

JOB OPPORTUNITY AT MUCOBADI

Multi Community Based Development Initiative (MUCOBADI) is a local NGO founded in 2000 by Community Development Volunteers to bring development, particularly to support people living with HIV to be productive. MUCOBADI is registered as a Non-Government Organization (S.5914/7569) and is incorporated as a company limited by Guarantee.

MUCOBADI is an Implementing Partner of the USAID/Improving Care and Resilience for Children and Youth Activity (USAID/ICARE) in East Central Uganda whose goal is to prevent new HIV infections and reduce vulnerability among OVC and Adolescent Girls and Young Women. The expected results for the project include; Strengthened and sustained identification, retention, and viral suppression of children and adolescents with HIV, along with caregivers, Improved health and prospects and reduced risk of violence and HIV for highly vulnerable adolescents, and Strengthened prevention and response to violence against children and youth. MUCOBADI seeks experienced and qualified candidates to fill the following positions:

NO.	POSITION	NUMBER	LOCATION
1.	Technical Coordinator – Renewable Energy (Private Sector Engagement & economic growth intervention)	01	Jinja
2.	Program Specialist	01	Mukono,
3.	Data Analyst	01	Jinja
4.	Monitoring and Evaluation Officer	01	Jinja

Key Responsibilities and deliverables: *For detailed job descriptions of each of these jobs, please visit this link: <https://bit.ly/3zWPCnN> and MUCOBADI Website: www.mucobadi.org*

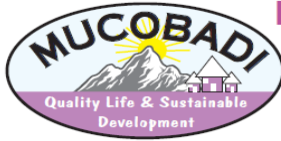
How to apply:

Qualified individuals can send online applications (cover letter and CV as one document in PDF format) to Email: hr@mucobadi.org

Deadline: 25th October 2024

Please Note

MUCOBADI is an equal employment opportunity employer and is against any form of discrimination against PLHIVs, Women and PWDs and is committed to the safety and Protection of children.



MULTI COMMUNITY BASED DEVELOPMENT INITIATIVE (MUCOBADI)

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DETAILS OF MUCOBADI VACANT POSITIONS – ADVERTISED OCTOBER 2024

Position: Technical Coordinator – Renewable Energy
Reports to: Deputy Chief of Party

Overall Purpose:

The Technical Coordinator – Renewable Energy will be responsible for leading the integration of energy into programs, in addition to Private Sector Engagement and economic growth interventions under the USAID/ICARE activity. S/he will oversee on-going energy-related work, develop a strategy for integrating energy, form and manage energy-related partnerships, lead capacity building efforts and play a pivotal role in expanding renewable energy access and fostering economic resilience among marginalized groups, especially women and youth-led cooperatives.

Key Responsibilities:

1. Program Management:

- Support the design of new energy-related activities.
- Lead the day-to-day management of capacity building partners with a specific focus on energy, including providing oversight to the organization's energy partners.
- Coordinate with key partners for the implementation of the agreed workplans especially with innovative solar and renewable energy applications.
- Identify key PUE opportunities in the areas where the organization works, including opportunities
- Identify opportunities for integrating energy in other on-going projects implemented by the organization.

2. Strategy Development:

- Develop an energy integration plan for the organization that clearly links energy access to OVC and vulnerable youth
- Development of ToRs or Scopes of Work for energy-related projects
- Support the development of new projects, leading the energy components
- Build the capacity of the organisation's front-facing staff in energy, specifically PUE and Energy Efficiency
- Identify partners in the energy sector that the organization ought to engage with and secure strategic collaborations.
- Provide technical guidance to senior management on integrations PUE.

3. Private Sector Engagement and Development:

- Identify and develop partnerships with private sector companies, including off-grid solar providers, member-based bodies like cooperatives and women groups, and financial institutions, to promote access to solar PUE and other renewable energy solutions in rural communities.
- Identify private sector partners that can fund or co-fund energy interventions

- Support capacity building initiatives for private sector partner where appropriate.
4. Integration of HIV Prevention and Health Services:
 - Collaborate with health teams to integrate HIV prevention messages and services (e.g., testing camps, counseling, ARV distribution) into cooperative-led solar PUE activities.
 5. Learning, Evaluation and adaptation:
 - Work with the Monitoring, Evaluation and Learning Director to develop and implement a comprehensive learning agenda to assess the impact of PUE adoption on cooperative and household productivity.
 - Document lessons learned and best practices for scaling solar PUE solutions in rural communities.
 - Trace the impact of integration energy access on OVC and youth.
 - Support the team in coordination with project partners nationally and internationally.
 - Support the team disseminating the project outcomes.
 - Organize dedicated stakeholder consultations / events

Person Profile:

- Postgraduate diploma in Business, Renewable Energy, Entrepreneurship or Electrical engineering with at least 5 years’ experience in private sector engagement or renewable energy focusing on solar energy solutions.
First degree in Energy, Economics or Engineering.
- Strong knowledge of off-grid solar technologies and PUE systems, particularly in rural or underserved markets.
- Proven experience working with cooperatives, especially women and youth-led groups, in designing and implementing sustainable business models.
- Demonstrated ability to engage private sector stakeholders, including solar companies and financial institutions, to create meaningful partnerships.
- Experience in capacity-building programs, particularly in the areas of renewable energy, business development, and youth empowerment.
- Familiarity with USAID-funded programs, especially those related to economic strengthening and livelihood improvement, is an added advantage.
- Excellent communication and leadership skills, with a track record of managing multi-stakeholder initiatives.

Desirable Competencies:

- Knowledge of Uganda’s renewable energy policies and rural electrification programs.
- Experience in facilitating public-private partnerships and engaging with donor-funded programs.
- A deep understanding of the challenges faced by rural communities in accessing energy solutions.

Position: Program Specialist
Reports to: Cluster Manager

Job Purpose: The Program Specialist will be responsible for Kayunga district to implement ICARE program activities that will ensure prevention of new HIV infections and reduce vulnerability among OVC and Care giver across the assigned district.

Key duties, responsibilities and deliverables:

- Map, assess and build capacity of community-based structures for sustained identification, retention, and viral suppression of children and adolescents with HIV, along with their caregivers and improved health and prospects and reduced risk of violence and HIV for highly vulnerable adolescents;
- Provide training and mentorship support to community-based cadres in GBV prevention and facilitate access to violence response services
- Provide field level oversight to community structures for the delivery of social assets among adolescents using evidence based curricular (Stepping Stones and Journeys Plus)
- Establish and maintain a functional GBV referral and reporting mechanism at sub-county level;
- Strengthen the use of community quality improvement approaches in the referral and linkage system and other community activities to address key facility-community gaps
- Work in collaboration with clinical partners to enhance bi-directional referral, linkage and follow-up for youth-friendly services;
- Spearhead sub-county level coordination meetings for effective running of project activities;
- Provide technical oversight to community structures during the roll out of sessions in Economic strengthening, Aflateen, enterprise development
- Organize district level activities such as case conferences, dialogue meetings, outreach clinics, SOVCs among others;
- Promote community awareness on the appropriate post violence care services;
- Monitor the quality of short-term skills training and start up investment among project beneficiaries in different value chains
- Monitor the implementation of apprenticeship skills training opportunities and provide start up kits – for Adolescents and youth
- Document, analyze project bottlenecks, generates new ideas and proposes new effective ways of executing the project activities.
- Together with the DHT, train and mentor health workers on Ministry of Health tools and processes for linkages and referrals and support DHOs and District biostatistician to ensure that all data on community interventions are properly and timely reported on monthly basis and the same is accurately and timely fed into District Health information System (DHIS2).
- Work with District action centers to identify, respond, link and refer cases of violence against children in target communities;
- Ensure proper documentation of work done achievements realized, lessons learnt, and best practice throughout the program implementation
- Participate in joint planning and supervision with different project stakeholders
- Ensure the collection of high-quality project data and information

Minimum Qualifications:

- University degree in Social Sciences, Social Work and Social Administration, Community Development or any other related field
- At least 3years' experience implementing a USAID funded project with an eye for details.
- Able to work with teams and achieve results through others
- Strong organizational skills Computer literate with hands on MS Office programs, especially in MS Word, MS Excel and MS PowerPoint
- A demonstrated ability to multi-task and process information into action so as not to delay processes
- Should have excellent interpersonal skills.

Position: Data Analyst
Reports to: Monitoring, Evaluation & Learning Manager

Overall, Purpose: Lead the management of ICARE MIS database including ensuring its functionality and routine upgrade, access and utilization, data analysis and development of information products. The Data Analyst will perform the following key duties;

Key Duties and Responsibilities:

1. Lead management of ICAREMIS, creation and utilization of dashboards and development of analytical products and reports.
 - 1.1 Act as a focal point person for ICARE data and coordinate data management and respond to data requests.
 - 1.2 Lead management of ICAREMIS and electronic case management (e-CMS) platform for real time case management (including functionality of android devices (tablets), coordinate user data entry, effective detection, and response to cases)
 - 1.3 Support management of MUCOBADI MIS and track of MUCOBADI institutional indicators.
 - 1.4 Create dashboards and reports that communicate insights to stakeholders using tools such as tableau, Power BI, Ms-Excel and Microsoft Word to create interactive dashboards and report.
2. Lead routine data quality assurance and improvement
 - 2.2 Undertake data quality assurance to ensure data integrity at all times.
 - 2.3 Monitor effectiveness of data usage, and use any feedback to inform future planning.
3. Support data cleaning and preparation for analysis and reporting
 - 3.1 Support data cleaning and preparation of data for analysis (remove errors, identify outliers, and transform data into formats that can be analyzed).
 - 3.2 Provide technical expertise in data storage structures and data mining.
 - 3.3 Support processing of confidential data and information according to guidelines/SOPs.
 - 3.4 Consolidate multiple data set into one for further analysis and reporting
4. Lead data analysis and exploration
 - 4.1 Analyse data to identify patterns and trends, set up processes and systems to make working with data more efficient including artificial intelligence applications, present information generated from data to stakeholders.
 - 4.2 Lead geospatial analytics including proximity and buffer analytics to inform program delivery (coordinate collection of GIS coordinates).
 - 4.3 Develop complex data analysis, methodologies, and predictive models using statistical techniques to assess outcomes of interventions.
5. Develop data visualization tools

- 5.1 Use analytical software like MS-Excel spreadsheet, Tableau and MS-Power BI to represent data in a visual format that is easy to understand for decision making.
- 5.2 Create visuals such as dashboards or hang charts, graphs and visuals that stakeholders can use to track progress toward goals.
- 5.3 Promote data utilization in decision making through contributing to development of statistical abstracts and information materials.
- 5.4 Ensure functionality of LCD screens in MUCOBADI offices to display performance dashboards for management decision making.

Minimum Qualifications:

- University degree in computer science, statistics or Information Systems. A post graduate in Data Analytics or any other related field is an added advantage.
- A minimum of 3 years of hands-on experience in data analysis within a professional environment, specifically in managing and analysing large datasets. Relevant experience in monitoring and evaluation (M&E) frameworks or project management methodologies is highly desirable.
- Demonstrated proficiency in utilizing advanced data analytics languages and platforms such as Excel, Python, and SQL for data manipulation, extraction and analysis.
- Extensive experience with Data Visualization Tools (Power BI, Tableau, or equivalent tools) to develop and implement interactive dashboards and reports using data visualization platforms.
- In-depth knowledge of statistical methodologies, including but not limited to regression analysis, clustering algorithms, and other advanced analytical techniques to derive insights from complex datasets.
- Good Communication skills and Problem-solving abilities.
- Able to work with teams and achieve results through others
- A demonstrated ability to multi-task and process information into action so as not to delay processes
- Should have excellent interpersonal skills

Position: Monitoring & Evaluation Officer
Reports to: Monitoring & Evaluation Specialist

Job Purpose: Lead district data utilization to guide program critical activities, support the computer system for storage, processing and data management purposes as per MUCOBADI stipulated policies and procedures and provide relevant information on the project's progress to district teams and other stakeholders.

Key duties, responsibilities and deliverables:

- Manage and oversee the implementation of M&E system at District Level
- Conduct monthly data verification, both at the office and in the field/facility, by verifying data related to economic growth, home visits, and care and treatment.

- Sample reported data/services across the Stable, Safe, Schooled, and Healthy domains before quarterly reporting includes conducting manual counts of services in case files Vs layering report.
- Implement monthly M&E supervision plans for Field Assistants PSW, BIA & case care workers at both facility and community levels.
- Collaborate with health facility strategic information teams to update audit tools such as Electronic Medical Records (EMR), community-facility linkage registers, OVC case files, and HMIS.
- Ensure weekly filing and updating of all service tools in household files.
- Lead data sharing and harmonization on OVC custom indicators with clinical partners before quarterly reporting. Ensure alignment of data and full resolution of any discrepancies.
- Supervise Field Assistants at the facility level to ensure accurate and comprehensive documentation of care and treatment data, including TX_CURR 0-19, HEI, EMR, community-facility linkage registers, OVC case files, and HMIS
- Develop M&E monthly work plans and reports, ensuring they are submitted to the MEL Specialist for approval as stipulated timelines.
- Provide strategic supervision and mentorship to project volunteers, identifying capacity gaps and offering targeted support to optimize their contributions and project outcomes.
- Foster collaborative relationships and a cohesive team environment with program and operations staff, ensuring effective coordination and alignment in field activities.
- Oversee the preparation, organization, and validation of data collection tools, ensuring timely and accurate data entry processes on a monthly basis.
- Ensure the efficient and accurate entry of data into relevant databases, facilitating robust data analysis and reporting to inform programmatic strategies.
- Lead initial data analysis efforts, generating actionable insights to support evidence-based decision-making and enhance program effectiveness.
- Manage and monitor the stock of data collection tools, ensuring their continuous availability to meet operational needs and field requirements.
- Coordinate the systematic distribution and retrieval of data collection tools, ensuring timely submission from field structures to maintain data integrity and project timelines.
- Contribute to the development of district-specific monthly and quarterly reports, supplying key performance indicators and data-driven output for comprehensive reporting.
- Actively participate in district-level performance review and feedback sessions, delivering data insights and contributing to discussions aimed at refining project strategies.
- Support the development, refinement, and implementation of USAID/ICARE M&E tools, ensuring alignment with project goals and rigorous tracking across all result areas.
- Ensure the operational readiness of M&E office equipment and supplies, maintaining efficiency and supporting uninterrupted project activities.
- Perform additional duties as directed by the supervisor, contributing to the successful execution of project objectives and organizational goals.

Minimum Qualifications:

- University degree in Quantitative Economics, Information Technology, Statistics or any other related field
- At least 2-years' experience analyzing the implementation of USAID project
- Able to work with minimal supervision.
- Able to work with teams and achieve results through others

- Strong organizational skills Computer literate with hands on MS Office programs, especially in MS Word and MS PowerPoint
- A demonstrated ability to multi-task and process information into action so as not to delay processes
- Should have excellent interpersonal skills