



## VACANCY ANNOUNCEMENT

Joint Medical Store (JMS) is a Church founded **private not for profit** organization whose mission is to Provide Affordable Quality Health Solutions through an Efficient Supply Chain System that Delivers value to Accredited Health Units and Other Stakeholders’.

USAID has awarded to JMS a 3-year Task Order to procure and deliver a range of HIV commodities namely Antiretroviral (ARVs); Co-trimoxazole; HIV/Syphilis Duo, HIV Rapid Recency Assay, and CrAg (Cryptococcus). JMS is therefore recruiting qualified and experienced personnel to join its dedicated team.

- Job title:** Monitoring and Evaluation Officer
- Duty Station:** Head Office
- Reports to:** Program Manager - USAID PNFP HIV Commodity Procurement Activity
- Supervises:** None
- Directorate:** Directorate of Business Development & Procurement

### Position overview:

Reporting to the Program Manager, the M&E Officer will lead the design, implementation, and operation of M&E systems from Activity initiation to closeout. She/he will oversee the monitoring, evaluation, analytics, and reporting of performance and results, providing regular activity reports to JMS management and USAID. She/he will provide technical leadership and oversee data management on procurement-related analysis. She/he will conduct regular project data analysis and identify methods to use results for program improvement. S/he will lead activity efforts to strengthen monitoring and evaluation and performance reporting of the project activities.

### Key Result Areas:

1. Develop M&E Strategy and Coordinate Monitoring & Evaluation Activities
2. Set up databases
3. Monitor performance metrics and Key Performance Indicators
4. Standard Operating Procedures in place
5. Data Collection Tools
6. Update project information database;
7. Coordinate timely report writing

### Duties and responsibilities:

The Monitoring and Evaluation (M&E) Officer’s primary responsibilities include:

1. Assist the Program Manager with development of the M&E Plan for the project, including indicator selection, target setting, reporting, database management, and developing M&E and/ performance monitoring plans.
2. Lead role in overseeing data collection, collation, storage, analysis, and reporting, ensuring that data is of high quality and audit worthy.
3. Responsible for supporting the preparation and review of program reports in collaboration with program staff.
4. Manage research activities and ensure outcomes and lessons learned are integrated into the project and shared with relevant stakeholders.
5. Provide training and mentoring to partners and staff to ensure the implementation of strong M&E systems.
6. Provide technical support during work plan and proposal development.
7. Develop project specific Standard Operating Procedures (SOPs) for data collection and reporting.
8. Review and update Activity logistics data.

**JOB SPECIFICATION:**

**a. Qualifications**

- Bachelor’s Degree in Statistics, Demography or any other related Social Sciences field. Advanced certificate in M&E or statistics are preferred.
- Knowledge of data-processing and statistical analysis software, namely MS Access, Stata and SPSS, and proficiency in database development and maintenance are a MUST.

**Additional qualification;**

- Master’s degree in Public health, or any of the following; health management, procurement and supply chain management, M&E is added advantage.

**Experience**

- At least 05 years of experience of supporting project work and/or M&E activities for an NGO with demonstrated experience of leading teams to achieve development results.
- Proven success in designing, implementing and operating project M&E systems from project initiation to closeout stages.
- Experience working on a USAID Project will be an added advantage.
- Proficiency in database development and maintenance.

**Competencies & Knowledge:**

- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/ performance monitoring plans.
- Demonstrated ability to transfer knowledge through informal and formal trainings for staff and sub grantees.
- Computer proficiency in word processing, database, spreadsheet and graphics presentations, including one or more of the following programs: SPSS, Excel, Access, STATA.
- Experience with Management Information Systems.
- Excellent communication and writing skills.
- Energetic, dynamic team player, and portray innovation.
- Focused, easily trainable, and flexible.
- A self-starter, and able to work with minimum supervision.

**2. Job title:** Procurement Assistant

**Duty Station:** Head Office

**Reports to:** Project Procurement Officer

**Supervises:** None

**Directorate:** Directorate of Business Development & Procurement

**Main purpose of the job;**

Assist the Procurement Officer implement procurement in a professional and efficient manner, and in conformity with the USAID and JMS Procurement guidelines and Procedure Manual.

**Key Result Areas:**

- Support in Procurement of Goods and Services
- Project contract management system Support.
- Procurement and Sourcing of goods and Services
- Budget Support Activities
- Supplier Management Support
- Reporting

**Duties and Responsibilities;**

- Support procurement in accordance with the USAID and JMS Procurement policy, guidelines and standard operating procedures.
- Recommend change in procedure where necessary
- Maintain all procurement records in the department and update the filing indexes accordingly
- Process NDA import verification certificates for foreign orders
- Obtain and use the NDA register
- Maintain an updated GHSC list of eligible suppliers and commodities.
- Implement project Contract Management Framework, develop and regularly update a contract log for tracking all contracts in place.
- Participate in the evaluation of supplier performance.
- Participate in the procurement and sourcing of items as per MOH commodity supply plan for the PNFP sector
  
- Verify and forward supplier information provided for payment to Finance Department.
- Follow up and monitor the delivery of items with the supplier.
- Verify and forward supplier information provided for payment to Finance Department.
- Conduct all procurement in a transparent and responsive manner.
- Maintain and promote a good professional relationship with the suppliers and service providers so as to foster feedback and continuous improvement.
- Submit routine performance reports as per agreed parameters with the line supervisor

**JOB SPECIFICATIONS;**

**a. Qualifications**

- Degree in procurement and Logistics Management

**b. Experience**

- At least two years' relevant experience in a related field.

**c. General Competencies & Knowledge:**

- Communication and networking skills
- Attention to details
- Team work
- Computer skills
- Ability to organize tasks and identify priorities.

You may visit JMS website at [www.jms.co.ug](http://www.jms.co.ug) for the job's additional details.

Only qualified candidates who meet all job requirements as indicated above are invited to submit their resume, copies of academic certificates, testimonials and three (3) referees including their day time telephone contact and email address. *Only short listed candidates will be contacted.*

**CLOSING DATE: 25<sup>th</sup> July 2023 at 5:00 pm.**

Please forward your applications to:

**Manager, Human Resources and Administration**

**Joint Medical Store,**

**P. O. Box 4501, Kampala.**

**Email to [HRA@jms.co.ug](mailto:HRA@jms.co.ug)**

***OR hand deliver your application to Joint Medical Store (JMS), Plot 1828 Gogonya Road, Nsambya'***