



Job Title : **RESEARCH OFFICER**  
Reports to: PROGRAMME MANAGER

### Job Purpose:

To provide overall leadership and management of CEHURD's research processes and the coordination of CEHURD's Regional work on Health Equity. This is a dynamic position that requires the officer to provide leadership in designing and implementing research projects and evidence-based advocacy initiatives. Other responsibilities include fundraising, coordination of regional health equity initiatives with a strong contribution to CEHURD's Strategic Plan.

### Main Duties:

- To support CEHURD in producing high quality evidence-based research to inform processes on Health, Human Rights and Equity
- To work in partnership with key internal and external stakeholders both at national and regional level to develop and disseminate evidence on Health, Human Rights and Equity;
- To be the key advisor on research and practice enhancement at CEHURD including obtaining ethical clearance for research, developing research tool, designing methodologies and leading on data collection, analysis and dissemination.
- Represent and present CEHURD's research work including the identification of various fora for such dissemination.
- Be the focal point person in CEHURD for regional work in health and strengthen national and regional capacities in advancing health equity.
- Developing new evidence based solutions that are responsive to changing needs and identified gaps and prioritizing the piloting of relevant new initiatives in CEHURD's programs
- Integrating knowledge and practice models across all programs of CEHURD
- Develop and manage a data base for CEHURD's work
- Fundraise for CEHURD's research and health equity work.

### Skills/Qualifications:

The Research Officer will be expected to have the following skills and attributes:

- Demonstrated dedication to work effectively with underserved, at-risk, and vulnerable populations
- Able to effectively prioritise and organise own workloads and operate well under pressure
- A high standard of written and oral skills including the ability to present and effectively debate complex issues in Health, Human Rights and Equity.
- Knowledge and understanding of the broad range of issues impacting on health systems delivery and health equity.

- Demonstrated understanding of, and commitment to, evidence-based practice in health, human rights and equity research.
- An understanding of, and experience in, theory in research using both quantitative and qualitative research methodologies.
- Demonstrated ability to think and analyse critically into health equity issues
- Strong planning, organising and project management skills
- A demonstrated ability to write in a variety of formats and use relevant Office and Research software in order to develop project plans and produce reports on research findings, dissemination plans and platforms etc.
- Excellent verbal communication skills for different purposes and audiences
- Demonstrated ability and experience in working both autonomously and collaboratively with relevant stakeholders

The Research Officer will be expected to have the following **academic qualifications:**

- At least a Masters Degree in Public Health or any other Health Science related field;
- At least 3 years of relevant experience in a similar research position, preferably with an academic institution, NGO or a research Agency;
- Further post graduate training in research methodologies is highly desired.

### Key Relationships:

- CEHURD Executive Director
- CEHURD Programmes Coordinator
- Programme Manager
- CEHURD Partners and stakeholders

Job Title : **ADMINISTRATIVE ASSISTANT**  
Reports to: OPERATIONS MANAGER

### Job Purpose:

To perform a range of administrative tasks for the effective and efficient operations of CEHURD.

While the Administrative Assistant reports to the Operations Manager, she may often be required to perform administrative and office support activities for multiple supervisors.

### Main Duties

- Provide administrative support to ensure that CEHURD operations are maintained in an effective, up to date and accurate manner
- Oversee all aspects of publication orders including inventory and maintenance of inventory
- Assist with bookkeeping/accounting functions as appropriate
- Assist in developing and instituting methods for quality control and accuracy in meetings, conferences and other databases

- Provide receptionist services

### Knowledge, Skills and Abilities

The candidate must have proficient knowledge in the following areas:

- Knowledge of office administration and bookkeeping procedures
- Ability to be proactive, prioritize, multitask, and perform efficiently and effectively with individuals in a fast paced working environment
- Ability to handle sensitive and confidential information with discretion
- Attention to detail with excellent organizational skills
- Excellent communication skills (written, verbal, listening, and presentation)
- Warm personality with a good sense of humor.
- computer skills; specifically the ability to operate spreadsheet, wordprocessing, and desktop publishing programs

### Qualifications:

- The Administrative Officer will be expected to have the following academic qualifications:
  - A Bachelor's Degree in Secretarial Studies, Office Management or Business Administration majoring in Management
  - Must have formal training in office procedures and use of office equipment.
  - Must have the ability to communicate accurately and clearly both orally and in writing; and pleasant telephone manner
  - At least 3 years of relevant experience in a similar position in a busy environment, preferably with an NGO.

### Key Relationships:

- CEHURD Executive Director
- CEHURD Programmes Coordinator
- CEHURD Operations Manager
- CEHURD Partners and stakeholders

The closing date for the receipt of applications is 31<sup>st</sup> July 2015 by 12:00noon; and only shortlisted applicants will be contacted.

### Application Submission Guidelines

If you believe you are the ideal candidate for any of these posts, please submit your Application Letter, Curriculum Vitae, and copies of your academic documents in a sealed envelope, clearly indicating the position applied for on the "top left-hand side of the envelope" to:

**The Executive Director**  
Center for Health, Human Rights and Development  
Plot 833, Old Kiira Road, Ntinda-Kiwatule  
P.O. Box 16617 Wandegeya  
Kampala – Uganda

OR Email your application & other supporting documents to: [info@cehur.org](mailto:info@cehur.org) clearly indicating the position applied for in the subject line of the email.