



## Job Opportunity

**Vacancy: Monitoring and Evaluation Coordinator**

**Reports to: the Project Coordinator**

**Department: Administration**

KHC is a community based organisation (CBO) that was started in July 2007 by a group of devoted health professionals to provide free comprehensive holistic care to people with HIV/AIDS, Tuberculosis and Cancer. KHC is a partner of the ministry of health AIDS Control program and is an accredited antiretroviral therapy treatment site.

In an effort to strengthen the organisation monitoring and evaluation systems, KHC is looking for a highly motivated and self-driven individual to fill the position of monitoring and evaluation coordinator.

### Key roles/responsibilities

1. Ensure availability of appropriate data collection tools
2. Database management
3. Ensure daily entry of patient information
4. Routine monitoring of projects progress
5. Developing monthly, quarterly and annual reports
6. Presenting project progress reports to team on a quarterly basis
7. Ensuring use of standard operating procedures in all departments
8. Provide regular feedback of progress and quality of work during departmental meetings
9. Supervise data entry clerks and receptionists

### Requirements

- Basic degree in statistics or information technology
- Experience in HIV/AIDS programming
- Good communication and interpersonal skills
- Honesty and integrity
- Good customer care skills
- Fluent in English and Luganda languages
- Outgoing personality with a teamwork spirit.
- Self-motivated and can work under minimum supervision
- Ability to work in a poor and socially deprived community

**Note:** Please attach to your application detailed CV, with at least two referees, and copies of certificates, testimonials and a recent passport photograph.

**Deadline: Friday 5:00pm, 10 February 2012.** Applications received after the deadline will not be accepted.

**Interested candidate should address their hand written Application to:**

**The Project Coordinator**

**Kawempe Home Care,**

**P.O. Box 337, Kampala- Uganda**

**Physical Address:** Located along Gayaza Rd, Erisa zone Kyebando, branch off before the fish factory (IFTRA UGANDA LTD) on your right and move about 400 metres from the main road.

For more information call the Administrative Assistant on **0777690511 or +256414530414.**