



**Regional Centre for Quality of Health Care**



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**Position Title:** Program assistant  
**Operational base:** Regional Centre for Quality of Health Care, Kampala  
**Reporting line:** PO - HIV/AIDS  
**Key Relations:** ANECCA secretariat, RCQHC accounts & admin teams

The Regional Centre for Quality of Health Care (RCQHC) provides leadership in promoting Quality of Health Care (QOC) in Africa. The RCQHC is based at Makerere University College of Health Sciences School of Public Health in Kampala Uganda. The RCQHC delivers technical assistance to health care workers through a wide range of activities such as training, development of learning materials and conducting research. The RCQHC also hosts the secretariat of the African Network for Care of Children Affected by HIV/AIDS (ANECCA), a regional network of members from sub-Saharan Africa region. RCQHC seeks to recruit for the post of Program Assistant to ANECCA/RCQHC HIV/AIDS programs. The post is primarily established to support the HIV/AIDS programs, and will be expected to work closely with and support RCQHC administration team.

**Roles & responsibilities:**

1. Carry out day-to-day liaison between the ANECCA Secretariat activities/programs and the RCQHC administration/finance departments.
2. Managing the HIV/AIDS technical area activity calendar for all the projects under this technical area. Including the receiving, handling and maintaining correspondences with various partners/collaborating agencies, including running of the website with the IT Officer.
3. Filing of all program and project activity reports and key activity documents including setting up and managing electronic and physical files, in liaison with the Monitoring and Evaluation Officer.
4. Provide support in the scheduling and setting up of technical meetings and workshops within the region including contacting and confirming attendees, scheduling conference rooms, setting up conference calls, compiling participants and attendance lists, managing all meeting logistics such as accommodation and travel.
5. Support the Program Officer & Technical Advisor in tracking of program funds and compiling activity expense reports with the support from the Finance department of the RCQHC.
6. Maintaining and updating the ANECCA website, database and mailing lists.
7. Supporting the RCQHC administration team in procurement processes & coordination of logistics linked to regional travels.
8. Managing program equipment and ensuring that they are safely kept and in sound working condition at all times.
9. Providing back up at the ANECCA/RCQHC Secretariat by Taking and transcribing meeting minutes as delegated and maintaining correspondence with the technical teams in the field.
10. Any other duties linked to institutional development as assigned by the supervisor

**Requirements –core knowledge & competencies:**

- A basic degree in social science or a related field with knowledge and skills in office administration procedures, or an office administrator trained in project planning.
- Proven experience (at least 2 years) in a reputable organization doing similar work.
- Proven basic project management skills including budgeting and expenditure reporting (accountability). Experience with USAID procedures is highly desirable.
- Proven knowledge and experience of documentation and filing of program reports and correspondences as well as newsletter writing.
- Proven experience organizing trainings and conferences both locally and internationally.
- Experience working with diverse groups of people. Familiarity of working within partnerships will be of added advantage.

- Excellent interpersonal and problem solving skills.
- Computer literacy including Microsoft Office (word, excel and power point), ability to use internet, proven website and database maintenance and updating skills.
- Excellent correspondence writing & communication skills in English language (A working knowledge of French is an advantage).

We are an equal opportunity employer; women, PWDs, PLWHIV are encouraged to apply.

**Terms of Employment:**

The appointment will initially be for 1 year, with possible renewal subject to satisfactory performance and availability of funds. A three-month probation period will be lifted upon satisfactory performance.

**Application procedures:**

Interested and qualified persons should send their motivation letters, curriculum vitae, key academic documents by post to:-

- The Director, Regional Centre for Quality of Health Care, (Application Program Assistant)  
Makerere University School of Public Health, P. O. Box 29140, Kampala, Uganda
- E-mail to: [mail@rcqhc.org](mailto:mail@rcqhc.org), copy [hbarigye@rcqhc.org](mailto:hbarigye@rcqhc.org)

**Closing date** for receiving applications is 20<sup>th</sup> November 2010. Only short listed candidates will be contacted. Those who will not have heard from us within a month of publication of the advertisement should consider their applications unsuccessful.