

THE UGANDA NATIONAL MEDICAL

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FAMILY AND CHILDREN 'S FOUNDATION UGANDA

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ALLIANCE FOR PRISONERS' SUPPORT

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THE PRISONER'S FOUNDATION INTERNATIONAL

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11<sup>th</sup> January 2024

## VOLUNTEERS JOB ADVERT

### **BACKGROUND:**

The Uganda National Medical Alliance for Prisoners' Support (TUNMAPS) is a registered Non- governmental organization, and not for profit as by a group of Ugandan community rights activists and professionals in response to the ever increasing needs in all incarcerated and their families, ex-detainees, community and remand children, and other vulnerable members of the community living in difficult circumstances superseding the available interventions. TUNMAPS was thus established to protect, and bring care and support in response to prisoners and their families, community and remand children, refugees and war victims through humanitarian and advocacy support and enable them enjoy their rights, and live their full potential and achieve a purposeful life.

Despite prisoners and their families being the most marginalized and stigmatized in their respective communities, they are not specifically targeted for support by the available social support systems like NGOs, CBOs and even Government sectarian programs. However, along the course of implementation, **TUNMAPS** realized that even those vulnerable groups and children who are mostly targeted for support by the available support mechanisms, their vulnerability far superseded the available support. This has compelled **TUNMAPS** to look beyond its original target by including Prisoners and their families for support.

**TUNMAPS** is currently seeking to recruit competent volunteers to join our team. This is an exciting opportunity for you to join a dynamic International NGO and to use your skills in executing duties. If you are familiar with working within

the international development aid sector and have a strong background in donor funded projects, then this opportunity is perfect for you!

### **1. Medical coordinator: 1 Position**

Medical coordinator will act as a liaison between medical professionals and their clients.

Responsible for managing patient records, scheduling appointments, and other administrative tasks.

Reviewing physician orders to ensure that they are valid and comply with state laws regarding physician privileges

Maintaining documentation of patient medical records in an organized manner

Assisting physicians by preparing examination rooms for patients, taking patient vitals, and administering tests as required by the physician's order

Talking with patients about their health concerns and needs

Scheduling appointments for patients with physicians and other health care professionals such as therapists or nurses

Coordinating with hospital departments to ensure that all medical records are transferred correctly after a patient's discharge from the facility

Coordinating with other medical staff members including nurses, pharmacists, social workers, and dietitians

#### **Qualifications:**

Must possess MBChB and A master's degree in Public health or health service management.

### **2. Clinical officers: 2 Positions**

Diploma in Clinical medicine

### **3. Nurses: 2 Positions**

Diploma in Nursing

#### **4. Monitoring and Evaluation Officer: 1 Position**

**Qualifications, Skills and Experience:** To be successful in this role, you will need:

##### **Essential Criteria**

A bachelor's degree in social sciences, development studies or related, relevant subject

A demonstrated experience in M&E in a donor – funded project.

Experience with projects that use a Making Markets Work for the Poor (M4P) and/or Market Systems Development project.

Experience in collaborating and working with both private and public sector.

Strong analytical skills

Strong communication, presentation and training skills.

Good computer skills (MS Word and Excel)

Fluent in English and local language.

##### **Key Duties and Responsibilities:**

Make sure all the forms (hardcopies) are properly filed and kept in a safe place.

Assist in action research as research assistants.

Train and manage enumerators doing action research and other studies.

##### **Story Collection**

Write stories from the field, like life, success or learning stories.

Take quality / communication photographs.

Assist in the production communication materials.

##### ***Other tasks***

Attend weekly and monthly team meetings.

Contribute to establishing a team culture grounded in collaboration, openness, and learning.

## **5. Counseling Coordinator: 1 Position**

### **Detailed responsibilities and tasks:**

Provide direct mental health counseling for very difficult cases to support ex-convicts to heal from trauma and psychological torture.

Support for capacity-building, including but not limited to, enhancing staff expertise in psychological first aid, trauma counseling, substance abuse and self-care for secondary trauma.

Support staff in training for implementing partners from the health, protection, and legal sectors, support the design and roll-out of psychosocial programming in safe spaces to support the healing, resilience, and empowerment of ex-convicts, women and adolescent girls.

Provide direct counseling support in difficult cases, technically adhering to GBV guiding principles.

Provide guidance and technical support to staff and Social Workers treating cases of trauma, to ensure mental health standard processes are followed for optimal recovery and healing.

Develop and deliver training as requested for TUNMAPS and partner staff on the most pertinent training topics to build internal knowledge and enable the best quality of services to beneficiaries.

Develop guidelines and tools to specific areas of trauma, and stress management.

Build positive working relationships with relevant GBV program partners

Work with program teams to develop a series of sessions on stress management, and self-care, and deliver these sessions to refugee diverse women and girls.

Contribute to the development of IEC/BCC materials to ensure that mental health and trauma topics are well-presented for raising community awareness

Work together with other agencies, local and international and with relevant government bodies

## **Qualifications and requirements:**

University degree in Health related course, public administration, law, social sciences or related field (postgraduate degree is an asset).

Fluency in English with good drafting and presentation skills.

## **6. Counselors: 4 Positions**

### **Responsibilities and requirements:**

Reports to the counseling Coordinator

Assists in implementing counseling programs in safe spaces

Helps to develop and deliver training as requested for TUNMAPS and partner staff on the most pertinent training topics to build internal knowledge

Must possess a University degree in Health related course, public administration, law, social sciences or related field.

## **7. Field Manager: 1 Position**

Coordination and oversight of the participatory strategic planning processes of partner MDAs, LGs and Donor agencies within the region/cluster.

Coordination and oversight of the local development management and strategy implementation assistance provided to partner MDAs, local governments and Donor agencies within the region/cluster.

Facilitation and support to knowledge sharing, exchange of experiences and practices among partner MDAs, local governments and other stakeholders within the region and gender equality mainstreaming.

### **Competencies**

Safeguarding ethics and integrity;

Demonstrate corporate knowledge and sound judgment;

Team player and facilitating team work;

Facilitating and encouraging open communication in the team, communicating effectively.

## **Required Skills and Experience**

University degree in public administration, economics, law, social sciences or related field (postgraduate degree in Project Planning and Management is an asset).

Fluency in English with good drafting and presentation skills.

Driving permit class B

## **8. Field Officers: 5 Positions**

### **Duties and Responsibilities**

Support, coordination and oversight of the participatory strategic planning processes of partner MDAs, LGs and Donor agencies within the region/cluster.

Support, coordination and oversight of the local development management and strategy implementation assistance provided to partner MDAs, local governments and Donor agencies within the region/cluster.

Facilitation and support to knowledge sharing, exchange of experiences and practices among partner MDAs, local governments and other stakeholders within the region and gender equality mainstreaming.

### **Competencies**

Demonstrating/safeguarding ethics and integrity;

Demonstrate corporate knowledge and sound judgment;

Self-development, initiative-taking;

Acting as a team player and facilitating team work;

Facilitating and encouraging open communication in the team, communicating effectively.

## **Required Skills and Experience**

University degree in public administration, economics, law, social sciences or related field.

Fluency in English with good drafting and presentation skills.

Driving permit Class A, B

## **9. Data clerks: 2 Positions**

### **Duties and requirements**

Will help in entering data and reporting to the M&E Manager

Possess a degree in related discipline.

## **10. Finance Manager: 1 Position**

### **Accountant Responsibilities:**

Complying with all organization, and state accounting and financial regulations.

Compiling, analyzing, and reporting financial data.

Creating periodic reports, such as balance sheets, profit & loss statements, etc.

Presenting data to managers, Directors, and other entities.

Maintaining accurate financial records.

Performing audits and resolving discrepancies.

Computing taxes.

Keeping informed about current legislation relating to finance and accounting.

Assisting management in the decision-making process by preparing budgets and financial forecasts.

### **Accountant Requirements:**

Bachelor's degree in Accounting, B.COM or related field.

More education or experience may be preferred.

Special licenses or certification may be required.

Strong analytical, communication, and computer skills.

Understanding of mathematics and accounting and financial processes.

Ethical behavior.

Attention to detail.

## **11. Cashier: 1 Position**

### **Duties:**

Help in carrying out daily expenditure of the organization

Help the financial manager in fulfilling the workloads of the organization

### **Requirements**

Diploma in Business computing, Business Administration or Accounting and Finance.

## **12. Drivers: 2 Positions**

### **Duties and Responsibilities**

Practice safe driving habits

Follow all state and national safety regulations and standards

Accurately follow routes, maps, and directions

Keep exterior of vehicle clean and presentable

Maintain vehicle equipment; replace oil, perform general motor vehicle maintenance as needed for safety

Complete documentation such as logs, mileage reports

Follow schedules and rerouting in a timely manner when faced with traffic or congestion

### **Requirements and Qualifications**

Demonstrate safe driving practices

Able to follow verbal directions, read maps, follow GPS

Able to work well alone

Able to adapt to changing schedules or routines

Excellent time management skills

Organized and able to follow a schedule



Positive attitude and professional demeanor

UCE or equivalent; relevant experience or knowledge, skills, and mental ability

Valid driver's license with class D1 and clean driving record

Must be able to pass criminal background check

Able to work night, weekends, and holidays as needed

### **13. Procurement Officer: 1 Position**

#### **Responsibilities:**

Overseeing and supervising employees and all activities of the purchasing department.

Preparing plans for the purchase of equipment, services, and supplies.

Following and enforcing the organization's procurement policies and procedures.

Reviewing, comparing, analyzing, and approving products and services to be purchased.

Managing inventories and maintaining accurate purchase and pricing records.

Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.

Maintaining good supplier relations and negotiating contracts.

Researching and evaluating prospective suppliers.

Preparing budgets, cost analysis, and reports.

#### **Qualifications and skills:**

Bachelor Degree in Procurement and logistics, Degree in accounting, business management or a similar field preferred.

Proficiency in Microsoft Office and purchasing software.

Strong communication and negotiation skills.

Good analytical and strategic thinking skills.

Supervisory and management experience.

## **14. Senior Administrative Secretary**

### **Duties and requirements:**

Support senior managers and executives with daily clerical tasks

Plan meetings and take detailed minutes

Provide information to appropriate people

Develop and maintain a filing system

Develop, implement and improve office policies and procedures.

### **Req.**

Excellent verbal and written communication skills

Strong organizational and time management skills

Experience of at least 5 years in related field is a must.

Bachelor degree in Administrative Secretary, Mass Communication, Library and Information Science or any course from related field.

## **15. Occupational Health and Safety Manager: 1 Position**

Reviews the work of subordinates to ensure adequacy of service and to ensure departmental standards are met and policies are carried out.

Recommends changes in procedures, policies and related legislation.

Responsible for administrative functions such as budget preparation and control, preparation of various reports and documents, processing legal documents, personnel management, staff training and development.

Prepare staff training courses.

May be required to carry out the duties and responsibilities of the Safety and Health Officer.

Performs other related duties as assigned.

### **Requirements:**

Bachelor in Environment Science/Management or any other related course from a recognized institution. International General Certificate of National Examination Board of Occupational health and safety (NEBOSH) will be of an added advantage.

Experience of at least six (6) years in the field of Health and Safety is a must.

## **16. Occupation Health and Safety officer: 1 Position**

### **Duties:**

Assists in carrying out inspections of workplaces and takes necessary action to ensure compliance.

Assists in responding to and investigating concerns/complaints from workers/employers and assists in taking appropriate action.

Assists in investigating accidents or injuries that occur in the workplace.

Assists in the establishment of workplace safety and health committees.

Assists in the delivery of related educational programs and disseminates information to the public.

Assists in carrying out industrial hygiene surveys.

Assists in the preparation of various reports, documents and forms.

Performs other related duties as assigned.

### **Requirements:**

Bachelor in Environment Science/Management or any other related course from a recognized institution. International General Certificate of National Examination Board of Occupational health and safety (NEBOSH) will be of an added advantage.

### **How to Apply:**

All interested applicants who meet the requirements should submit their applications by email with at least 3 reference contacts (current or former Line Manager) from the last three employers and daytime contact number to; [info@tunmaps.org](mailto:info@tunmaps.org) **indicating the title in the subject line by 5:00pm, 30<sup>th</sup> January 2024.**