

JOB OPPORTUNITY

An organization involved in the areas of International Health, Health Systems and Human Resources for Health urgently requires the services of;

1. Research Assistant (2 Positions - M&E and Health Policy)

Minimum Qualifications:

- Masters Degree in Public Health, Health Policy, Epidemiology, or Biostatistics and at least three years' experience in global health, epidemiology, biostatistics or related field.
- Proficiency in literature synthesis, analysis and reporting, excellent written (technical documentation), analytical and oral communication skills.
- Proficiency in Qualitative and Quantitative data entry, analysis and presentation.
- Detail oriented, able to multi task.
- High proficiency in Statistical Packages such as SPSS, STATA, Epiinfo, etc.

Desired Experience:

- Experience with health systems or health workforce issues in low resource income countries.
- Experience with surveys, including implementation and /or analysis
- Ability to give input on practical technical matters related to the implementation of monitoring and evaluation

2. Accounts Assistant (1)

Minimum Qualifications:

- A good business related degree such as Bachelor of Commerce or Bachelor of Business Administration from a recognized University majoring in financial accounting and Completion or final stage of completing a professional Accounting qualification such as ACCA or CPA.
- OR A good Diploma in Business Studies from a recognized institution specializing in accounting and FULL completion of a professional accounting qualification such as ACCA or CPA.

- A minimum of 2-3 years accounting or auditing related work experience especially with donor funded projects.
- Proficiency in accounting packages such as Pastel, Tally or quick books will be an added advantage.
- Must be a person of high integrity and honesty with no prior criminal record

3. Administrative Assistant (1)

Minimum Qualifications:

- A degree from a recognized university
- Reporting Skills, administrative writing skills, ability to analyze information, problem solving, supply management, inventory management, Communication skills both written and verbal
- Detail oriented, able to multi task.
- Proficiency in Microsoft Office,

Requirements for all applicants:

Please submit the following:

1. Detailed curriculum vitae.
2. Copies of academic transcripts and other qualifications.
3. Testimonial letters from former employers if any.
4. The names, designations, post office addresses, emails and telephone contacts of three competent referees.

Applications addressed to The Administrator clearly indicating the vacancy applied for, can be hand delivered to: **Plot 13B Acacia Avenue, Kololo** or send to **P.O. Box 9974, Kampala**. Email can be sent to **info@achest.org**

Deadline: All applications to be received within **seven days** from the date of this advertisement.

Only shortlisted candidates will be contacted for interview, if you do not receive a response within two weeks of the closing date for submissions please consider your application unsuccessful. Any form of influence peddling or canvassing for consideration will lead to automatic disqualification.