

JOB DESCRIPTION

Job Title: PROGRAM ASSOCIATE RESEARCH, DOCUMENTATION AND ADVOCACY (RDA)			
Department/Group:	RDA PROGRAM	Reports to:	PROGRAM MANAGER
Direct Reportees: ALL PROGRAM STAFF			
<p>Job Purpose: The Program Associate will work under the Research, Documentation and Advocacy (RDA) Program and will be responsible for performing the tasks listed below towards supporting the Program.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Conducting policy research and analysis on public health, human rights and the topical global health topics; • Supporting the RDA program's advocacy efforts by assisting with drafting legal petitions, policy briefs, briefing papers, internal memorandums, and other advocacy documents; • Using editing skills to assist with fact-checking of reports, petitions, draft publications, and other documents as needed; • Develop and share program meeting minutes; • Develop legal analyses of laws and bills in Uganda from a human rights perspective; • Constantly work in consultation and support of the Program Manager to implement health rights advocacy and documentation projects in line with the overall CEHURD Strategic Plan; • Promote appropriate linkages between CEHURD's other programs and the health rights advocacy and documentation work; • Promote a rights based approach in programming work on Sexual and Reproductive Health Rights; • Develop health rights advocacy and documentation work plans and budgets; • Mapping and keeping data for the partners identified in health rights advocacy; • Carry out parliamentary advocacy in health including keeping abreast with relevant parliamentary committees for example committee on health and human rights; • Engaging with health rights related institutions in Uganda including the human rights commission; • Carry out and engage in all activities involving the Ministry of Health in Uganda particularly the reproductive health thematic areas and the Maternal and Child Health processes; • Organize and attend all meetings and training by CEHURD and or other relevant partners in advocacy for health; • Engage in and carry out research in health related fields of particular interest to CEHURD in given periods of time; • Provide support to proposal development processes in line with the strategic plan of CEHURD; • Coordinate work that is being implemented between the different programs of CEHURD; • Undertake any other assignments as may be assigned. <p>In addition to individual respective tasks, the Program Associate will be expected:</p> <ul style="list-style-type: none"> ▪ To adhere to CEHURD values and to actively promote their application amongst colleagues. ▪ To undertake tasks in a creative, self-driven and innovative fashion. ▪ To identify and implement additional tasks/ideas of benefit to the organization. <p>The attainment of the above will be reflected in the Program Associate's appraisal, as well as the achievement of outputs, as described in above key responsibilities.</p> <p>Key Relationships:</p>			

JOB DESCRIPTION

- CEHURD Executive Director
- All CEHURD Program Officers
- Other CEHURD staff
- CEHURD thematic committees
- Other networks
- CEHURD Partners and stakeholders

Qualifications:

- Should hold a bachelors' degree in Law, Human Rights, Public Health or any related qualifications.
- Post Graduate qualification in any of the fields above and legal research will be an added advantage
- At least 3 years of relevant experience in a similar position, preferably with an NGO or a research Agency;

The Program Associate will be expected to have the following skills and attributes:

- Analytical skills
- Leadership skills
- Excellent verbal and written communication skills
- Team skills
- Resource mobilization skills
- Innovative spirit and willingness to use creative thinking.