Job Title: Program Manager

Background

HISP Uganda is a non-profit organization registered in Uganda and with the US Federal government and University of Oslo-Norway for contracts and grants. It comprises a dedicated team of professionals from the medical, epidemiology, informatics and public health domains, and also draws upon the Global community of the Health Information Systems Program (HISP) networks for specific expertise.

HISP Uganda is a certified implementer of District Health Information Software (DHIS2) in Uganda and subscribes to and supports the broader HISP agenda of creating "networks of actions" which seeks to strengthen collaborative efforts through research, monitoring, evaluation, learning and implementation of health information systems. We work in collaboration with Ministries of Health, higher institutions of learning, NGOs, implementing and development partners to support Health Information Systems and data utilization.

The software platform that is mainly implemented by HISP Uganda is the District Health Information Software 2 (DHIS2) which is an open source, web-based health management information system (HMIS) platform. Today, DHIS2 is the world's largest HMIS platform, used by ministries of health in over 80 countries. The core DHIS2 software development is managed by the Health Information Systems Program (HISP) at the University of Oslo (UiO).

The Global Fund to Fight AIDS, Tuberculosis and Malaria (the "Global Fund") and HISP Uganda have entered a Framework Agreement to support the Strategic Initiative for Data Systems: Data Generation and Use for Action and Program Improvement 2021 – 2023 (Data-SI). This builds upon the previous Data-SI cycle (2018-2020). The Data-SI 2021 - 2023 focuses on improving availability, quality & use of data. Its goal is to build and strengthen in-country national Monitoring & Evaluation platforms and systems to meet the specific data and information needs to fight the 3 diseases and achieve the reporting needs for Universal Health Care. The HISP Uganda Group is the home/lead of the South and East Africa (SEAF) HISP Hub.

Objectives of the Data-SI include:
● Develop and maintain normative guidance, software and tools that support the M&E needs and grant investments.
● Implement regional sustainable support to digital health information systems and improve coordination of TA for these systems.
● Enhance national & subnational capacity for data analysis and use. Institutionalize data quality and program reviews. Support community health information systems and community led monitoring
● Support implementation of country evaluations and thematic reviews.
● Enable quick deployment of M&E expertise to assist countries in addressing grant bottlenecks and to catalyze specific GF M&E priority areas.

To fully accommodate the GF mandate for South and East African countries, HISP Uganda seeks to hire a self-motivated and action driven Program Manager to support the HISP Uganda Hub.

Job Description

Under the authority of the Directors of HISP Uganda Projects Manager ensures the coherence of guidelines, the improvement of quality and the development of institutional capacities in terms of planning and monitoring and evaluation. He/she ensures the implementation of existing procedures and the development of additional procedures in order to promote the efficiency of the HISP Uganda HUB organization in all its projects and in connection with supporting HISP groups and HISP countries in the SEAF region. He/she promotes within the HISP Uganda HUB the principles of deliverable-based reporting and supports HISP Groups and projects in their programming and monitoring processes including the submission of periodic financial and project progress reports in order to achieve GF project deliverables within timelines, resources and scope. He/she will coordinate the collection, systematization and dissemination of good practices and lessons learned. He/she assists the Directors of HISP Uganda in strategic planning, partnership management and periodic funds reimbursement.

The job description of the Program Manager will be to support the HISP Uganda Hub as outlined below ;

Project Management

a) Provide technical support in management of the HISP Uganda Hub, in relation to Global Fund, University of Oslo, HISP Groups in South and Eastern Africa in regards to in planning, budgeting, coordination and implementation.
b) Take a lead role in development of appropriate project documentation to ensure smooth running of the project.
c) Contribute to work plan development, quarterly and annual reports and other reports/concepts summarizing project implementation

Provide TA for HISP Groups

a) Support requirements collection and specification for Project Management Teams in supported HISP Groups and contries
b) Review metadata based on requirements and data collection tools
c) Coordinate system testing and deployment including metadata migration from development into production instances.
d) Conduct technical assessments and advisory on DHIS2 implementations to ensure proper adherence to customization standards

Prepare and submit Periodic Reports

a) Ensure that there is in place proper record systems governed by well documented standard operating procedures (SOPs)
b) Receive periodic reports and compile and aggregate for review by stakeholders and onward submission to GF
c) Liase with finance and administration to submit financial reports and audits on scheduled dates

Other Duties

Other duties may be required from to to time, including responsibilities which require working on weekends and holidays for which time off in lieu may be taken.

Qualifications

Education

- Master's degree in Health Informatics, Computer Science, Public Health or other related field or equivalent qualification

Experience

- General professional experience of at least ten (10) years;
- Specific professional experience of at least five (05) years in the management of public or private systems including at least three (03) years at sub-national level (regions and/or territories);
- Experience with supervising subgrantee financial systems will be an added advantage

Knowledge and Skills

- Strategic planning, monitoring and evaluation of development programmes (at national level)
- Management of projects and programs funded by international donors related to health information systems and capacity building
- Excellent report writing and oral presentation skills with absolute command of oral and written English
- Good computer / information systems skills (Ms Excel, Ms Project, Ms Word, Ms Access, DHIS2, CsPro, SPSS, Stata...).

Personal Qualities

- Strong enthusiasm for international development efforts and ability to work both independently and within a team at national and international level
- Strong ability to handle multi-priorities, parallel tasks and processes under pressure
- Enjoys working in a collaborative environment and communicating across many types of partners and stakeholders with diverse backgrounds and experience

Interested candidates are required to submit electronically a detailed Curriculum Vitae and cover letter with subject line 'Program Manager/GF'. Emails should be addressed to the Human Resource Manager at HISP Uganda at info@hispuganda.org not later than June 24th, 2021. Only short-listed candidates will be contacted.