

THETA is a registered Ugandan non-governmental organization dedicated to improving the health of Ugandans by promoting collaboration between the Tradition and Biomedical Health Systems. THETA - Uganda has been at the forefront of fighting HIV and AIDS in Uganda working at National, District and Community level. THETA's Mission is to improve health of the most vulnerable members of society by promoting health and preventing disease through capacity building, advocacy and research in partnership with traditional and biomedical health care systems and communities. THETA in collaboration with World Education Inc. /Bantwana (WEI/B) and with financing through the United States Agency for International Development (USAID) are implementing a BETTER OUTCOMES PROJECT for Children and Youth in Eastern and Northern Uganda. The purpose of the project is to improve access to comprehensive services across the continuum of HIV care and to help vulnerable children and care givers prevent and respond to HIV, violence and other adversities that impact children wellbeing in Eastern and Northern Uganda, including the District of Lira, Dokolo, and Kole.

**THETA is an equal opportunities organization and is seeking for qualified, self-motivated and competent individuals to fill the following position;**

**Position:** Monitoring and Evaluation Officer  
**Reports to:** Senior Monitoring and Evaluation Officer  
**Minimum Qualifications:** Bachelor's degree in Statistics, B.Sc. Pop Studies, B.Sc. Computer, B.A Economics and other related fields.  
**Minimum experience:** At least 3 years of experience as an M&E Officer with knowledge and hands on experience on data analysis with STATA and EPI-INFO is strongly desired.  
**Work Station:** LIRA  
**Terms of Service:** 1 Year – renewable subject to performance and availability of funding.

#### Major Roles and Responsibilities:

- Ensure routine monitoring reporting (RMR) actions and ensure templates are appropriately used and standard operating procedures are followed.
- Ensure Monitoring and Evaluation routine data collection, entry, cleaning and storage are accordingly implemented
- Conduct House hold assessment and enrollment of House hold beneficiaries
- Proactively identify key program themes /areas for analysis and learning.
- Conduct routine data quality assessment
- Document program results and develop templates for data entry processes.
- Maintain an up to date monitoring and data analysis for the project management as required.
- Ensure M&E indicators in project databases match reporting requirements
- Participate in development of weekly, monthly and quarterly work plans
- Assist in the development of MEL strategic documents as needed
- Coordinate with other departments to provide strong support to sub offices
- Any other duties assigned by the supervisor.

**Position:** Senior Human Resource Officer  
**Reports to:** Finance and Administration Manager  
**Minimum Qualifications:** Graduate degree/professional qualification in organizational development, Psychology or human resources management or MBA  
**Minimum experience:** At least 5 years of experience in organizational development or HR management fields preferably in NGO context.  
**Work Station:** Kampala.  
**Terms of Service:** 3 Years – renewable subject to performance and availability of funding.

#### Major Roles and Responsibilities:

- Support the development of a culture that reflects THETA values, promotes accountability and high performance and encourages learning, creativity and innovation.
- Develop best practice HR strategy for reward, resourcing, employee relations engagement, performance management, learning and development using THETA systems and tools.
- Manage staff recruitment, retention and exit processes.
- Manage Human resource information systems
- Manage the performance of all staff through; performance management system including establishment of clear and measurable objectives, periodic

fair and unbiased appraisals, coaching, mentoring, recognition and reward of outstanding performance.

- Staff development management through identification and planning for critical capacity building needs

**Position:** Monitoring and Evaluation Assistant (2 Positions)  
**Reports to:** Monitoring and Evaluation Officer  
**Minimum Qualifications:** Bachelor's degree in Computer studies and other related fields.  
**Minimum experience:** At least 2 years of experience in data management.  
**Work Station:** LIRA/Dokolo  
**Terms of Service:** 1 Year – renewable subject to satisfactory performance.

#### Major Roles and Responsibility:

- Routine data collection and entry
- Support field teams in proper data collection
- Participate in house hold assessment and enrollment of house hold beneficiaries
- Conduct routine data quality assessment
- Maintain an up to date data base for all project beneficiaries
- Ensure M&E indicators in project databases match the reporting requirements
- Participate in the development of weekly, monthly and quarterly work plans
- Any other duties assigned by the supervisor

**Position:** Driver  
**Reports to:** Finance and Administration Officer  
**Minimum Qualifications:** At least O' level certificate.  
**Minimum experience:** At least 3 years' experience driving in a reputable organization  
**Work Station:** LIRA/Dokolo  
**Terms of Service:** 1 Year – renewable subject to satisfactory performance.

#### Major Roles and Responsibility:

- Drive the assigned THETA vehicle carefully and safely with priority to safety of passengers and cargo under his/her charge.
- Ensure maximum security of vehicle and its accessories when under his/her care and during execution of organization activities.
- Making vehicle comprehensive reports in regard to activities carried out, mileage travelled and fuel consumption.
- Monitor condition of vehicle and promptly report the condition to supervisor any identified defects as well as following through to ensure they are corrected
- Ensure assigned vehicle is free from damage, in acceptable condition and consistently clean both interior and exterior.
- Any other duties as assigned by the supervisor.

Interested candidates should send their CV, a cover letter with copies of academic certificates, indicating 3 professional referees and their contacts, to The Human Resource Officer, THETA Uganda, Plot 724/5 Mawanda Road – Kamwokya, P. O. Box 21175, Kampala or Plot 62 Police Road, Adyel Division, Lira Municipality by **22nd June 2018**.  
 Email: [theta@thetauganda.co.ug](mailto:theta@thetauganda.co.ug)