Ministry of Health
Kampala, Uganda
P.O. Box 7272
Tel: +256312800832
Fax: 231 584
http://www.health.go.ug

MINISTRY OF HEALTH

UGANDA PUBLIC HEALTH FELLOWSHIP PROGRAM

Uganda National Institute of Public Health
P.O. Box 7272
Tel: 256 312800832
https://www.uniph.go.ug

UNIPH

HEALTH INFORMATICS JOBS ADVERT -Apply Now!

Background

The Uganda National Institute of Public Health (UNIPH), Ministry of Health has received funding from the Korean Foundation for International Healthcare to support the Health Informatics Program and the National / Regional Public Health Emergency Operations Centres. UNIPH seeks to fill the following positions.

1- Coordinator – Health Informatics Fellowship Program

Reports to: Program Director – Uganda Public Health Fellowship Program
Duty Station: UNIPH
Number of Positions: One (1)

Roles and responsibilities

This core role of the position holder will entail coordinating the entire Health Informatics (HI) Track of the Uganda Public health Fellowship Program (UPHFP). The coordinator will assist the Program Director in the day-to-day management, planning, monitoring, and implementation of planned activities of the HI program. Specifically, the position holder will execute the following

key roles;

A) Program management, coordination and monitoring

1. Use appropriate project management tools to plan, review and track progress on HI fellowship program implementation as well as on the utilization of program resources.
2. Provide leadership for HI fellowship program administration, budgeting, resource allocation, and reporting.
3. Coordinate the recruitment process of highly qualified candidates for the HI fellowship program.
4. Represent the HI fellowship program in partner and UNIPH meetings.
5. Serve as a link for the HI, MOH and UNIPH to identify desired projects and activities, ensure adequate mentorship, and access to learning resources (including data) from hosting departments/institutions.
6. Develop/ review and implement a system of ongoing evaluation of fellows' outputs and field activities.
7. Participate in grant applications writing for the UNIPH, to ensure program sustainability.
8. Participate in review of UNIPH strategic plans and objectives for the HI fellowship program in alignment with UNIPH goals.

B) Content development and delivery

9. Support the development of the UPHFP-HI curriculum and the accreditation of the HI program relevant institutions.
10. Identify HI subject matter experts to facilitate delivery of content as per the UPHFP-HI curriculum.
11. Coordinate the delivery of HI fellowship sessions, workshops, seminars, bootcamps and field excursions for fellows.
12. Attend presentations conducted by Fellows as and whenever they are arranged and participate in providing feedback to Fellows.
13. Participate in review and approval of Fellows' scientific products including abstracts, manuscripts, proposals and reports of special studies
14. Allocate mentors to Fellows and evaluate their performance.

C) Program mentorship and support

15. Participate in quarterly visits to Fellows at the host sites and evaluation of Fellows' progress through reviewing quarterly host mentor evaluations; quarterly reports and attending joint quarterly review meetings
16. Directly supervise the field Supervisor for the HI Program
17. Carry out any other duties that may be assigned to you from time to time by the Program Director

Education Qualification and Other Requirements:

▪ Master's degree in any of the following disciplines: Health Informatics, Health Sciences, Computer Science, Information Systems, Mathematics, Statistics or any computing-related disciplines. Additional qualification in Project management is an added advantage.

▪ At least 5-7 years of experience in project management, preferably in a healthcare setting.

▪ Excellent leadership, organizational, communication, time management and interpersonal skills.

▪ Demonstrated ability to work effectively with state and non-state actors and multidisciplinary teams.

▪ Strong knowledge of health informatics principles, practices, and technologies.

▪ Proficiency in use of different project management tools and software applications.

▪ Strong decision-making skills and ability to pay attention to detail.

▪ Commitment to continuous learning, professional development, and quality improvement.

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2. Administrative Assistant

Reports to: Program Coordinator – Health Informatics
Duty Station: UNIPH
Number of Positions: One (1)

Job Summary

The Administrative Assistant will play a crucial role in providing administrative support to ensure the efficient and effective functioning of the project. The admin will be required to work with other key stakeholders for proper coordination of the project activities, in addition the officer will also coordinate meetings, workshops, trainings, communications and manage documentation.

Roles and Responsibilities

a)   Develop and manage a schedule of planned meetings, including regular departmental meetings, collaborations, and stakeholder engagements. Ensure that all relevant parties are informed of meeting times, agendas, and locations in advance to facilitate attendance and participation.

b)   Collaborate in organizing the logistical and administrative aspects necessary for the successful execution of project workshops, meetings, and events to ensure seamless operations and a conducive environment for productive engagements.

c)   Ensure that the officers on field trips receive necessary logistical support to make their trip/s successful. Provide clear guidance and support to officers regarding trip logistics.

d)   Ensure that all requests submitted to various offices undergo the necessary approval processes and subsequent activities are carried out accordingly.

e)   Draft correspondences, including letters addressed to various stakeholders, and expedite the approval processes associated with these communications.

f)   Assist in coordination of activities for visitors to the field and other sites including making hotel reservations and arranging transport in consultation with relevant officer(s)g) Collaborate in the procurement process for equipment and supplies, playing a supportive role to ensure the timely acquisition of necessary resources to support the project -

operations.

h) Serve as a central point of contact for internal and external communications, relaying messages and information to the project staff and other stakeholders. Monitor communication channels such as phone lines, email inboxes and respond to inquiries or escalate them to appropriate personnel.

i) Assist in drafting and editing correspondence, reports, and other written materials related to the project activities.

j) Establish and maintain an organized filing system, encompassing both digital and physical copies, to ensure the accuracy and currency of records, files, and databases pertaining to project activities. This includes activity reports, resource requests, letters, and memos.

k) Perform any additional tasks or responsibilities as directed by the supervisor, which may include various administrative, logistical, or support duties to assist in achieving organizational objectives.

Skills and Qualifications

• Bachelor degree in Arts, Social Sciences, Human Resource, Business Administration or any related field from a recognized university.

• A certificate in Administrative Law is an added advantage.

• 4 years as an administrative assistant in a reputable health related organization/ Institution.

• Excellent organizational skills with the ability to prioritize tasks, manage multiple tasks simultaneously, and meet deadlines.

• Attention to detail and accuracy in completing administrative tasks such as data entry, filing, and record-keeping.

• Ability to communicate professionally with internal and external stakeholders, both in person and over the phone/email.

• Strong customer service orientation with the ability to interact courteously and effectively with clients, visitors, and colleagues.

• Responsive and proactive in addressing inquiries and resolving issues in a timely manner.

• Computer skills including word processing (MS Word, MS Excel, MS Power point) and zoom set up for online meetings.

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3- Data Analyst

Reports to: Manager – Jinja & Mubende Regional Emergency Operations Centres
Duty Station: Jinja and Mubende Regional Emergency Operations Centres
Number of Positions: Two (2)

Job Summary:

Data Analyst specializing in Health Emergencies will play a crucial role in collecting, analyzing, and interpreting data to support decision-making and response efforts during public health crises such as pandemics, natural disasters, disease outbreaks, and other emergencies.
The employee will involve handling large volumes of health-related data, identifying trends, patterns, and risk factors, and providing actionable insights to aid in preparedness, response, and recovery efforts.

Roles and Responsibilities

a) Data Collection and Integration

• Collect, aggregate, and integrate data from various sources including health surveillance systems, hospitals, laboratories, public health agencies, and other relevant sources.

• Ensure the quality, consistency, and accuracy of data through validation, cleaning, and normalization processes.

b) Epidemiological Analysis

• Analyze epidemiological data to monitor disease transmission dynamics, identify hotspots, and assess the impact of health emergencies on populations.

• Conduct spatial and temporal analysis to track the spread of diseases and assess the effectiveness of control measures.

c) Predictive Modeling and Forecasting

• Develop predictive models using statistical techniques and machine learning algorithms to forecast disease outbreaks, healthcare demand, and resource needs.

• Generate scenario-based projections to support contingency planning and decision-making by healthcare authorities.

d) Surveillance and Early Warning Systems

• Collaborate with various departments within the regional referral hospital to ensure timely preparation and dissemination of situation
• reports to key stakeholders, facilitating informed decision-making processes.

• Design, implement, and maintain surveillance systems and early warning mechanisms to detect and monitor emerging health threats in real-time.

• Collaborate with epidemiologists, public health experts, and data scientists to improve the sensitivity and specificity of surveillance algorithms.

e) Risk Assessment and Vulnerability Mapping

• Conduct risk assessments to identify vulnerable populations, assess their susceptibility to health emergencies, and prioritize intervention strategies.

• Create vulnerability maps and heat maps to visualize spatial disparities in healthcare access, socio-economic factors, and other determinants of health outcomes.

f) Communication and Reporting

• Prepare and disseminate reports, dashboards, and situational analyses to communicate key findings, trends, and recommendations to stakeholders and decision-makers.

• Collaborate with communication teams to develop data-driven communication strategies for public awareness and behavior change.

g) Capacity Building and Training

• Provide technical assistance, training, and capacity-building support to public health professionals, emergency responders, and data analysts involved in health emergency response efforts.

• Develop and deliver workshops, webinars, and training materials on data analysis, epidemiology, and public health surveillance.

Skills and Qualifications

• Possess a solid foundation in statistics and practical experience with statistical software (such as Excel, SPSS, SAS) and mastery in data analysis languages including SQL, Python, and R.

• Exhibit exceptional analytical abilities to compile, structure, examine, and present substantial data sets with precision and thoroughness.

• Capable of critically evaluating data to derive meaningful, actionable insights.

• Demonstrate superior communication and presentation capabilities, adept at simplifying complex data insights for audiences without a technical background.

• A bachelor's degree in Computer Science, Information Management, Statistics, or a comparable discipline is required, with prior experience in data analysis or a related field being advantageous.

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Additional Requirements

• Adept at report writing and presenting findings.

• Ability to work under pressure and meet tight deadlines.

• A deep understanding of emergency operations is a plus

• 3-5 years of experience

How to Apply:

Expression of Interest should Include the following;

1. Cover Letter

2. Curriculum Vitae

3. One recommendation from your current supervisor or

someone who understands your competences in your current field.

Interested applicants should send their applications to our email address at
application@uniph.go.ug

Application Deadline:
Friday, 19th April 2024

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https://uniph.go.ug/careers-opportunities/**