with the health facility teams, data officers to conduct site specific weekly data reviews meetings, utilize and jointly update HMIS tools/registers.
* Compile and submit weekly, monthly, and quarterly reports on site level HIV/TB indicator progress as per set timelines.
* Participate in other activities as will be assigned by the immediate supervisor.
* Document Quality Improvement Journals, best practices and success stories and share these with the stakeholders including UPMB.

**Required Education Qualifications& Trainings**

* Bachelor’s Degree or a Diploma in any of the following fields Social Sciences, Education, SWSA, Development Studies, Community & Adult Education, Community Psychology, Guidance & Counselling, BSc Nursing or any related field.
* Necessary additional Training; HIV Counselling Certificate, Child & Adolescent Counselling certificate or Training of trainers

**Experience, other relevant key skills & personality attributes.**

* At least one (1) year of practical work experience in HIV Counselling with a PEPFAR (CDC/USAID) funded project.
* Special knowledge in Trends and developments in HIV/AIDS Counselling, Rights of PLHIV and current MOH consolidated Guidelines for HIV Prevention, Care & Treatment.
* Excellent Counselling skills, Interpersonal skills, written& verbal communication skills and computer skills. ▪ Integrity, Empathy, Patience, Confidentiality, Accommodative, Proactive, Team Player.
* Experience and ability to work in busy environment, as well as communicating in the local language.
* Good report writing skills, analytical skills, ability to respond to tight deadlines and support a cross section of Community health workers.

**Job Title: Enrolled Nurse**

**Positions:** One

**Classification:** Fixed-term (Contract), full-time

**Reporting to:**  ART\_ Clinic In-charge

**Work station:** Kumi Hospital

**Job Summary:**

The enrolled nurse will be responsible for the care, treatment, clerking and follow-up of clients.

**Duties and Responsibilities:**

* To examine patients (learns and staff) and give them appropriate first aid treatment.
* To disseminate information on primary health care to clients.
* To maintain records of administered drugs and patients.
* To direct referral cases to appropriate medical centers.
* Formulate Budget plan for the school clinic in terms of medical supplies and framing plans.
* To perform any other duties assigned by the supervisor.

**Required Education Qualifications& Trainings**

* The ideal candidate should have a Certiticate in Enrolled Nursing.
* Should have Ordinary Level Certificate of Education.
* Should be registered with Uganda Nurses and Midwives council.
* Should have a valid practicing license.
* Age Limit – below 30 years

**Experience, other relevant key skills & personality attributes.**

* Excellent Counselling skills, Interpersonal skills, written& verbal communication skills and computer skills.
* Integrity, Empathy, Patience, Confidentiality, Accommodative, Proactive, Team Player.
* Experience and ability to work in busy environment, as well as communicating in the local language.
* Good report writing skills, analytical skills, ability to respond to tight deadlines and support a cross section of Community health workers.

**Job Title: Clinical Officer**

**Positions:** One

**Classification:** Fixed-term (Contract), full-time

**Reporting to:**  ART\_ Clinic In-charge

**Work station:** Kumi Hospital

**Job Summary**

**Duties and Responsibilities:**

* Responsible for the assessment, management and, where necessary, referral of patient.
* Ensure proper documentation of the history, examination findings, investigations and treatment prescribed.
* Refer to the doctor in charge or to the doctor on call challenging cases and relevant information such as patient’s status and laboratory results, which would assist in proper clinical management.
* Do health facility coverage and on-call as required.
* Participate in camp health surveys/campaign.
* Keep complete and accurate inventory of medicines and supplies located at the health unit and monitor and supervise their usage.
* Liaises with other cadres in the unit in the delivery of quality health care to patients
* Adheres to professional codes of conduct and ethics.
* Provide health talks to patients/clients on day-to-day basis.
* Carry out other relevant duties as may be required or assigned by your supervisor

**Required Education Qualifications& Trainings**

* Must have a Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution
* Must be registered and licensed to practice under the Allied Health Professionals Council

**Experience, other relevant key skills & personality attributes.**

* At least 2 years of work experience, with field experience in a health project implementation
* Planning, organizing, and coordinating
* Concern for quality and standards
* Effective Communication
* Ethics and integrity
* Self-control and stress management
* Time management

**Job Title: YAPS (Young Adolescent Peer Supporter)**

**Positions:** One

**Classification:** Fixed-term (Contract), full-time

**Reporting to:**  ART\_ Clinic In-charge

**Work station:** Kumi Hospital

**Job Summary**

**Duties and Responsibilities:**

* Carry out weekly home visits
* Offer weekly SMS reminder
* Offer clinic-based counselling on scheduled appointments
* Screen for social vulnerabilities every month
* Do referrals and linkages for extra support services e.g. social protection and welfare, ANC, case management
* Submit weekly reports to the supervisor for entry in to national system as well as onward submission to the district mentor.

**Required Education Qualifications& Trainings**

* O-Level Certificate

**Experience, other relevant key skills & personality attributes.**

* Able to read and write.
* Mobilization skills especially for the youth
* Ability to conduct community work activities in the health facility catchment area and

**Job Title: Data Assistant**

**Positions:** One

**Classification:** Fixed-term (Contract), full-time

**Reporting to:**  ART\_ Clinic In-charge

**Work station:** Kumi Hospital

**Job Summary**

The M&E Officer is responsible for designing, implementing, and managing the monitoring and evaluation systems for WASH and health programs. This role ensures that the programs are effective, meet their goals, and produce measurable impacts. The M&E Officer will collect, analyze, and interpret data to support decision-making and improve program outcomes.

**Duties and Responsibilities:**

* Data Collection and Analysis: Oversee data collection processes, ensuring accuracy, reliability, and timeliness. Conduct quantitative and qualitative data analysis to assess program performance and impact.

Manage data entry, storage, and reporting systems to maintain data integrity and security.

* Reporting: Prepare regular and ad-hoc reports on program progress, performance, and outcomes. Provide data-driven insights and recommendations to program managers and stakeholders.

Ensure compliance with donor reporting requirements and internal M&E standards.

* Capacity Building: Train and support program staff, partners, and community members in M&E practices and tools. Develop and deliver training materials and workshops to enhance M&E capabilities within the organization.
* Quality Assurance: Ensure adherence to M&E standards and protocols throughout program implementation. Conduct regular field visits to verify data accuracy, observe program activities, and provide feedback.
* Learning and Adaptation: Facilitate learning sessions and feedback mechanisms to promote adaptive management and continuous improvement. Document and share lessons learned, best practices, and success stories with internal and external stakeholders.
* Collaboration and Coordination: Work closely with program teams, partners, and stakeholders to ensure coordinated M&E efforts. Participate in relevant meetings, workshops, and conferences to stay updated on M&E trends and practices.
* Compliance and Ethics: Ensure that all M&E activities are conducted ethically and in compliance with organizational and donor policies. Address any concerns related to data quality, confidentiality, and safeguarding.
* Ensuring adequate monitoring, Evaluation and reporting systems/tools that are in line with national/PEPFAR program requirements.
* Verifying entering data to ensure completeness, accuracy and compliance with the standards.
* Conduct internal performance reviews at end of every quarter to inform planning
* Provide M&E support and guidance in areas of documentation, data management, data utilization and reporting
* Manage open MRS (Uganda EMR) and DHIS2 data base to facilitate timely production of strategic information
* Compile and share information and reports about B+ and HMIS on weekly, monthly and quarterly basis within and across partners
* Providing counselling, care and support to clients
* Ensuring confidentiality of client’s information/records
* Encourage clients to discuss emotions and experiences
* Help clients define goals and plan action
* Guide clients with issues that affect their mental health and well-being
* Help clients develop therapeutic process
* Ensuring and maintaining the filing system for client’s records
* Ensuring daily data entry and updates of client’s out come to Uganda EMR and HMIS tools
* Compile and share Hybrid reports with implementing partners on monthly and quarterly basis and as required by the Funders (PEPFAR).

**Required Education Qualifications& Trainings**

* Education: Bachelors in medical records, Bachelors degree in statistics, Bachelors in IT or any other related field.
* A Diploma in statistics, IT, Medical records.
* Certificate in M&E is an added advantage.

**Experience, other relevant key skills & personality attributes.**

* Strong knowledge of M&E methodologies, tools, and best practices.
* Excellent communication and report-writing skills.
* Ability to work with diverse teams and stakeholders.
* Languages: [ English]
* Strong analytical and problem-solving skills.
* Attention to detail and commitment to high-quality data.
* Ability to manage multiple tasks and meet deadlines.
* Flexibility and adaptability in a dynamic work environment
* Experience: Proven experience of Five (2) years in monitoring and evaluation, preferably in WASH and health sectors having worked on USAID projects will an added advantage

**Job Title: Laboratory Assistant**

**Positions:** One

**Classification:** Fixed-term (Contract), full-time

**Reporting to:**  ART\_ Clinic In-charge

**Work station:** Kumi Hospital

**Job Summary**

To carry out basic laboratory tests for diagnosis of diseases with focus on Gene Xpert testing and other HIV/AIDS related tests.

**Duties and Responsibilities:**

* Perform laboratory tests including pre- and post-analytic phases
* Prepare samples/specimens
* Produce accurate and reliable data and interpret results
* Follow methodologies in carrying routine tasks
* Research relevant topics and gather information/data
* Adhere to correct procedures, policies and health/safety guidelines
* Keep abreast of all industry developments and best practices
* Document all activities, record results and insert/retrieve data
* Maintain work area and equipment
* Provide administrative assistance

**Required Education Qualifications& Trainings:**

* Must have a Certificate in Medical Laboratory Techniques from a recognized Training Institution.
* Current license or relevant certification

**Experience, other relevant key skills & personality attributes.**

* Proven working experience as a Lab Assistant
* Familiarity with automated laboratory equipment
* Computer literacy and experience with Laboratory Information Systems
* Accuracy and close attention to detail
* Strong analytical judgement