



John Snow, Inc. (JSI)

EMPLOYMENT OPPORTUNITIES

BACKGROUND: John Snow, Inc. (JSI), a leader in international public health, is recruiting for the position of **Capacity Development Director** for an upcoming USAID/Uganda project.

JOB TITLE:	CAPACITY DEVELOPMENT DIRECTOR
Report to:	Chief of Party
Number of vacancies:	1
Location:	Kampala
Contract Terms:	Fixed Term

JOB SUMMARY:

The **Capacity Development Director** is a full-time position based in Kamala, Uganda. S/he will provide technical leadership for the project in institutional & technical capacity development health facilities. The Capacity Development Director will be responsible for establishing evidence-based capacity building approaches and standards in the project and training staff in their use. S/he will report to the project's **Chief of Party (COP)**. The Capacity Development Director position is contingent upon winning the project award.

Major Duties and Responsibilities:

- Provide strategic technical direction and leadership to develop and implement capacity development strategies;
- Ensure all technical and institutional capacity development strategies are evidence-based and are of high quality and train staff in these approaches;
- Carefully analyze impact of the capacity development interventions and work with staff to change any approaches that are not yielding results, based on data analysis;
- Ensure appropriate capacity development M&E indicators are in the project's M&E plan;
- Ensure best practices and lessons learned are collected and disseminated through appropriate channels in conjunction with the project's MEL senior advisor;
- Contribute to project leadership as part of the Senior Management Team (SMT);
- Build and maintain strong, collaborative working relationships with health facilities at the district level that will receive capacity development support;
- Lead assessment of capacity development needs and design and implementation of capacity building at health facilities, including:
 - Lead training of project staff in OCA and NUPAS tools and participate in these assessments with partners, as appropriate;
 - Provide templates, and inputs on the design of capacity building plans individualized per health facility;
 - Lead capacity development training for project staff;
 - Contribute technically to appropriate capacity development approaches to identify and advocate for needed services for

priority and key populations and improve service coordination and quality; and

- Analyze and improve program performance.
- Work with regional teams to assist health facilities to strengthen management systems such as HMIS, HR, grants management and M&E and build resource mobilization capacity; linking them to excellent consultants in these areas if project staff does not have all the capacity;
- Work with regional teams to implement technical support for increasing health facility engagement, advocacy and coordination;
- Provide supervision to capacity development staff in regional offices, in tandem with the Regional team lead;
- Develop and maintain a robust data base of outstanding Uganda consultants in various areas of institutional development; and
- Ensure timely and qualitative contributions to the COP, for all necessary reports and especially quarterly reports, and semi and annual reports, as well as administration and management activities as required.

Qualifications:

- A Master's Degree in Public Health, Education, Business/ Finance, Social Work, International Development or an equivalent field;
- Previous leadership experience, preferably with a USAID funded project;
- Minimum 10 years of capacity development experience with a proven background of quality improvement and results;
- Experience with the NUPAS/OCA and strong capacity development skills in at least 2-3 areas of institutional capacity development (e.g., assessments, HR, HMIS, resource mobilization, quality improvement, health facility governance and leadership);
- Demonstrated ability in designing, coordinating and implementing capacity development programs;
- Experience in advising, training and mentoring of staff in institutional and technical capacity improvement efforts;
- Experience in developing strategic frameworks, work plans, managing project implementation, and fielding and managing short term technical assistance;
- A solid understanding of and experience in capacity development of local health facilities and other stakeholders (e.g., CSOs, FBOs, governments, the public sector)
- Demonstrated experience and success supporting the goals and objectives of USAID's Journey to Self-Reliance and PEPFAR local partner transition;
- Strong communications and interpersonal skills in written and spoken English required;
- Excellent critical thinking, problem-solving, leadership skills, including the ability to make independent decisions and take initiative;

- Demonstrated supervisory skills and experience; and
- Ugandan nationality.

JOB TITLE:	GRANTS MANAGER
Report to:	Capacity Development Director
Number of vacancies:	1
Location:	Kampala
Contract Terms:	Fixed Term

JOB SUMMARY:

The **Grants Manager** is a full-time position based in Kampala, Uganda. S/he will be the point person for project grants management and administration, and will report to the **Capacity Development Director**. In addition to providing capacity development technical assistance to local the facilities, the new project will also provide small grants, which will further strengthen the capacity of the facilities. The grants will prioritize improvements in the health facilities' service delivery. The Grants Manager position is contingent upon winning the award.

Major Duties and Responsibilities:

- Lead design of grants management program, including the project's grants manual, granting process, partners' scope of work based on assessed needs, etc;
- Assist in pre-award activities for grant recipients including training and orientation, review of grantees' applications, budgets, pre-award questionnaires, supporting documents, etc. and/or assisting in grant discussions and negotiations with counterparts;
- Lead monitoring of grantee compliance with grant award terms and conditions, including reporting, working closely with designated staff from each regional team;
- Along with regional staff and consultants, work with grantees to strengthen institutional capacity in finance and operations systems, compliance, and/or grant award management;
- Participate in organizational capacity building assessments (OCA/ NUPAS);
- Ensure that designated regional staff actively cultivate an excellent and collegial relationship with grantees;
- Review data in project grants database with uses the Salesforce platform to ensure grant information is captured accurately for the in-country grants portfolio;
- Follow up with individual grantees not meeting content or timing of reporting requirements to confirm appropriate assistance and/or next steps;
- Work with designated regional staff to review grantee work plans, reports, and other deliverables to ensure that they meet grant award requirements and work with project staff to improve reporting as needed;

- Assist to identify issues in scope or budget necessitating award modifications throughout the life of the grant award;
- Assist in grant award start-up, financial management, monitoring, and close out activities;
- Assist to identify technical assistance needs and develop capacity strengthening plans for grantees within portfolio;
- Assist in organizing grantee technical assistance and/or trainings in areas including finance, operations, compliance, organizational development, technical programming in the project's focus areas, and/or monitoring & evaluation;
- Travel to conduct regular site visits for award management, finance and operations, review of financial documents and/or donor compliance;
- Participate in the development of institutional capacity building training curricula, other tools and materials for regional and in-country technical events such as assessments, workshops, trainings, etc.;
- Provide training and technical assistance to grantee staff on project database reporting requirements and procedures.

Qualifications:

- Master's degree in Management, Finance, Public Health, International Development, or related field preferred.
- Minimum 5 years' experience in grants management and/or programming;
- Minimum 5 years' experience working on USG-funded projects, PEPFAR funding and reporting, and/or public health programs;
- Demonstrated experience in institutional capacity building and/or training;
- Experience with US Government-funded projects and assistance rules and regulations;
- Demonstrated knowledge of granting procedures, from grant start-up, award management, to close out preferably USAID rules and regulations;
- Demonstrated capacity and experience in training and supervising project staff in grants management;
- Demonstrated competence to assess priorities, manage a variety of activities in a time-sensitive environment, and meet deadlines with attention to detail and quality;
- Demonstrated attention to detail, ability to implement procedures, meet deadlines and work independently and cooperatively with team members;
- Ability to work independently, take initiative and manage various activities in a team setting with minimal supervision;
- Strong time management/task prioritization skills;
- Excellent oral and written communication skills;
- Ugandan citizen.

APPLICATION PROCEDURE

Interested candidates who meet the above requirements, should send their applications by following the link <https://www.jsi.com/JSIInternet/Careers/jobpostings.cfm> not later than **August 09, 2019**. JSI is an equal opportunity employer so women are encouraged to apply.