

Job Description

Job Title:	Community Health Promotion Manager
Reporting to:	Chair of Maternity Worldwide Uganda Programme Group
Hours of work:	40 hours per week, scheduled according to need
Base:	Hoima, Uganda
Salary:	6,800,000 UGX per annum (inclusive of NSSF contribution)
Annual leave:	Annual leave entitlement is 25 days per annum pro rata plus local public holidays

1. Context

Maternity Worldwide

Maternity Worldwide is a registered charity saving lives in childbirth in developing countries. We have a vision of a world in which all women and their babies can access safe and appropriate childbirth regardless of where they live.

Maternity Worldwide addresses the three delays women face in trying to access timely and appropriate healthcare during childbirth - the three delays are; delay in decision to seek care, delay in reaching care and delay in receiving adequate health care. www.maternityworldwide.org

Hoima, Uganda

Maternity Worldwide has recently established a presence in Hoima, Uganda in partnership with local maternal health providers. Through these partnerships, Maternity Worldwide has identified high rates of maternal mortality which can be tackled by introducing key interventions that address the three delays as outlined above.

Over the next two years, Maternity Worldwide and partners will implement an Integrated Maternal Health project to achieve the changes:

1) Reduced delays in seeking maternal and newborn healthcare

Through the provision of community health awareness raising and women's income generating activities

2) Reduced delays in receiving high quality maternity care

Through the construction of a new community health clinic, enhanced referral systems to a larger local clinic Azure and enhanced service provision at Azure for emergency Obstetric Care.

2. Role purpose

The purpose of this role is to oversee the implementation of the Integrated Maternal Health Project accountable to Maternity Worldwide and partners in the UK and working alongside, local health providers and community representatives.

3. Duties and Responsibilities

- **Monitoring and Evaluation**
 - To oversee the collection of baseline data
 - To establish and maintain a basic monitoring and evaluation process for the project at all stages
 - To oversee the mid- and final evaluation process including running an end of project workshop
 - To gather case studies from the project
- **Co-ordination with partners and stakeholders**
 - Chair and minute monthly meetings of the project steering committee between partners and community representatives
 - Meet regularly with the District Health Officers to update them on progress
- **Financial Management**
 - Oversight of the project budget ensuring cost efficiencies and value for money
 - Ensure good financial records are kept for the project and stored securely
- **Women's Groups**
 - Oversee the recruitment of the Women's Group Co-Ordinators
 - Arrange training for the Women's Group Co-Ordinators
 - Co-ordinate liaison between Women's Group Co-Ordinators and local leaders
 - Support the Women's Group Co-Ordinators to establish and run women's groups using the Maternity Worldwide model
- **Community Health Promotion and Education**
 - Liaise closely with the Primary Health Care Volunteer to identify and train local health educators

- In cooperation with local staff, establish the contents of a community health promotion and education programme in consultation with the community, government and health providers.
- **Rural clinic development and referrals**
 - With local stakeholders, oversee the construction of local clinic. (site standards, budget)
 - With local health providers, ensure clinic is equipped and staffed
 - Support the development of referral processes between the clinic and Azure
- **Upgrade of Azure Clinic**
 - Support the assessment of the Azure Clinic to become a centre for Emergency Obstetric Care
- **Other**
 - Undertaking other duties as deemed appropriate by the position

4. Skills and qualifications

Essential

- Excellent co-ordination skills with evidence of multi-stakeholder engagement
- Budget management and monitoring skills
- Good experience of training groups
- Experience in establishing basic monitoring and evaluation systems
- Fluent in English and but also local Uganda languages
- Good IT skills (internet, e-mail, Word and Excel)
- Development experience
- Knowledge of Public Health and Health Promotion

Desirable

- Knowledge of maternal health
- Clinical skills
- Experience in Hoima

5. Terms and conditions

Tenure: The post is tenable for a minimum period of 12 months. A notice period of 4 weeks will be applicable to both parties.

- Probation:** The position is subject to a month's probation by which time the contract can be terminated by parties
- Annual appraisal:** The post holder will be appraised on an annual basis.
- Termination:** If, after regular monitoring, the post holder is considered not be carrying out his/her duties satisfactorily, he/she may have their contract terminated with a weeks notice.
- Facilities:** An office with computer, telephone and internet access is provided.
- Health & Safety** Maternity Worldwide has an obligation under the UK Health and Safety at Work Act 1974 to provide safe and healthy working conditions. You are required to co-operate with management in discharging responsibilities under the Act and to take reasonable care for the health and safety of yourself and others.
- Accommodation:** Reasonable, secure, shared accommodation is provided and you will be expected to use this.
- Salary payment:** Salary will be paid monthly in arrears at 1/12 of the annual rate. Payment will be paid in GB pounds by bank transfer.
- Income taxation:** The post should not be subject to UK income tax contributions due to its tenure outside the UK. It is the responsibility of the employee to provide proof of a 'NT' (no tax) code to Maternity Worldwide following advice and liaison with their local office of the Department of Revenue and Customs.
- Confidentiality:** During the course of your employment, you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly relating to patients, staff or the activity of Maternity Worldwide. Any breach of confidentiality is likely to result in disciplinary action, or where the breach is of a serious nature, in dismissal.

To Apply

A completed application form (available from the website) should be sent to vacancies@maternityworldwide.org by the closing date (6th August 2014). Telephone interviews will then be held in the week of 18th August 2014.