



PROTECTING FAMILIES AGAINST HIV/AIDS

Healthy Mothers, Healthy Children, Healthy Family

Protecting Families against HIV/AIDS (PREFA) is an indigenous Non-Governmental Organization (NGO) that was formed to contribute to Uganda's efforts in enhancing access to quality HIV/AIDS prevention, care, treatment, and support services to families with a historical focus on Elimination of Mother-to-Child Transmission (eMTCT) of HIV. PREFA has expanded her efforts to improving acceptable and sustainable Sexual Reproductive Health Services and interventions against Commercial Sex Exploitation of Children (CSEC). Funding is from UKaid and Terre des Homme Netherlands (TDH-NL). PREFA is looking for competent persons to fill the following positions:

Job Title: Project Coordinator

Job Summary: To provide technical support and guidance in the planning, implementation as well as monitoring and evaluation of sexual & reproductive health activities in the targeted districts.

Required Skills and attributes

Report & Scientific writing skills
Good command of excel, word, and other Microsoft office packages,
Team player, Experience working in districts and community structures

Academic qualifications

Masters degree in health sciences or any related field, Bachelors Degree in a health related or project planning & management from a recognised university

Job Title: M&E Assistant (2)

Job summary: To assist the M&E officer in tracking collecting, sorting, coding, keyboard entry, and secure storage and retrieval of data on PREFA activities.

Required qualifications:

A minimum of diploma in health information management. Good command of Microsoft office applications

Job Title: Accountant

Reports to: The Executive Director

Job Purpose: To support the Finance Department for the smooth operation of PREFA's programs and activities.

Required qualification:

Minimum qualifications: B.com or BBA (Accounting) or any relevant discipline from a recognised institution. Professional qualification ACCA, CPA, or CIMA is a must.

Added qualification: Masters in Management. At least 5 years working experience in accounting and financial management Proven knowledge

of multi donor financial accounting procedures, rules and regulations and clear understanding of Government of Uganda accounting requirements.

Required skills and attributes:

Financial management skills, budgeting skills, auditing skills, demonstrated management skills, interpersonal skills, and communication skills, excellent computer skills in Ms word, excel and at least two accounting packages, strong integrity and personality ,highly organised exemplary character.

Job Title: Accounts Assistant

Job Summary:To support the finance function for the smooth operation of PREFA's programs activities

Qualifications, Skills, and Experience:

A Bachelor's Degree in Accounting from a recognized University plus a professional qualification of CPA/ ACCA minimum level 2. Full professional membership will be an added advantage. Experience with grant management of donor funds will be an added advantage.

A minimum of 3 years' experience in similar position.

Knowledge of computerized accounting

Good analytical skills, able to pay attention to detail, Computers skills and good communication skills.

Job Title: Human Resource and Administrative Manager

Job Summary: Responsible for coordinating and administering the Human Resource (HR) function for Protecting Families against HIV/Aids (PREFA), formulation and implementation of the PREFA Human Resource policies and plans, development and maintenance of an efficient, effective and productive work force that is motivated and capable of meeting PREFA strategic objectives/ targets.'

Qualifications.

Bachelor's Degree in Human Resource Management, industrial and organizational Psychology. OR Bachelor of Arts Degree in social sciences/ public administration with a postgraduate Diploma in Human Resource Management. Master's Degree in the relevant field will be an added advantage.

Required Experience

Knowledge of Uganda labor laws is highly preferred.

Excellent skills in problem solving and conflict resolution, crisis management and training facilitation, Ability to work well within a team and build positive team spirit, Highly self-motivated, Ability to pay attention to detail and work under pressure in a multi-cultural environment, Ability to plan, organize, manage time, and meet deadlines, Must be hardworking and able to perform all other tasks and responsibilities assigned for the benefit of PREFA. A minimum of at least 5 years' experience in a similar position.

How to apply

Interested candidates should send a cover letter, detailed resume including three recent professional references with telephone and email contacts and copies of testimonials and academic certificates to info@prefa.or.ug or hand drop them at our offices on the address below. Applications should reach not later than 25th May 2018. Only short-listed candidates will be contacted.

The Executive Director
Protecting Families Against HIV/AIDS
Plot 71, Luthuli Avenue, Bugolobi
P.O.Box 25769, Kampala, Uganda