



## CARE INTERNATIONAL IN UGANDA

### **About CARE International**

CARE is a global leader within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakeable commitment to the dignity of people. CARE works around the globe to save lives, defeat poverty and achieve social justice. We seek a world of hope, tolerance and social justice, where poverty has been overcome and all people live with dignity and security. We put women and girls in the centre of our work because we know that we cannot overcome poverty until all people have equal rights and opportunities. CARE has been working in Uganda for 50 years and in 2019/2020, we improved the lives of 2.6 million people (60% women). Our goal for the next five years is to reach ten million people, through our gender transformative, resilience building, and lifesaving programs.

CARE International in Uganda seeks to **recruit** a highly motivated and qualified professional to fill up the position of:

**Capacity Building/Training Coordinator, 1 Position, Location: Kyangwali Settlement**

#### **Job summary:**

Capacity Building Coordinator will support strengthening of health system train, support, protect and empower frontline health workers during COVID 19. The Capacity Building Coordinator will be primarily responsible for developing and managing COVID 19 training courses for frontline health workers, assisting in developing curriculum, providing support on curriculum revisions processes with MoH/WHO, developing a cadre of facilitators, and maintaining quality control of COVID 19 training courses in line with Ministry of Health and WHO guidelines. The Capacity Building Coordinator will also be responsible for tracking opportunities for COVID 19 District Health Service Delivery staff's own learning and professional development needs.

#### **Application Procedure:**

Candidates who are interested in the above job should submit an updated CV and Application letter giving a day time telephone contact and names, telephone contacts and email addresses of 3 (three) work related referees only through our recruitment email: ([ugarecruitment@care.org](mailto:ugarecruitment@care.org)) clearly indicating the **Job title in the email subject**. The deadline for submitting CVs is **4<sup>th</sup> September, 2020**. For any questions please call our office on 0312258100/150.

**CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER. Please Note that CARE International in Uganda does not ask any applicant payment for any recruitment process**

**N.B: Refer to the Job description below for more details about the job**

## CARE INTERNATIONAL IN UGANDA

### JOB DESCRIPTION- CAPACITY BUILDING /TRAINING COORDINATOR

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**Job Title:** Capacity Building C/Training Coordinator

**Programme:** Humanitarian Response- COVID 19

**Location:** Kyangwali settlement, Kikuube District

**Grade:** D

**Supervisor:** Initiative Manager

**Duration:** 11 months (assumed start date: 1<sup>st</sup> September 2020)

#### **General introduction**

CARE International in Uganda will start a COVID 19 Health System Strengthening project funded by Abbot. CARE will be implementing the Health System strengthening project in the refugee settlements to prevent, detect and respond to COVID 19 among the frontline health workforce. It will beef capacity of the health system within the refugee hosting districts in South West to support and manage COVID 19 among the frontline health workers and ensure continuing of critical health services for the bigger refugee community. All CARE staff must adhere to and model CARE's core values, commitment to gender equity and diversity, and safeguarding policies, as well as promote the various complaints, feedback, and reporting mechanisms.

#### **Overall Job Summary:**

Capacity Building Coordinator will support strengthening of health system train, support, protect and empower frontline health workers during COVID 19. The Capacity Building Coordinator will be primarily responsible for developing and managing COVID 19 training courses for frontline health workers, assisting in developing curriculum, providing support on curriculum revisions processes with MoH/WHO, developing a cadre of facilitators, and maintaining quality control of COVID 19 training courses in line with Ministry of Health and WHO guidelines. The Capacity Building Coordinator will also be responsible for tracking opportunities for COVID 19 District Health Service Delivery staff's own learning and professional development needs.

#### **Duties and Responsibilities/Tasks:**

##### **Training Program Planning (40%)**

- Serves as a subject matter expert on COVID 19 and other Public Health Emergency trainings and serves as a trainer and facilitator.
- Maintains expertise in state-of-the-art training pedagogy as well as Public Health in Emergency development programming.
- Support the curriculum design and course delivery of Health System Strengthen adapted of trainings, including COVID 19 and other disease prevention and control pillars- case management, surveillance, risk communication and community engagement and relevant Training-of-Trainers courses, administered under the MoH/WHO COVID 19 guidelines.
- Provides strategic coordination for Health System Strengthening of the frontline health workers during COVID 19 using the current suite of training courses, curriculum development, maintenance of a community of practice, and targeted outreach to promote uptake of training and other related activities by MoH/WHO.

- Support procurement and monitoring of training activities, including serving as an activity manager, tracking expenditures, and maintaining working relationships with contractors/Facilitators from MoH/WHO/UNHCR.
- Observe and provide guidance to staff on their training facilitation.

**Training/Capacity Building Implementation and Capacity Development: (35%).**

- Set standards and oversee quality control criteria for course design and delivery for Public Health Emergency as well supporting for CARE Kyangwali SRHR portfolio by aligning them to minimum commitments
- You will also support in development of SRHR and Health Equity Rights Advocacy within the Kyangwali Response
- Working closely with Public Health Specialist, SRMH Coordinator, develop portfolio resource development, capacity statement development, and aligning to SRHR in Emergency minimum commitments
- Develops annual/multi-year plans for the Community Engagement officers, tracks and assesses training and cadre development needs, and advises on the allocation of capacity building and system strengthening resources to meet these demands, including new training needs from the District Health Team.
- As requested, aggregate, analyze and disseminate lessons-learned -- to and from COVID 19 system strengthening efforts in line with WHO/MoH guidelines, and the broader development SRHR intervention/community – relevant to further improve training, other blended learning, and District staff development methods.
- Compile monthly and quarterly reports, on time and with accurate data.
- Ensure that project resources (including financial) are used effectively and transparently in order to further the goals of the project.
- Working closely with structures formed by CARE and working with CARE, facilitate and organize training workshops for skills building, sensitization and capacity building for the relevant stakeholders, implementing partners/structures and target communities.
- Liaise with other stakeholders involved in training and professional development to include other District Health Offices, UNHCR Health partners.
- Travel to District, Refugee Settlements in South West and Mid-West for training needs assessment, curriculum development with MoH, and in-person training delivery.

**Ensure effective coordination and network system with District COVID 19 Task forces, DHT are operational, maintaining a high reputation (25%)**

- In collaboration with the District health structures, coordinate, support and facilitate monthly, quarterly and settlement level discussions and coordination meetings.
- Establish and maintain cordial and professional relations with local partners and collaborators including refugee settlement leadership, district officials and sub county leaders.
- Participates in relevant national and sub-national fora, and works to ensure that adolescent/youth issues are incorporated in national development plans and frameworks
- Represent CARE in Health coordination TWGs at settlement level, and outside settlement when required.
- Support in building referral mechanisms and ensuring needs of youth and adolescents are considered within other sectors and service providers.
- Support link between SRH and Public Health in Emergency program teams and consortium technical advisors to facilitate technical support and consistency of program standards.

**Any other duties as assigned by the supervisor (5%)**

**Level of authority**

The Capacity Building Coordinator will formally report to the Initiative Manager. She/he has autonomy to organize his/her day-to-day work based on the agreed monthly work plans in coordination with the other Coordinators, partners and stakeholders. She/he has no authority to enter into formal partnership agreements, nor any formal financial authority, apart from standard expenses for day to day activities. The Capacity Building Coordinator is responsible for the safety and custody of

organization assets in their possession. Travel to locations outside project areas should be done and coordinated with the knowledge of the Field Manager

**Relationship and collaboration**

The Capacity Building Coordinator will work as a process-oriented support person to the Abbot Project to achieve on the COVID 19 Response interventions within the project. It will therefore be essential for this individual to develop relationships with partner organizations to ensure effective support. This requires both sensitivity and responsiveness to the capacities and needs of the different partners. S/he will also collaborate with other COVID 19 related initiatives within the Settlements and will be expected to provide support based on clearly and jointly agreed Project priorities (to be agreed with the supervisor, component specialists as will be specified annually in the job holder’s APAA). Teamwork is therefore a key element of the position.

**Qualifications**

- Experience: Minimum of six to eight years of professional experience in public health in emergencies, epidemic control. Experience working with large teams with multiple deliverables. Strong interpersonal communication skills; sound judgement and decision making skills. Ability to network, build relationship and establish collaboration with different partners, agencies local and regional networks. Knowledge and strong skills in M&E, DHMIS2 and COVID 19 dashboard information
- Education: The position requires a master’s or bachelor’s degree in a field related to one or more of the following: epidemiology, health sciences, social sciences, or public health.
- Knowledge of working with district health offices, epidemic control and prevention or training of health workers, health assistants, local government and VHTs is preferred.

**Skills:**

- Demonstrated skills and experience in training of health workers in disease prevention and control, training design and facilitation, project management, and organizational development
- Demonstrated skills in oral presentation and facilitation and experience in designing and delivering courses on conflict sensitivity and peacebuilding, including experience with multicultural audiences.
- Must be results-oriented and a team player and have demonstrated ability to collaborate with diverse stakeholders.
- Preference for candidates with experience collating divergent opinions on technical matters and working towards a beneficial solution to COVID 19

Job holder’s Signature: .....

Date:

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**Capacity Building Coordinator**

Supervisor’s Signature: .....

Date:

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**Initiative Manager**