

Job Opportunity: Project Assistant (Internal)

BACKGROUND

Uganda None Communicable Diseases Alliance (UNCDA) is the leader in the CSO's response to None Communicable Diseases (NCDs). UNCDA was founded in 2010 by Uganda Cancer Society (UCS), Uganda Diabetes Association (UDA) and Uganda Heart-Research Foundation (UHRF) as a response to the global NCDs epidemic which is especially striking hard in low and middle income countries. UNCDA is the lead CSO partner with the Ministry of Health in the response to NCDs challenge, a member of East Africa NCD Alliance (EANCDA), Africa NCD Network (ANN) and Global NCD Alliance (GNCDA) at regional, continental and international levels respectively. The UNCDA member organizations and partners work together to create synergies and to avoid duplication in combating NCDs. The Alliance is systematized as an organization with a constitution, General Assembly and a Board of Directors. In addition to the member organizations, UNCDA implements project based activities spread across the country in branches based at district level. Currently the Alliance has eleven (11) branches and Kampala. The program activities of UNCDA are guided by a strategic plan (see www.uncdaug.org) UNCDA outlines in its Strategic Plan (SP2017-2021) what the organization will contribute to advance response to NCD Challenge in Uganda.

UNCDA has received grant from NCD Alliance global under Solidarity fund 2021 to implement a project on Solidarity NCDs and COVID-19. Phase two 2021. With this funding from Global NCD Alliance (GNCDA) to implement a project on "***Solidarity Fund on NCDs and COVID-19, second phase 2021***", UNCDA is looking for a Project Assistant to support Uganda NCD Alliance in implementing the project.

Job Purpose: The main purpose of this job holder is to provide support to the UNCDA Project Manager in the implementation of the project on supporting people living with NCDs (PLWNCDs) and promoting community engagement and Resilience. The main work of this role will rotate around coordinating and ensuring a sustainable and meaningful participation of PLWNCDs in NCDs and COVID-19 prevention and control programs so as to influence policy and decision making in Uganda. As such, this role requires an energetic, dynamic and focused person with Knowledge, experience and passion for NCDs prevention and control.

Note that this is an internal advert; the job holder must be a current or former staff (contracted, Volunteer, Intern) of UNCDA or our member organization and with a compelling story and passion for NCDs and PLWNCDs

The job requires experience in project management, communication in a global health and advocacy setting, knowledge and experience in Public Health projects is essential.

Specific duties

1. Support the Program Manager to organize project workshops, including mobilization of participants, documenting outcomes and following up action points

2. Support the Alliance in organizing and Mobilizing the District Health Teams, and UNCDA branch based teams in Districts hosting UNCDA sponsored NCDs Desks.
3. Support the PM to ensure partnership agreements or MoUs with partners during implementation are completed.
4. Support PM in research and M&E aspects of the project in particular and Organization generally.
5. Work with Branch/District teams to coordinate monthly, quarterly, meetings at Branch, Health facility and community level, and development of NCD media content.
6. Monitor, compile and track media outputs (radio, TV, newspaper) for statistical and monthly reporting.
7. Posting and sharing media stories, info graphics, and project short vides on social media and ensuring the same are posted on National Alliance website
8. Monitor UNCDA activities that can be converted into media content

Key skills and attributes needed

- Excellent communication and interpersonal relations
- Proactive attitude – able to contribute to exploring ways of improving effectiveness of project
- Excellent computer skills are a must due to online work involved and the need to coordinate across countries
- Organized and able to plan and prioritize work
- Efficient with keen attention to detail
- Excellent command of English language, spoken and written
- Willingness to work flexible hours when required to meet work demands

Qualifications

Preferably degree holder in humanities, Public Health, project management, communication, Mass communication, or related health sciences.

Contract duration;

This is a 6 month project, therefore, the contract for 6 months (full time) with possibility of extension based on performance and availability of other related grants.

Application process:

Send application (email only) with a one page motivation letter/statement and a CV of not more than 2 pages. To; the Program Manager Uganda Non Communicable Diseases Alliance (UNCDA) email: info@uncdaug.org, uncda.ug.org@gmail.com copy to: ckwizera@uncdaug.org, chris2016kwizera@gmail.co not later than **Friday 3rd August 2021**.

- Motivation letter/statement: tell us your academic background, any relevant life/work/voluntary experiences and how you can use these to contribute/suited to this role.
- Only shortlisted candidates will be contacted within one (1) week after the deadline.