



TYI - UGANDA

Trans Youth Initiative -Uganda



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## JOB ANNOUNCEMENTS

### BACKGROUND:

We are a rural Human and Health Rights indigenous Organization operating in South Western Uganda with a major focus towards Key Population specifically the gender marginalized rural communities. Since our inception in 2017, we have been at the forefront of promoting the rights and welfare of these specific marginalized communities through advocacy, legal support, and community mobilization.

The Agency has secured grant financing through The Gender Equality Fund (GEF), which is a three-year (2024-2026) initiative of the Global Fund to Fight AIDS, Tuberculosis and Malaria, GSK and ViiV Healthcare. The GEF works alongside women and girls in all their diversity, and gender-diverse communities and their organizations to design, deliver, influence and advocate for gender-transformative and gender-affirmative approaches to health.

Under our "Capacity Improvement and Advocacy Strengthening (CIAS)" Project, we are now seeking ready-for-hire qualified and competent staff to join our exciting and motivated team as Project staff in the following competitive positions;

Sr.	Position	Nature	Vacancies	Duty Station
1.	Project Coordinator	Full time	01	Mbarara
1.	Monitoring, Evaluation, Accountability and Learning (MEAL) Officer	Full time	01	Mbarara
1.	Advocacy Officer	Full time	01	Mbarara
1.	Field Assistant	Full time	01	Mbarara
1.	Peer Educators	Part-time	10	Western Uganda

#### GENERAL REQUIREMENTS:

- a. All positions require deep understanding of cultural sensitivities related to gender and health issues in diverse settings as well as commitment to upholding high ethical standards in personal and official engagements.
- b. The agency celebrates gender and inclusivity in all its forms, so as an equal-opportunity employer, welcomes all applicants from diverse environments.
- c. All candidates MUST exhibit excellent verbal and written communication skills in English as is essential for drafting high-quality reports and communicating with partners and stakeholders.
- d. Proficiency in local languages specifically dialects used in Central and Western Uganda is highly beneficial for effective stakeholder engagement and fieldwork.
- e. All applicants shall need to demonstrate computer proficiency especially use of basic packages and both knowledge and appreciation of modern social media and on-line communication programs.
- f. Ability to ride a motorcycle shall be an additional advantage

#### APPLICATION PROCEDURE:

- a. Full applications in form of (i) Detailed CV (ii) detailed motivational letter and (iii) relevant certifications, all AS ONE COMBINED PDF DOCUMENT, to preserve formatting, must be email

to [info@tyiuganda.org](mailto:info@tyiuganda.org)

- b. Only suitable and eligible candidates whose applications are received before the deadline will be contacted. Applicants are encouraged to provide right and accurate information.
- c. Applicants must ensure that in the SUBJECT line of their email, they clearly indicate the position being applied for and their names in full e.g “*Advocacy Officer – Dr. Ocean Joe*”. This shall help to ensure that your application is promptly and properly sorted by the respective assessment committees.
- d. All positions carry a highly competitive package to suitably qualified and motivated successful applicants.
- e. **Deadline:** All application must be received by 21st June 2024 before 5:00pm EAT

- **Position:** Monitoring, Evaluation and Learning

**Reports to:** Program Manager

**Duty Station:** Mbarara (with frequent field travels)

**Duration:** 3 years

### **Job Summary**

The MEAL Officer will be integral in tracking the progress of the project activities, evaluating their impact, and ensuring that outcomes align with the strategic objectives set forth by the CIAS Project. This role is pivotal in ensuring that our interventions are effective, sustainable, and responsive to the needs of the community we serve. The MEAL Officer will play a crucial role in supporting our mission by ensuring that our programs are effectively monitored and evaluated, that results are systematically tracked and documented, and that learnings are comprehensively integrated into current and future program planning. Timely and quality reporting shall be an over-arching expectation of your day-to-day roles. This role is essential for enhancing the accountability and effectiveness of CIAS and other initiatives.

### **Major duties and Responsibilities**

1. Design and establish a comprehensive MEAL system specifically crafted to the project's unique objectives, ensuring accurate and timely data collection, analysis, and management. This includes developing indicators and metrics that accurately reflect the project's impact on gender equality and health rights.
2. Conduct systematic monitoring of all project activities. This involves regular on-site visits and remote data gathering to ensure adherence to planned timelines and outcomes. Document findings and adjust strategies as necessary to enhance project outcomes.
3. Work closely with project teams to interpret MEAL data, ensuring insights are integrated into ongoing project execution. Facilitate regular review meetings to discuss progress against goals, share lessons learned, and make informed decisions to steer project directions effectively.

4. Lead the preparation and delivery of detailed reports and presentations that clearly communicate project successes, challenges, and lessons learned to stakeholders, including donors, project partners, and community members. Ensure these communications are clear, professional, and aligned with the project's strategic objectives.
5. Provide ongoing support and training to project staff on best practices in MEAL. This includes organizing workshops and training sessions to enhance staff competencies in utilizing MEAL tools effectively and fostering a culture of continuous improvement and data-driven management within the team.
6. Develop and implement data visualization tools and dashboards that allow project staff and stakeholders to understand the progress and impact of the project easily. This will facilitate more effective communication and decision-making based on real-time data.
7. Ensure all MEAL activities comply with national/ international standards and ethical guidelines relevant to the project scope. Regularly review data collection processes and tools to guarantee the accuracy, confidentiality and integrity of the data.
8. Establish and maintain a robust feedback mechanism that captures insights and criticisms from beneficiaries and stakeholders. Use this feedback to refine project activities and increase stakeholder buy-in and satisfaction.
9. Identify potential risks related to the project's MEAL activities and develop mitigation strategies. Regularly update the risk management plan and communicate potential impacts to project leadership.
10. Develop strategies to ensure the sustainability of project benefits beyond the life of the grant.

### **Relevant qualifications, skills and experiences**

1. A Bachelor's degree in Social Sciences, Public Health, Statistics, or a closely related field. A Master's degree or specialized training in Monitoring and Evaluation is strongly preferred.
2. At least 4 years of direct experience in Monitoring, Evaluation, Accountability, and Learning, specifically in projects focused on gender equality, health rights, or similar fields. Experience in managing MEAL for Global Fund supported projects or other similar international health initiatives is highly valued.
3. Proficiency in both quantitative and qualitative research methodologies. Skilled in using advanced data analysis software (e.g., SPSS, R, STATA, or NVivo). Capable of designing robust data collection instruments and conducting rigorous data analysis to drive program improvements.
4. Demonstrated experience with the management, reporting, and compliance requirements of Global Fund projects. Familiarity with the operational frameworks, reporting systems, and performance metrics used by the Global Fund.
5. A deep understanding of and commitment to the rights and challenges of the key population communities. The position shall need to regularly liaise with external stakeholders, including donors, government agencies, and other implementing partners, to communicate M&E findings.
6. Demonstrated ability to interpret complex data sets and synthesize them into clear, actionable insights. Expertise in translating MEAL data into strategic initiatives to enhance project outcomes and inform policy-making.
7. Strong planning and project management skills, with a proven track record of managing multiple project components and deadlines efficiently. Experience in setting priorities

effectively under tight deadlines in a fast-paced environment.

8. Demonstrated leadership in fostering a team-oriented environment. Experience in mentoring and building the capacity of project staff and partners in MEAL practices, ensuring high standards and continuous improvement.
9. Ability to adapt MEAL strategies to complex project environments and emerging challenges. Enthusiasm for implementing innovative MEAL practices and technologies to enhance data collection and analysis processes.

- **Position:** Project Coordinator

**Reports to:** Program Manager

**Duty Station:** Mbarara (with frequent field travels)

**Duration:** 3 years

### **Job Summary**

The CIAS Project Coordinator will be responsible for providing strategic leadership, managerial responsibility and oversight to the project. He/she will work with a multi-disciplinary team and serve as the project focal person to promote the project milestones, goals, objectives and achievements/successes within the budget.

### **Major duties and Responsibilities**

1. Lead implementation and management of the project and develop comprehensive project plans that outline expected outcomes, deliverables, and timelines. Regularly evaluate project milestones against set goals and adjust strategies as necessary to enhance effectiveness and impact.
2. Together with other staff, lead advocacy activities at district and national level
3. Strengthen capacity of local CSOs (organizations of people affected by Malaria, TB and HIV/AIDS) to achieve the project targeted goals.
4. Lead dialogues with different stakeholders in implementation of human and health rights responsive programs
5. Responsible for production of work plans, budgets and detailed reports for the project
6. Maintain and monitor project plans, project schedules, budgets and expenditures including ensuring that project deadlines are met
7. Direct the establishment of effective and efficient management and operating structures and systems that foster the achievement of project goals.
8. Provide appropriate guidance to the staff of the Project, and continuously ensure that the Project has all the necessary resources and financing to achieve the set targets.
9. Achieve project staff performance appraisals with guidance from the Program Manager/ Supervisor.
10. Establish effective linkages that will help in effective and efficient achievement of project deliverables

11. Implement quality control measures to ensure project deliverables meet or exceed technical and professional compliance standards. Ensure compliance with national and international laws and policies relevant to the project's scope. Regularly assess project components for risk and develop mitigation strategies to address potential issues proactively.
12. Develop and implement strategies for achieving maximum project results/outcomes
13. Monitor and track progress toward achieving stated project outcomes
14. Ensure that the project adheres to the necessary national level frameworks and donor related guidelines and that all documentation is appropriately maintained
15. Organize, attend and participate in stakeholder meetings; and ensure that stakeholder views are well documented and inform continuous project improvement
16. Document and follow up on important actions and decisions relating to the Project
17. Assess project risks/challenges, issues and recommend and or implement mitigation measures where applicable
18. Manage the project budget with meticulous attention to detail. Monitor expenditures, ensure all spending aligns with the project's financial plans, and report any financial inconsistencies or areas of concern to the management team promptly.
19. Provide administrative support as needed; and where necessary; and
20. Undertake other project tasks/assignments as required and/or assigned by the supervisor.

### **Relevant qualifications, skills and experiences**

1. Minimum of 4 years of robust experience in project management, with a strong preference for experience in the non-profit sector focusing on health, human rights, or gender equality. Demonstrated success in managing complex, donor-funded projects, especially those supported by the Global Fund or similar entities. Familiarity with compliance and reporting requirements of major donors is essential.
2. Possession of a Bachelor's degree in Project Management, Social Sciences, Public Health, or a related field is required. A Master's degree or professional certifications such as PMP (Project Management Professional) or CAPM (Certified Associate in Project Management) will significantly strengthen your candidacy.
3. Sensitivity and adaptability to cultural differences and a deep understanding of the challenges faced by Key Population communities. Commitment to fostering an inclusive environment that respects diverse perspectives and promotes equality.
4. Exceptional ability to manage multiple priorities in a dynamic, high-pressure environment. Demonstrated capability in strategic planning, project scheduling, resource allocation, and multitasking, coupled with a proactive problem-solving mindset.
5. Outstanding verbal and written communication abilities, with the skill to clearly convey complex information and engage effectively with diverse internal and external stakeholders. Proven track record in building and maintaining strong working relationships and effectively managing multi-stakeholder communications.
6. Solid experience in budget management and financial oversight. Ability to develop, manage, and track project budgets, ensuring maximum efficiency and financial accountability. Experience in financial reporting, with the ability to analyze financial data and prepare accurate reports for management and donors.
7. Demonstrated leadership skills with a history of motivating and guiding teams toward achieving project goals. Experience in team development and staff training, with a focus on building capacity and strengthening team performance.

- **Position:** Advocacy Officer

**Reports to:** Program Manager

**Duty Station:** Mbarara (with frequent field travels)

**Duration:** 3 years

### **Job Summary**

The Advocacy Officer, will play a crucial role in shaping and executing advocacy strategies that promote the project's objectives and drive systemic change. The Position shall lead the development and implementation of an integrated advocacy and communications strategy/plan aligned to the organizational and project priorities through collaborating with stakeholders, mobilizing community support, and engaging with policymakers to advocate for inclusive policies and practices.

### **Major duties and Responsibilities**

1. Identify key issues, messaging, appropriate communications channels for public advocacy initiatives
2. Craft and execute robust advocacy strategies that are in line with the organization's mission to promote gender equality and health rights. Systematically identify key opportunities for influence and design targeted advocacy campaigns that effect meaningful change in public policy and community practices.
3. Forge and sustain relationships with a diverse range of stakeholders including policymakers, local government officials, community leaders, NGOs, and other relevant entities. Serve as a dynamic liaison to bridge diverse groups, fostering strategic alliances and collaborations that bolster our advocacy efforts and amplify our message.
4. Build partnerships and coordinate work with other networks and allies in the HIV/AIDS, TB and Malaria response and beyond to maximize and secure advocacy wins
5. Identify and keep record of upcoming and existing advocacy events and plan for participation of the project stakeholders and or allies
6. Undertake quarterly digital advocacy initiatives on pertinent advocacy issues related to the quality of HIV, TB and Malaria care
7. Develop policy briefs and position papers, press releases, statements, advisories, talking points, briefings, message guidance, fact sheets, blog posts, remarks, roundups, reports and other useful resources in relation to the project advocacy objectives
8. Proactively identify and deploy ways to disseminate key messages and build awareness of Project's activities to a diverse group of audiences
9. Work with the KP and PLHIV/ TB and SRH Peer and Social networks at national and sub-national levels, community monitors and regional coordinators to maximise their engagement in Project advocacy and communication activities and campaigns

10. Generate and utilize appropriate and relevant project specific social media and website content
11. Keeping records of meetings, correspondence with target audiences and the responses elicited
12. Tracking when key messages or briefing notes are used by elected officials, key influencers and the media
13. Carrying out surveys and interviews to determine the impact actions have had and the recognition they have received
14. Monitoring the media and keeping track of coverage in the media.

### **Relevant qualifications, skills and experiences**

1. Minimum of 3 years of dedicated experience in an advocacy role, ideally within a nonprofit or community-based organization that focuses on human rights, health, or gender issues. Demonstrated track record of successful advocacy campaigns that have led to measurable improvements in policy or public perception.
2. Bachelor's degree in Political Science, Social Sciences, Public Health, Law, or closely related fields. A Master's degree or further certifications in human rights, public policy, or advocacy strongly enhance a candidate's profile, reflecting specialized knowledge and advanced skills.
3. Outstanding verbal and written communication abilities are crucial. Must possess the capacity to craft compelling messages and persuasively engage with a diverse range of stakeholders, including government officials, community leaders, and marginalized groups, to foster understanding and support for advocacy objectives.
4. Highly developed skills in organizing, planning, and managing complex advocacy projects with strategic objectives. Must have excellent analytical skills to evaluate policy environments, understand complex scenarios, and develop effective strategies based on comprehensive data analysis.
5. A profound understanding of rights and health issues faced by Key Population communities. Should demonstrate a strong commitment to equity, diversity, and inclusion, and possess the ability to navigate culturally sensitive matters tactfully and effectively.
6. Ability to lead initiatives and work collaboratively with various teams and stakeholders. Should inspire trust and act as a mentor to team members, fostering an environment that supports learning and growth in advocacy skills.

- **Position:** Field Assistant

**Reports to:** Project Coordinator

**Duty Station:** Mbarara (with frequent field travels)

**Duration:** 3 years

### **Job Summary**

The Field Assistant is a dynamic, on-the-ground role that supports the successful execution of our projects by working directly with the community, stakeholders, and project teams. This



position is essential for facilitating project activities, collecting data, and ensuring the voice of the community is heard and integrated into our initiatives.

### **Major duties and Responsibilities**

1. Serve as the vital link between the project team and the community. Facilitate open and effective communication, organize and conduct community meetings, and actively assist in mobilizing community members to participate in and support project initiatives. Your role will be instrumental in ensuring community buy-in and active participation, which are crucial for the project's success.
2. Play a key role in gathering both qualitative and quantitative data essential for monitoring and evaluating the project's impact. This includes conducting surveys, interviews, and focus groups, ensuring meticulous data entry, and assisting in the analysis and preparation of detailed reports that highlight key outcomes and insights from field activities.
3. Provide critical logistical support for all field operations. This includes arranging transportation, managing supplies, and coordinating with local vendors and service providers to ensure the smooth execution of project activities. Your efficiency in managing these elements is vital to maintaining the project timeline and quality of work.
4. Accompany project coordinators and other team members in meetings with key stakeholders, including local leaders, partner organizations, and government officials. Assist in managing these relationships and ensure collaborative efforts are effective and aligned with project goals.
5. Maintain accurate and comprehensive records of all field activities. This includes documenting community interactions, keeping detailed minutes of meetings, and managing participant lists and consent forms, ensuring all project documentation is organized and accessible for review and compliance purposes.
6. Actively collect and compile feedback from community members and stakeholders. This crucial feedback is a key component of our iterative process, helping to refine and adjust project strategies to better meet the community's needs and enhance project effectiveness.

### **Relevant qualifications, skills and experiences**

1. Minimum of 2 years in a field support role, ideally within a nonprofit environment focused on health, human rights, or community development. Demonstrated ability to effectively implement field activities and adapt quickly to changing on-ground realities.
2. Holds at least a diploma in Community Development, Social Work, Public Health, or a related field. A bachelor's degree in these areas would be highly beneficial and indicative of a deeper understanding of the theoretical frameworks supporting the fieldwork.
3. Exceptional verbal and written communication abilities are essential, with fluency in local languages. You should have a proven track record of effectively engaging with and mobilizing diverse community groups, facilitating discussions, and conveying complex information in an accessible manner.
4. Exhibits strong organizational capabilities with meticulous attention to detail. Must be adept at prioritizing and managing multiple tasks simultaneously, often under tight deadlines, without compromising the quality and accuracy of work.
5. Must possess the willingness and physical ability to travel extensively across the project area, often in challenging conditions. This role requires a high level of adaptability and

resilience in various operational environments.

6. Sensitivity and adaptability to cultural differences and a deep understanding of the challenges faced by Key Population and gender-diverse communities. Commitment to fostering an inclusive environment that respects diverse perspectives and promotes equality.

- **Position:** Peer Educators

**Reports to:** Project Coordinator

**Duty Station:** Mbarara (with frequent field travels)

**Duration:** 3 years

### **Job Summary**

Peer Educators are vital to our outreach and community engagement efforts. In this role, you will work directly with community members to raise awareness, provide education, and foster understanding around issues of gender equality and health rights. This position is ideal for youths within the Key Population fraternity who are passionate about community work and have a strong desire to make a positive impact in their local areas.

### **Major duties and Responsibilities**

1. Actively conduct outreach initiatives within various community settings to promote health education and gender equality awareness. Utilize engaging and culturally appropriate methods to effectively communicate key messages and foster community involvement.
2. Design and deliver essential training sessions on health and gender rights to community members. Focus on improving understanding, dispelling myths, and reducing stigma associated with gender diversity and health issues. Tailor educational content to meet the specific needs of different audience groups.
3. Facilitate and manage regular support group meetings that offer a safe, confidential, and supportive environment for community members to share experiences, discuss challenges, and explore solutions. Employ facilitation techniques that encourage participation and foster a sense of community and mutual support.
4. Coordinate the distribution of educational materials and health resources within the community. Ensure that resources are accessible to all segments of the community and are distributed in an organized and equitable manner.
5. Systematically collect feedback from all community engagement activities. Analyze and compile insights to share with project managers, helping to refine and enhance outreach efforts. Use feedback to adapt strategies and develop more effective programs that resonate with community needs.
6. Take an active role in organizing and participating in community events and workshops that align with the project's goals. Assist in all phases of event planning, from conceptualization to execution, ensuring that events are well-organized and achieve their intended impact.

### **Relevant qualifications, skills and experiences**

1. Demonstrated experience in community outreach, health education, or closely related fields. A proven track record of successfully engaging with community members and facilitating impactful educational or health-related initiatives.
2. Applicants should have lived experience within the community and must demonstrate a deep understanding of and commitment to the rights and challenges of the Key Population community.
3. A high school certificate or a relevant certificate is required. Additional education, certifications, or training in community development, public health, social work, or related disciplines is highly valued, as it indicates a deeper understanding of the underlying issues and methodologies for community work.
4. Exceptional communication abilities, both verbal and written, with the skill to engage effectively with diverse groups. Capable of adjusting communication styles to suit different audiences and facilitating discussions clearly and respectfully.
5. Demonstrated ability to navigate and address sensitive issues related to gender and health with tact and empathy.
6. High levels of empathy and resilience, with a robust motivation to support and educate others. Should possess a strong ethical foundation, patience, and dedication to empower individuals from diverse backgrounds.
7. Fluency in local languages is crucial for effective communication within the community. This skill is essential for conducting outreach and educational sessions that are accessible and impactful.
8. Ability to work well within a team setting, contributing to a collaborative work environment, and supporting colleagues in joint initiatives and problem-solving.