



# BUILDING HOPE UGANDA – BHU

*Restoring Hope to Vulnerable persons and Communities in Uganda*

## VACANCY ANNOUNCEMENT

*Building Hope Uganda (BHU) is a Voluntary Non-Governmental Organisation with the Vision of “Restoring Hope to vulnerable persons and communities in Uganda.” BHU aims at transforming the lives of poor and less privileged women, children and marginalized groups in the grappling communities of Uganda in the areas of health, nutrition, education and livelihoods. BHU is seeking to recruit Professional Volunteers to fill the following position in Hoima as per details specified below:*

**Position Title: Community Health Coordinator**

**Ref. No: BHU/V-003/CHC/2020**

### JOB SUMMARY

Supporting BHU’s health teams in integrated health programming, managing activities which aim to enhance public health programming and improve public health outcomes in communities. Shall manage health education programs which help community members to maintain healthy lifestyles; serve as resources to assist families, individuals, or healthcare workers in the community and ensure they have adequate health information.

### JOB RESPONSIBILITIES

#### **DUTIES:**

- Attend and represent communities at all regional and state-led public health meetings and initiatives and not limited to the community health network areas
- Developing /promoting basic health-care systems for improved community health
- Enhance the capacity of women through Reproductive & Maternal Health Initiatives in response to:
  - i) Increased access to and utilization of health care services among teenagers
  - ii) The quality of care women receive during pregnancy, delivery and postpartum which greatly affects their health as well as the health of the child
  - iii) Invent initiatives on a community level to support affected mothers during child delivery to improve on future deliveries and also reduce the number of death occurrences.
- Will serve as resources to assist families, individuals, or healthcare workers in the community and ensure they have adequate health information.
- Create and manage community based wellness and health programs designed to address a variety of health issues and improve health outcomes in certain communities.
- Must ensure the community has necessary tools to make informed health decisions and provide relevant information related to communicable disease prevention.
- Convene monthly meetings with the communities’ public health officials
- Develop recurring 3-5year regional strategic public health plans and community health improvement plans with measurable goals with the communities and public health officials
- Oversee community needs assessment, grant writing and reporting for preventative or intervention-based public health grants on a regional basis and evaluation of health project activities
- Provide technical assistance to community partners in areas of assessment, planning, grant writing and resource development activities



- Work with community members, local, sub-county, district and state elected officials, government agencies, humanitarian service agencies and private sector corporate agencies to implement the organization's strategic plan and achieve the objectives and goals identified therein.
- Lead administrative efforts on all work-related to addressing the communities' public health concerns on a regional basis, including strategic planning, writing and managing grants, building and maintaining strong communications with diverse internal and external stakeholders and meeting all reporting requirements for funders
- Organize and facilitate coalition meetings, training and activities
- Work with schools, government agencies, non-profit agencies etc that are the forefront of providing clinical and preventive health care services to the communities.
- Design ways of how to develop culturally and socially relevant health education workshops and seminars to inform community residents about certain diseases such as HIV/AIDS, Cholera, Ebola, Corona virus (COVID 19), Malaria, Hepatitis B among others.
- Able to design/develop programs with an upper hand in their implementation using appropriate strategies
- Quarterly reporting of the status and progress of public health initiatives to the local organs and organization supervisor (s).
- Work with the staff within the communities and the organization to design and implement program initiatives and special projects to improve health outcomes, including, but not limited to: Trainings, Communication, Education, Community outreach strategies, Research projects, Advocacy efforts, Grant writing
- Prepare budget reports for funders
- Work closely with outside community agencies on coordinated service provision
- Perform any other duties as assigned by management

#### **EDUCATION & OTHER BACKUPS**

- Diploma or Bachelor's degree in Public Health, Health Administration or related field from a recognized institution.
- Master's degree in Public Health or related field an added advantage.
- Relevant certificates in the above field also an added advantage
- Should be ready to read professional journals to stay up-to-date with public health issues as well as attend workshops /conferences relevant to the job at both community, district, regional and national levels

#### **WORK EXPERIENCE**

- At least 1year relevant experience
- Experience in volunteering and recruitment
- Working knowledge of databases
- Demonstrated cultural competency with expertise working with diverse, multi-lingual individuals and communities
- Management experience in a similar or higher position.



- Writing grant proposals and donor reporting
- Experience working with NGOs
- Experience working in volunteer operations

## KNOWLEDGE, SKILLS & ABILITIES

- Must be willing to Volunteer, able to support BHU's vision, mission, core objectives and values.
- Understanding the various components of health care and public health systems including application of evidence-based practices in community programs that can improve health outcomes
- Knowledge of managing community health outreach programs in both rural and urban settings
- Flexibility to handle multiple assignments, a quick learner and good at thinking on your feet
- Ability to maintain highly level of confidentiality
- Customer service focus and able to think critically in a deadline driven environment
- Ability to work effectively with minimal supervision or no supervision
- Ability to work with teams and mentor others
- Strong organisational skills and excellent attention to detail
- Ability to promote community health initiatives
- Excellent oral, written, and email/telephone communication skills
- Strong proficiency working with Statistical Programs and Microsoft Office packages

## **HOW TO APPLY:**

1. *Interested Volunteer applicants who meet the criteria should email their Volunteer application letters, CV with three work related referees, academic documents and certificates with a Copy of National ID to: [info@buildinghopeuganda.org](mailto:info@buildinghopeuganda.org)*
2. *Indicate what motivates you to volunteer with BHU in your cover letter*
3. *Submit your application in either MS Word (.doc) or Adobe Acrobat (.pdf) file types*
4. *Indicate clearly position applied for and reference number in the email subject line*
5. *Only shortlisted candidates will be contacted. BHU is an equal opportunity Employer.*

**DEADLINE FOR APPLICATION:            30th June, 2020**