



**CEHURD**  
social justice in health

# EXTERNAL JOB ADVERTISEMENT

The Center for Health, Human Rights and Development (CEHURD) is a mainstream legal and human rights indigenous organization established 15 years ago to pioneer the justiciability of the right to health in Uganda and East Africa region. CEHURD advances social justice in health by addressing the social injustices, inequalities and health rights violations faced within the health system and other sectors which impact health outcomes for women, girls and other vulnerable populations. The organization focuses on health systems strengthening, sexual and reproductive health and rights (SRHR), Non-communicable diseases, Neglected Tropical Diseases, Communicable/infectious diseases, mental health and human rights, climate change and environmental justice and digital transformation. We therefore advance health rights of vulnerable communities through tested approaches that include litigation, advocacy, research and empowerment aimed at realizing equitable health and human rights for all. We strongly believe that a more equal and just society enables individuals and communities to thrive and realize their full potential, and this is critical for sustainable development.

**Center for Health Human Rights and Development (CEHURD) is seeking competent, professional and experienced individuals - committed to advancing Social Justice in Health, to take on the positions listed below.**



**Title:** Grants Officer,  
**Department:** Business Development  
**Supervisor:** Grants Manager  
**Position:** 1

## Job Purpose

The Grants Officer provides leadership in grants management, sub-granting/on-granting, compliance, documentation and grants development support by managing the on-granting processes upstream and downstream grant compliance and support. This role involves managing on-grant/sub-grant administration, donor intelligence, solicitation and reporting to advance CEHURD's mission and strategic objectives.



## Qualifications:

Bachelor's degree in any relevant field (e.g., Public Health, Law, International Development, project management).



## Experience:

- Experience of at least 3 years in grants acquisition and management.
- Must have experience in managing sub-grants/on-grants of at least USD300,000
- Knowledge of the donor landscape, including foundations, government agencies, and international organizations.
- Strong organizational and project management skills.
- Proficiency in using and management of grant systems and Microsoft Office Suite.
- Experience in managing sub-grants and building the capacity of sub-grants/on-grants.



**Title:** Head Compliance and Internal Auditor  
**Department:** Compliance and Internal Audit  
**Supervisor:** Executive Director  
**Position:** 1

## Job Purpose

The Head Compliance and internal Audit is responsible for safeguarding CEHURD's integrity and efficiency by providing leadership and coordination for financial, operational and programmatic compliance and risk identification, mitigation or management. This role involves the designing and execution of internal audit and risk management activities and working with other teams to ensure compliance with institutional policies, procedures and systems as well as statutory, regulatory and donor requirements.

The role provides independent, objective assurance and services to improve operations, internal controls and compliance and overall organizational performance, working closely with senior management and the Board of Directors to mitigate risks and uphold the highest standards of quality and accountability. The role plays a key part in promoting a culture of accountability, transparency, and ethical behavior across the organization.



## Qualifications:

- Master's Degree in any of these or related disciplines from a recognised University: finance, Accounting, Business administration.
- A Bachelor's degree in any of these or related disciplines from a recognised University: Finance, Accounting, Business Administration.
- Professional certification qualification from a recognised institution



## Experience:

- At least 7 years of work experience in internal audit and compliance work, preferably with an NGO or audit firm.
- Proven experience in conducting financial, operational and programmatic compliance reviews and audits.
- Experience in developing and implementing risk management frameworks.
- Ability to fully understand donor agreements and regularly assess organizational compliance to these.
- Proven experience in coordinating institutional and project audit processes.
- Proven experience in conducting internal organisation audits and preparing internal audit reports for management and board.
- Experience of conducting due diligence for partners and service providers of the organization.
- Able to manage, guide and lead employees to ensure application of appropriate organisational policies, procedures and processes.
- Strong interpersonal, collaboration, communication and presentation skills
- High ethical standards including the maintenance of confidentiality, strong analytical skills and attention to detail.
- Proven leadership and management skills.
- Experience in resource mobilization is an added advantage.



**Title:** Project Monitoring and Evaluation Officer  
**Department:** Monitoring, Research Evaluation and Learning (MERL)  
**Supervisor:** Head MERL  
**Position:** 1

## Job Purpose

The Project Monitoring, Evaluation and Learning (MEL) Officer is responsible for coordinating and supporting the designing, implementation of CEHURD's MERL framework and systems, tracking progress of implementation of the organization's strategic plan. The role involves institutional and project-based MEL aimed at ensuring institutional and programme effectiveness and accountability for outcomes and impact. This role ensures that the organization's key interventions are effectively monitored and evaluated, and that data is collected, analyzed, and used to inform programmatic and other decisions for ongoing quality improvement and learning.

The MEL Officer plays a critical role in fostering a culture of continuous learning and improvement within the organization. They will conduct staff and partner capacity building on MEL.



## Qualifications:

Bachelor's degree in any of these or related disciplines from a recognised University: Monitoring and Evaluation, Social Sciences, public health, economics, commerce, statistics, development studies.

Post graduate qualification in any of these or related disciplines from a recognised institution: research methods, Monitoring and Evaluation, Project Planning and Management, Human rights is an added advantage



## Experience:

- 3 years of work experience in monitoring and evaluation roles, preferably in NGO environment.
- Experience in a MEL role in an advocacy institution is an added advantage.
- Proven ability in building staff and partner capacity in MEL principles and practices.
- Experience in the use of digital MEL systems and tools.
- Experience in facilitating learning and adaptation for programme and institutional improvement.
- Experience in data collection, analysis and reporting based on approved indicators and targets.
- Strong organizational and project management abilities
- Proven experience in designing and implementing monitoring and evaluation systems and frameworks.
- Previous roles in conducting programme and project assessments, surveys, and evaluations.
- Ability in efficient data management.
- Understanding of the specific industry or sector in which the organization operates.
- Ability to analyze data from various sources and identify key trends and patterns.
- Ability to supervise and mentor others
- Ability to work effectively with diverse communities and cultures.



**Title:** Project Legal Officer  
**Department:** Strategic Litigation  
**Supervisor:** Head Strategic Litigation  
**Position:** 2

### Job Purpose

The Legal Officer will provide leadership for the delivery of rights-based legal aid and strategic litigation interventions under the GC7 TASO/Global Fund Project which aims to support Uganda's HIV and TB Reduction strategic plans. CEHURD is a sub-recipient (SR) under this project assigned to support access to HIV, TB, legal aid and other health services. This role includes strengthening access to justice for Key Populations (KPs), People Living with HIV (PLHIV), and Other Vulnerable Populations (OVPs), addressing human-rights related barriers to HIV, TB and Malaria services, and ensuring that CEHURD's legal and policy work contributes meaningfully to Uganda's HIV and TB reduction strategies. The officer will implement district and national-level legal aid activities, identify and pursue health rights violations suitable for litigation, coordinate capacity-building for community structures, and ensure alignment of legal interventions with institutional priorities and donor requirements. They will work collaboratively with district structures, paralegals, accredited court mediators, and health facility actors to provide a coordinated legal response. This role involves advancing the rights of vulnerable communities through engaging courts of law, quasi-judicial bodies, tribunals, and private law firms. The position holder provides technical expertise in litigation, legal representation, legal awareness, alternative dispute resolution and strategic partnerships, ensuring the programme remains responsive to contemporary and human rights challenges of communities.

The position holder will ensure alignment of project activities with institutional goals and objectives as well as synergies with other projects and institutional processes. Through building and strengthening strategic partnerships and use of strategic communication, the position holder will contribute to organizational learning, positioning, growth and development.



### Qualifications:

- Bachelor's degree in law from a recognized University
- A post graduate Diploma in Legal Practice from the Law Development Center or an equivalent qualification
- Post-graduate qualification in any of these or related disciplines from a recognized institution: Law, Human rights, mediation, arbitration, Project Planning and Management, Public Health, Monitoring and evaluation is an added advantage.
- A valid Practicing Certificate



### Experience:

- At least 3 years of experience working with court systems including quasi-judicial bodies with one of these years in a non-government institution setting.
- Experience in providing hands on rapid legal response to survivors of violence.
- Strong understanding of constitutional, administrative, and international human rights law.
- Proven experience in legal and policy research and analysis.

- Experience of work in at least 3 of these areas: health, human rights, sexual and reproductive health and rights (SRHR), health systems strengthening, mental health, environmental health and climate justice, non-communicable diseases, Neglected tropical diseases, infectious diseases and digital transformation approaches.
- Practical experience in case identification and management, development, filing and implementation of Court decisions.
- Practical experience in Alternative Dispute Resolution Mechanisms.
- Proven experience in policy and legal advocacy.



**Title:** Administration and Logistics Officer  
**Department:** Human Resource and Administration  
**Supervisor:** Head Human Resource and Administration  
**Position:** 1

### Job Purpose

The Administration and Logistics Officer will provide administrative and logistics support and ensure efficient logistical arrangements for CEHURD's operations, events and activities in alignment with the organization's mission and values. This position plays a pivotal role in supporting the smooth execution of management, programmatic and operational tasks contributing to overall organizational efficiency, effectiveness.



### Qualifications:

- Bachelor's Degree in any of these or related disciplines from a recognised University: Business Administration, Logistics, Stores Management, supply chain management.
- Post graduate qualification certifications in logistics, supply chain management, or administration can be advantageous.



### Experience:

- 3 year's work experience in office administration, logistics and stores management.
- Experience in coordinating travel arrangements, meetings and events.
- Experience in managing office supplies, ensuring adequate stock levels.
- Practical experience in maintaining inventory of assets and ensuring proper utilization.
- Strong organizational, communication and problem-solving skills.
- Experience in administrative support to programme teams is an added advantage.



**Title:** Project Finance Assistant  
**Department:** Finance  
**Supervisor:** Project Finance Officer  
**Position:** 1

### Job Purpose

The Finance Assistant will be responsible for processing and recording financial transactions, maintaining accurate books of accounts and managing petty cash transactions. The finance assistant will support the preparation of financial reports that are derived from and shared with different stakeholders including internal clients, sub recipients, donors, auditors and regulatory authorities, within approved accounting standards and CEHURD's policies and procedures.



### Qualifications:

- Bachelor's Degree in any of these or related disciplines from a recognised University: Finance, Accounting, Business Administration, Economics, Financial Management.
- At least Level 1 professional qualification in any of these or related areas: ACCA or CPA is an added advantage.



### Experience:

- At least 1 year's work experience in a similar role in an NGO environment  
Hands-on experience in using Spreadsheets particularly MS Excel
- Experience in processing payments including online banking.
- Experience in preparing bank reconciliations.
- Experience in petty cash management
- Experience in budget development.
- Good experience in record keeping.

Full job descriptions for all the above positions can be viewed and downloaded from the Institutional website <http://www.cephurd.org>

### HOW TO APPLY

Interested individuals must submit their applications clearly marked "Application for the position of....." and addressed to the Head Human Resources & Administration via email **[support@cephurd.org](mailto:support@cephurd.org)** by **Friday 19th December 2025**. Only shortlisted applicants will be contacted. Women are encouraged to apply. By applying for any of these positions, the job applicant acknowledges and commits to supporting a work environment that promotes dignity, safety, and the protection of all individuals, especially vulnerable populations.