



MASAKA MEDICAL SERVICES

EMPLOYMENT OPPORTUNITY.

Masaka Diocesan Medical services (MDMS) is a semi-autonomous department under the Social Development Commission of Masaka Diocese, registered and governed by Board of Directors. MDMS delivers services through three thematic areas: Coordination of Diocesan Health Facilities, Medical Supplies Chain Management, and Community-Based Health Services, including HIV and OVC services.

MDMS is part of a consortium led by TPO contracted to implement USAID's Keeping Children Healthy and Safe (KCHS) activity in six districts of Bukomansimbi, Kalangala, Kalungu, Masaka, Mpigi, and Sembabule. Under this fast-paced PEPFAR/USAID-funded program, MDMS will deliver integrated comprehensive interventions to improve HIV outcomes, and the quality of life for orphans and vulnerable children (OVC) and families affected by HIV and poverty. Being an equal opportunity Employer, the organization now seeks to recruit competent self-motivated individuals to fill the position of **Economic Strengthening Officer and Office Attendant.**

ECONOMIC STRENGTHENING OFFICER (1 POSITION- KALANGALA)

Position Overview

USAID/TPO/MDMS/KCHS Activity Project Economic Strengthening officer will ensure delivery of quality services that aim at empowering communities, reduce vulnerability for children, adolescents and their care givers by using multi-sectoral approach to improve social economic status in their households.

The Economic Strengthening Officer will directly supervise the Field Agents and report to District project Coordinator.

Performance Objectives

Delivery of services to enrolled households

- Identifying capable field agents.
- Ensure all eligible care givers are attached to a saving group
- Work with community structures to mobilize households for economic strengthening interventions.
- Identify and link beneficiary VSLA groups to other service providers for financial services.

Documentation and reporting

- Submit weekly reports and work plans to the District Project Coordinator
- Document success stories

- Data collection for input in SAVIX

Supervision and Mentorship

- Supervising and mentoring field agents.
- Roll out trainings to field agents and target categories.

Qualifications.

Bachelors' degree in Economics, International Development, Development Studies, Gender in Development with at least 2 years of experience in implementing USAID/PEPFAR FUNDED Economic Strengthening program interventions.

POSITION 2. OFFICE ATTENDANT (1 POSITION- MAIN OFFICE)

Position Overview

The Office Attendant will provide maintain office welfare; enhance office cleanliness and timely delivery of official correspondence.

Performance objectives

- Manage office welfare, cleanliness to enhance staff well-being and tidiness of the work environment.
- Assist in clerical work.
- Arrange venues for meetings.
- Prepare and serve tea in the office and meetings.

Qualifications

- The applicant must hold a Uganda Certificate of Education.

Deliverables

1. Office premises and all equipment cleaned and tidy.
2. All official letters and correspondences dispatched while maintaining confidentiality.
3. Office errands run as required.

Submission of application:

Hand deliver your application letter together with relevant academic documents, a photocopy of your national ID, an updated CV indicating 3 referees (at least one professional one), their email addresses, and functioning telephone contacts. The deadline for the submission of the application is **Monday 16th September 2024**.

The Applications should be addressed to:

The Human Resource and Operations Officer
Masaka Diocesan Medical Services
USAID/TPO/MDMS/KCHS Activity
P. O. Box 14, Masaka
Cathedral Road Kitovu

ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED FOR INTERVIEWS

