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2014 – 2105 Fellowship Positions

Ugandan Citizens

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Table of Contents

Positions in Uganda

UG01-Int: Information Technology Support Officer, Uganda Development and Health Associates, Uganda
 UG02-Int: Monitoring and Evaluation Officer, Uganda Village Project, Uganda
 UG03-Int: Health Project Coordinator, Spark MicroGrants, Uganda
 UG04-Int: Documentation and Communication Fellow, Action for Community Development, Uganda
 UG05-Int: Monitoring and Evaluation Officer, Kyetume Community Based Health Care Programme, Uganda
 UG06-Int: Health Education Associate, The Nyaka AIDS Orphans Project, Uganda
 UG07-Int: Advocacy and Communication Officer, Baylor College of Medicine Children's Foundation, Uganda
 UG08-Int: Communication and Documentation Officer, Elizabeth Glaser Pediatric AIDS Foundation, Uganda
 UG09-Int: eHealth Coordinator, Clinton Health Access Initiative, Uganda
 UG10-Int: Program Coordinator, Clinton Health Access Initiative, Uganda
 UG11-Int: Program and Advocacy Officer, S.O.U.L. Foundation, Uganda
 UG12-Int: Knowledge Management, Communication and External Relations Officer, Jhpiego, Uganda
 UG13-Int: Health System Quality Improvement Coordinator for HIV / AIDS and TB Interventions, Millennium Villages Project, Uganda
 UG14-Int: Monitoring and Evaluation Fellow, Infectious Diseases Institute, Uganda
 UG15-Int: Program Manager, The Uganda Initiative for Integrated Management of Non-communicable Diseases, Uganda
 UG16-Int: IT Systems Officer, Joint Clinical Research Centre, Uganda

Positions in the United States

US01-Int: Recreation and Wellness Program Manager, Boys and Girls Clubs of Newark, New Jersey, United States
 US02-Int: Research and Evaluation Fellow, Children's Health Fund, New York, United States
 US03-Int: Health Fellow, Covenant House, New Jersey, United States
 US04-Int: GHDonline Coordinator, Global Health Delivery Project, Massachusetts, United States
 US05-Int: Health Policy Fellow, Grameen PrimaCare, New York, United States

Table of Contents

US06-Int: Mobile Harm Reduction Services Coordinator, HIPS, Washington, D.C., United States

US07-Int: Social Protection and Health Fellow, Inter-American Development Bank, Washington, D.C., United States

US08-Int: Global Communications Fellow, IntraHealth International, Washington, D.C., United States

US09-Int: Operations Officer, Last Mile Health, Massachusetts, United States

US10-Int: Evidence, Strategy and Innovation Associate, Marie Stopes International, Washington, D.C., United States

US11-Int: Global Program Associate, Planned Parenthood Federation of America, New York, United States

US12-Int: Programs and Evaluation Fellow, Single Stop USA, New York, United States

US13-Int: Program Manager: Capacity Building Initiatives and New Programs, The Grassroot Project, Washington, D.C., United States

US14-Int: Policy and Program Officer, UNAIDS/Together for Girls, Washington, D.C., United States

US15-Int: Program Manager, Vecna Cares Charitable Trust, Massachusetts, United States

US16-Int: Community Health Fellow, Boston Public Health Commission, Massachusetts, United States

Living Conditions for Positions in Uganda

Fellows will be provided with housing, health insurance and a living stipend of \$550/month. Additionally, fellows will receive an award of \$1500 upon successful completion of the fellowship year. Flights to and from the placement site and all other costs associated with GHC programming are included, including \$600 in professional development funds.

*Note: the living stipend and completion award may be paid out in USD or local currency, as determined by the placement organization.

UG01-Int: Information Technology Support Officer, Uganda Development and Health Associates, Uganda

Placement Organization: Uganda Development and Health Associates

Placement Location: Iganga, Uganda

Eligible Citizenship: Ugandan

About:

Uganda Development and Health Associates (UDHA) is a non-profit organization established in 2003 and dedicated to serving the poor and vulnerable members of our society. Due to the vast number of factors contributing to poverty and health inequity in Uganda, UDHA members come from a wide variety of professional backgrounds, including: public health, social work, agriculture, community development, education, environment, and economics.

UDHA engages a multi-sectoral and professional approach with strong community participation and ownership for the enhancement of health, human rights, and development initiatives. UDHA is currently involved in various community-based interventions including: HIV/AIDS, maternal and child health, nutrition, advocacy, adolescent sexual reproductive health, income generation activities for young single mothers, and immunization.

Position Overview:

The fellow will work on strengthening UDHA's technology-based systems and improving the associated support systems and infrastructure. This includes: providing ongoing technical support to UDHA staff; increasing technological capacity of the organization; leading training sessions on various IT systems and overseeing the rollout of new technologies.

Responsibilities:

Capacity Building and Training

- Provide training and capacity building for staff in IT management
- Talking staff/clients through IT challenges - either face to face or over the telephone— in order to set up systems or resolve issues
- Rapidly establish a good working relationship with staff and other partners
- Ongoing Technical Support
- Troubleshoot system and network problems and diagnosing and solving hardware/software faults
- Replace parts as required
- Provide support, including procedural documentation and relevant reports
- Follow diagrams and written instructions to repair a fault or set up a system
- Monitor and maintaining computer systems and networks
- Set up new users' accounts and profiles and dealing with password issues
- Conduct electrical safety checks on computer equipment
- Technology Expansion and Rollout
- Test and evaluate new technology
- Install and configure computer hardware operating systems and applications

- Support the roll-out of new applications

Other Responsibilities

- Respond within agreed time limits to requests for assistance
- Attending to tasks until completion (or referral to third parties, if appropriate)
- Prioritize and manage many open cases at one time

Required Skills and Experience:

- Experience in information technology, such as software implementation, hardware support and/or system design
- Familiarity with database design and maintenance
- Strong analytical & decision-making skills
- Proficiency in MS office (Word, Excel, Access, PowerPoint)
- Proven English language writing and editorial skills
- Ability to work in a team environment, but with self-sufficiency and self-motivation
- Strong interpersonal skills coupled with excellent communication skills: verbal, written, listening, presentation and facilitation
- Fluency in spoken and written English
- Capacity to multi-task: flexible and capable of working under pressure and tight deadlines with demonstrated ability to prioritize across multiple projects and relationships
- Ability to work in rural settings

Preferred Skills and Experience:

- Strong interest in local and global public health
- Technical training and reporting skills

Additional Living Conditions: Housing will be arranged near the placement site in Iganga, a rural community in Eastern Uganda.

UG02-Int: Monitoring and Evaluation Officer, Uganda Village Project, Uganda

Placement Organization: Uganda Villages Project

Placement Location: Iganga, Uganda

Eligible Citizenship: Ugandan

About: Uganda Village Project (UVP) is a nonprofit organization working with the people of Iganga to promote public health and sustainable development in the rural communities of this marginalized district in southeast Uganda. UVP facilitates community health and well-being in rural Uganda through improved access, education, and prevention. The organization's flagship effort is the "Healthy Villages" program; an innovative, grassroots approach where Uganda Village Project works at a village-by-village level to address the most pressing healthcare concerns of each community, including malaria, HIV and STIs, household sanitation and hygiene, and family planning access. UVP also works with obstetric fistula awareness and repair and provision of clean water through shallow wells. Uganda Village Project has been working in Iganga District for 10 years, and is committing to a year of robust evaluation to ensure all projects are having the intended impact. This evaluation will cover the current priority areas of:

- Malaria
- HIV/AIDS and STIs
- Family planning
- Sanitation and hygiene
- Obstetric fistula
- Community-constructed shallow wells

Position Overview:

The fellow will oversee the monitoring and evaluation work of Uganda Village Project to determine the effectiveness of the current programs. This includes re-running our baseline survey from 2009 to monitor

changes, validating and analyzing current data, and creating new data collection methods to improve continued monitoring and evaluation. This position would be based in the office approximately 70% of the time and in the field approximately 30% of the time. Although the position will work very closely with the co-fellow for all M&E activities, both fellows will have an opportunity for involvement in separate projects of their own interest

Responsibilities:

- Develop operational plan and budget for M&E initiatives
- Re-run baseline survey to measure impact
- Analyze collected data from the past 10 years to identify gaps, project outcomes, and areas of improvement
- Create a system for continually monitoring and analyzing data from summer intern program-focused baseline surveys
- Apply for IRB status and ensure all activities are compliant with their regulations
- Develop and pilot improved evaluation instruments to improve monitoring of specific programs
- Work in partnership with board members on the M&E taskforce to further evaluation activities
- Create templates for future data collection and analysis
- Prepare M&E sessions for summer intern orientation
- Participate in proposal development for the evaluation section of funding proposals
- Update social media platforms (Facebook, blog, monthly newsletter) about M&E activities
- Collect malaria net follow-up data
- Conduct focus groups with Village Health Teams to help plan program implementation

Required Skills and Experience:

- Fluency in written and spoken English; fluency in Luganda or Lusoga (Lusoga preferred)
- Proficiency in Microsoft Word and Excel
- Experience in monitoring and evaluation, including data collection, validation, and analysis
- Comfortable working in a team and/or partnership environment
- Self-starter and self-disciplined
- Capacity to multi-task: flexible and capable of working under pressure and tight deadlines with demonstrated ability to prioritize across multiple projects and relationships

Preferred Skills and Experience:

- Experience with Microsoft Access
- Research skills
- Program planning and design and project management experience

Additional Living Conditions: Housing will be arranged at or near the placement site in Iganga, a rural community in Eastern Uganda.

UG03-Int: Health Project Coordinator, Spark MicroGrants, Uganda

Placement Organization: Spark MicroGrants

Placement Location: Mbale, Uganda

Eligible Citizenship: Ugandan

About:

Spark MicroGrants launched in Rwanda in 2010 and in Uganda in late 2011 with a mission is to catalyze rural, poor communities into action. Spark has developed the first proactive, group based micro-granting model. The model consists of a five month project planning process, a \$2,000-\$10,000 micro-grant and two years of management support and follow-up. Spark enrolls recent graduates from local universities in a two-year Fellowship in facilitation where the fellow scouts up to eight villages and takes each one through the Spark process.

Fellows assist villages in the design, implementation and management of their own social impact projects. Projects vary across all sectors from health, education, infrastructure, income generation to women's empowerment, depending on what the community chooses as their project.

Spark's priority areas are promoting a 'locally-led, expert-supported' model for development, where local communities are the primary drivers of social change, but have the support and advice of global development experts.

Position Overview:

The Global Health Corps fellows will work hand in hand with the communities identifying the key areas of need, gaps in knowledge and skillset. Based on these needs, the fellows will design and implement trainings and systems in order to ensure that the communities are in a position to operate, manage and sustain the clinics on their own at the end of the 12-month fellowship. Several of the rural communities with whom we are working with have chosen healthcare as their priority problem and as a result are constructing small health clinics and maternal health centers. Since these are community-run facilities, considerable amount of support, skills training and capacity building will be needed to ensure the smooth running of the clinics.

Responsibilities:

- Provide teaching assistance to health clinic staff, health clinic committee and volunteer health technicians (VHTs) to improve functionality and performance, build capacity and strengthen their management skills
- Assess current operations and financial management of the clinics and determine best practices for replication in other community health clinics
- Identify and build partnerships with local, regional, and national non-governmental organizations to support clinics
- Coordinate with local, district and national government stakeholders on a variety of projects
- Fellow will receive volunteer health technician (VHT) certification during the course of fellowship
- Strengthen communities' capacity by providing trainings on leadership, management, finance, best practices accounting, HR, sustainability, etc.
- Assist in monitoring and evaluation design, including collection and analysis of field data for monitoring and evaluation purposes
- Lead and develop Spark's health-focused micro-grant track and design supplemental trainings for health-care focused projects

Required Skills and Experience:

We are looking for a well-rounded fellow who is excited to build out the operational capacity of a small team. A successful candidate must be able to design and implement systems in a resource-limited setting.

The ideal fellows will have:

- Superb English oral and written communications skills
- Willingness to work and travel to rural communities in the mountains
- Computer Literacy
- Experience with program coordination
- Ability to work independently and collaboratively
- Excellent communication and leadership skills relevant to project work
- Creativity and flexibility in planning, implementing activities and problem solving
- Willingness to learn and adapt to other cultures
- Superior organizational ability and effective management skills with a good sense of judgment
- A strong interest in community development and empowerment, particularly in poverty stricken communities
- Trustworthy and dependable in handling resources
- Strong collaborative and interpersonal skills

Preferred Skills and Experience:

- Experience designing operational systems, and/or implementing new systems in a startup environment
- Experience designing/conducting trainings
- Experience and background in delivering technical assistance and financial management an added advantage
- Report-writing and evaluation experience
- Post graduate training or experience in public health and /or project planning and management may be an added advantage
- Patience, resiliency and community spirit

- Fluency in Lugisu and Swahili an added advantage

Additional Living Conditions: Housing is located on the same compound as the Spark office, a couple of kilometers outside of Mbale in Eastern Uganda.

UG04-Int: Documentation and Communication Fellow, Action for Community Development, Uganda

Placement Organization: Action for Community Development - Uganda

Placement Location: Kasese, Uganda

Eligible Citizenship: Ugandan

About:

ACODEV-U is a non-governmental and non-profit organization registered with Uganda Ministry of Internal Affairs under the National NGO Board. ACODEV has been in operation since 2003, starting in one district but currently grown to service all regions of Uganda.

ACODEV envisions a society where children, women and men are happy, healthy and economically productive.

Our mission is to serve and empower individuals, families and communities in the East African region through promotion of innovative solutions in the areas of human rights, HIV and AIDS, reproductive and child health and institutional capacity strengthening. The work of ACODEV is classified under three thematic programmatic areas namely; the Human Rights Program; the HIV and AIDS Prevention and Mitigation Program and the Reproductive and Child Health Program. These programs work to strengthen existing systems and build capacity of all stakeholders so that they can take up the mantle to develop themselves and their communities without necessarily being dependent on external actors.

Position Overview:

The Documentation and Communication Fellow is responsible for enhancing the communication and image of ACODEV by working closely with the Program Managers and staff as well as with internal and external key constituency communication systems of ACODEV. Specifically, the Documentation and Communication Fellow assists with national and regional office external relations, proactively in documenting and sharing the entire story of ACODEV. The D&C Fellow organizes, plans and updates all communication platforms of ACODEV that include website, blogs and social media platforms. The D&C Fellow also prepares and distributes communications for key constituencies, including the production of newsletters, annual reports and other publications, as well as internal memos and bulletins; assistance in writing and editing newsletters and documents for the board of directors, editing and placement of articles by-lined by ACODEV senior leadership; preparation and distribution of news releases; and preparation of communications for special events such as the Board meeting, Annual Retreats and all celebrations. The position is responsible for maintaining and archiving ACODEV's news materials.

The D&C Fellow is in a position to interface daily with various publics and constituents, including senior management at region levels and national level, board members, medias, ACODEV Associates, political leaders and all other stakeholders that ACOEV works with. The person in the D&C position will be privy to and responsible for protecting the integrity of confidential information, including strategic plans and financial information. The D&C person is called upon to make significant judgments calls in relation to materials prepared for the web and for the news media that represent ACODEV positively and consistently, and to act as the spokesperson of ACODEV.

Responsibilities:

- Work with the Program Managers in writing and editing a variety of internal and external communications, including but not limited to, newsletters and news releases, internal memos and bulletins, intranet news articles and web pages, and communications/presentations for internal meetings and special events. Additionally, the fellow will take full responsibility for monthly newsletter

- Update and continuously develop social media strategy for the system; implement strategy and serve as the voice of the system on Facebook, Twitter, and any other relevant social media outlets
- Serve as a key resource for maintaining news clips and generating data for news clippings pitching ACODEV's interventions
- Assist the Executive Director with communications in support of issue management, including but not limited to acting as media spokesperson when needed and preparation and distribution of press kits, issue alerts, key message points, fact sheets, and Q and As
- Assist the Executive Director in media relations, both proactive and reactive, including pitching stories to national media representatives, responding to reporter requests, facilitating interviews, building relationships with key media outlets, handling social media presences, etc.
- Assist in serving as an internal communications consultant to ACODEV on issue management, crisis communications, editing of news releases, print collateral and social media strategy as needed
- Work collaboratively with Program Managers to ensure that relevant content is disseminated effectively through appropriate communication channels, and assist in activity planning for ACODEV special events
- Help enhance communications to improve messaging, clarity and consistency for ACODEV
- Manage and maintain donor relationships, as appropriate to responsibilities
- Assist with the planning, production, editorial and distribution responsibilities of ACODEV publications, including newsletters, annual report and other printed materials as needed
- Help with roll-out communications for events and initiatives, crafting communication plans and communication tool kits for program or project roll-outs
- Assist with story- and publicity-relevant photography and video assignments of ACODEV, including shooting and editing photos and videos

Required Skills and Experience:

- Experience working with diverse Multi cultural setting and strong verbal and written communications skills to effectively reach a variety of audiences
- Must have strong conceptual and analytical capabilities and a temperament conducive to being part of a results-oriented team
- Experience communicating via a variety of online media. This requires expertise representing an organization in current social media applications, Readiness to travel to ACODEV intervention sites occasionally
- Ability to use a computer for extended periods of time, including word processing, presentation, spreadsheet, social media and various graphics and video programs
- Capacity to work extended hours on occasion, including some weekends and evenings
- Ability to prioritize work
- Ability to handle confidential information responsibly;
- Capacity to work with little supervision; possessing an ability to set priorities, create schedules and meet deadlines.
- Must be able to work rapidly, under pressure, and with frequent interruptions.
- Fluency in English

Preferred Skills and Experience:

- Master's Degree in communication, journalism, public relations, or equivalent professional work experience in the area of communication
- HTML coding, photography editing (via Photoshop or some other program) and video editing (via iMovie, FinalCutPro, or some other programs)

UG05-Int: Monitoring and Evaluation Officer, Kyetume Community Based Health Care Programme, Uganda

Placement Organization: Kyetume Community Based Health Care Programme

Placement Location: Mukono, Uganda

Eligible Citizenship: Ugandan

About:

Kyetume CBHC exists to see a productive healthy society that is responsive to its fundamental human rights and obligations. We strive to improve the general health standards of underserved rural people within Mukono District and Uganda at large by influencing the socioeconomic and spiritual behavior of rural communities using a community based involvement/ participatory and human rights approach. We implement an Integrated Community Based Health Care Model (ICBHCM) of service delivery that aims at helping to solve the health, educational and socio-economic problems facing the rural people. Our priority areas this year include monitoring and evaluation and fundraising and development for our outreach centers and other activities.

Position Overview:

The primary purpose of this position is to assist the Programs Management team to achieve program goals and ensure high-quality service provision through effective and efficient monitoring, storage, retrieval, customization, evaluation and archiving of program data. Fellows will help manage and integrate diverse data sets from various parts of the organization to ensure integrated database systems for all users within Kyetume CBHC Programme (KCBHCP).

Responsibilities:

Key Results Areas

1. Monitoring - Lead the design and implementation of a monitoring framework to track delivery against KCBHCP goals and objectives
2. Evaluation - Lead analysis of data collected under the monitoring framework for assessment of progress and areas for improvement
3. Reporting - Provide regular reports on the status of project goals and objectives to project management team
4. Delivery - Ensure that all the KCBHCP projects are aligned and delivering on time

Roles and Responsibilities

- Prepare and review program annual work plan in liaison with project staff to ensure appropriate utilization of project resources
- Advise project staff in advance of the need to produce project reports and ensure report submission on time
- Assist KCBHCP in conducting self-assessments and building their capacity in the areas of monitoring and evaluation including the development of log frames, indicators, data collection, analysis and interpretation of data for use by different stakeholders
- Develop plans and user-appropriate quality assurance tools and instruments for use at all levels
- Support management and accountability through routine, accurate collection and reporting of information that confirms status of program activities
- Lead on regular review and updating of program work plan based on consultation with program staff and enabling teams for key strategies
- Facilitate consultation and collaboration with key points of expertise over monitoring data within and outside the organization
- Undertake periodic review of the implementation and operation of the monitoring and reporting systems; including the documentation of best practices and lessons learned
- Carryout any other reasonable duties as may be assigned by the supervisor or management

Required Skills and Experience:

- Excellent analytical skills backed by work experience and skills using computer-based evaluation tools and a statistical analysis software
- Strong computer literacy skills including use of Microsoft Office suite
- Good interpersonal skills; strong spoken/written communication skills; a team player; creative and innovative
- Very strong communication skills both verbal & written and ability to document clearly for internal and external stakeholders
- Ability to undertake regular field visits and interact with different stakeholders

- A degree in business administration, public health, project management or other relevant field

Preferred Skills and Experience:

- At least 2 years progressive experience in designing and implementing M&E systems for community-based development programs and projects; strong ability to develop and use performance indicators; and practical skills in the use of Logical Framework Analysis
- Relevant post-graduate university level education with sound training and experience in M&E of development programs/projects in a community based setting

Additional Living Conditions: Housing is located within walking distance of the placement site in the rural community of Mukono

UG06-Int: Health Education Associate, The Nyaka AIDS Orphans Project, Uganda

Placement Organization: The Nyaka AIDS Orphans Project

Placement Location: Kanungu and Rukungiri District, Uganda

Eligible Citizenship: Ugandan

About:

Established in 2001, The Nyaka AIDS Orphans Project (NAOP) is working on behalf of HIV/AIDS orphans in rural Uganda to end systemic deprivation, poverty and hunger through a holistic approach to community development, education, and healthcare.

NAOP operates two primary schools in two rural villages in Uganda. When students complete Primary education, they join the Nyaka scholarship program and continue with secondary education or vocational training. This year Nyaka has started construction of the Nyaka Secondary and Vocational School, which is scheduled to open in February 2015.

Position Overview:

The strategic priority area for the fellow will be coordination of the education program (i.e. Primary and Secondary). Specifically, the Health Education Fellow will strengthen organizational efficiency and effectiveness in the face of both growth and change.

Responsibilities:

- Improve general management practices of Nyaka and Kutamba Primary Schools
- Develop a personal relationship with the students and ensure that their needs and concerns are gathered and attended to
- Carry out frequent visits to assigned students under mentorship, both at home and in schools
- Provide documentation for monthly, quarterly and annual reports for the Secondary School Program
- Develop, plan and implement academic activities related to high school transition to University
- Provide support for community libraries and assess library needs (e.g. books, supplies, etc.)
- Constantly communicate with sponsored students, their teachers, head teachers and grandparents/guardians
- Evaluate the academic performance of the beneficiaries (students), especially those joining another level (e.g. secondary school, high school and University)
- Verify, compile and compute fees structures for the assigned students
- Carry out initial assessment of the identified orphans and vulnerable children together with enrollment committee whenever required
- Work hand in hand with the Program Officer and part time Education Coordinator to ascertain areas of intervention to improve the performance of beneficiaries
- Innovate and run fundraising drives for the program
- Assist with development of administrative structures for new secondary and vocational school
- Assist with recreational activities for students
- Coordinate, collaborate and network with especially similar and complementary organizations

- Attend coordination meetings at the District and sub county levels as directed by Program Officer

Required Skills and Experience:

- Experience in community mobilization, psychosocial support and counseling
- Ability to ride a motorbike
- Computer literacy skills and ability to learn new and relevant software packages
- Strong PR skills are a must
- Proven interpersonal and team building skills alongside good spoken and excellent written communication skills
- Ability to work in a team environment but with self sufficiency and self motivation

Preferred Skills and Experience:

- Capacity to multitask; flexible and capable of working under pressure and tight deadlines
- Ability to live and work in very remote environment with limited resources
- Bachelor's Degree in Education, Community Psychology, Counseling, Social Sciences, or Social Work

Additional Living Conditions: Fellows will stay at the Nyaka Guest House, located on the Nyaka Primary School compound. Certain housing rules apply.

UG07-Int: Advocacy and Communication Officer, Baylor College of Medicine Children's Foundation, Uganda

Placement Organization: Baylor College of Medicine Children's Foundation Uganda

Placement Location: Kampala, Uganda

Eligible Citizenship: Ugandan

About:

Baylor College of Medicine Children's Foundation Uganda (Baylor-Uganda) is a national non-profit child health and development organization providing family centered pediatric HIV/AIDS prevention, care and treatment service; health professional training and clinical research in Uganda.

Mission: Baylor-Uganda is committed to providing high quality, high impact and highly ethical pediatric and family centered health care, health professional training and clinical research, focused on HIV/AIDS, tuberculosis, malaria, malnutrition and other conditions impacting the health and well being of children and families worldwide.

Baylor-Uganda current priority areas include:

- HIV/AIDS prevention
- Care and treatment services
- Health Professional Training and Capacity building
- Clinical Research
- Maternal and Child illnesses

Position Overview:

To implement, monitor and evaluate Baylor's advocacy interventions in line with the department's mission.

Responsibilities:

- Scan the social environment to identify issues in society that can affect Baylor's mission in supported regions and develop advocacy related interventions
- Build strong alliances and networks with public and private partner organizations for concerted advocacy efforts and greater participation in policy dialogue
- Document and share experiences arising from advocacy interventions with the supervisor and other key stakeholders
- Build the capacity of Baylor-Uganda staff in advocacy, partnering and networking as per the identified needs

- Participate in carrying out advocacy campaigns on issues related to HIV care, treatment and prevention, and other emerging priorities
- Develop an operational activity plan and budget for advocacy and communications issues
- Submit monthly and quarterly performance reports to the supervisor in line with Baylor Uganda financial guidelines and reporting
- Develop fundable research proposals for advocacy programs and carry out advocacy-oriented research that will advance HIV/AIDS free society
- Plan advocacy initiatives such as surveys, donor conferences and meetings necessary for advancing the advocacy agenda

Required Skills and Experience:

- Analytical and decision making skills
- Ability to work under pressure
- Proficiency in MS Office (Word, Excel, Access, Power Point)
- Proven English language writing and editorial skills
- Experience in communications or advocacy
- Strong interest in global public health
- Ability to work in a team environment but with self-sufficiency and self motivation
- Strong interpersonal skills coupled with excellent communication skills; verbal, written, listening, presentation and facilitation
- Fluency in spoken and written English
- Capacity to multi-task; flexible and capable of working under pressure and tight deadlines with demonstrated ability to prioritize across multiple projects and relationships

Preferred Skills and Experience:

- 2 years of experience in advocacy, public relations and partnership management
- Marketing skills
- Experience in proposal development and in writing technical reports

UG08-Int: Communication and Documentation Officer, Elizabeth Glaser Pediatric AIDS Foundation, Uganda

Placement Organization: Elizabeth Glaser Pediatric AIDS Foundation

Placement Location: Mbarara, Uganda

Eligible Citizenship: Ugandan

About:

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) is a global leader in the fight against pediatric HIV and AIDS. We are working in 17 countries around the world to provide HIV prevention, care, and treatment services for women, children, and families—with a mission to eliminate pediatric AIDS. The Elizabeth Glaser Pediatric AIDS Foundation has received funding from USAID/Uganda for a five-year cooperative agreement in 13 districts in the Southwestern region of Uganda with the goal of increasing access to, coverage of and utilization of quality comprehensive tuberculosis (TB) and HIV/AIDS prevention, care and treatment services.

Position Overview:

The Communication and Documentation Officer will provide support in advocacy, communication and education initiatives that build awareness of the importance and availability of services to prevent and treat pediatric infections, and which support scale-up and increased utilization of these services. He/she will work closely with the PMTCT and care and treatment technical advisors, as well as other program officers to identify and address key implementation obstacles and successes and provide technical guidance on program issues that have been addressed. The focus of these initiatives will be to educate policy makers, opinion leaders, the media, civil society organizations, and the public about pediatric AIDS issues through partnerships with various civil society and governmental organizations, PEPFAR partners, and others, including HIV & AIDS networks and forums in Uganda.

Responsibilities:

Primary Goal: Support and augment achievements gained from strengthening public health laboratories through identification and documentation of sustainable best practices.

Key Deliverables:

- Work closely with the PMTCT and care and treatment technical advisors and other program officers to recognize and address key implementation obstacles and successes
- Describe solutions to challenges implemented by the programs in Newsletters or Blogs
- Utilize relationships with various partners including civil society and governmental organizations, PEPFAR partners, and others to educate opinion leaders, the media, other civil society organizations, and the general public on pediatric AIDS issues
- Identify and document best practices related to building awareness of the importance and availability of services to increased utilization of these services

Expectations

- Support the PMTCT and care and treatment program team to develop communication and outreach initiatives at community and district levels
- Provide information and materials and advice for outreach as appropriate
- Work with the care and treatment and PMTCT program team to identify and address key communication and education issues arising from the programs
- Document PMTCT and care and treatment program success stories and share these with partners at the local and national levels
- Organize and coordinate communication and education related meetings; prepare agenda, produce minutes, and ensure follow-up of action agreed in the policy meetings
- Participate in external meetings and events as requested
- Contribute to preparation of work plans

Required Skills and Experience:

- Excellent communication and education skills
- Energetic, independent and self motivated
- Excellent analytical, oral and written communication skills
- Ability to manage multiple priorities while working as part of team
- Knowledge of existing in-country key players of HIV & AIDS related networks or the willingness to acquire this knowledge quickly

Preferred Skills and Experience:

- Three years' experience in HIV communications and health education programs in Uganda
- Previous work experience in health communications and documentation
- Strong organizational, interpersonal and communication skills (oral and written)
- Knowledge and experience working with or supporting public health systems for improved HIV/AIDS care
- Excellent report writing skills
- Good computer skills in Word, Excel and PowerPoint
- Experience in working with International NGOs

UG09-Int: eHealth Coordinator, Clinton Health Access Initiative, Uganda

Placement Organization: Clinton Health Access Initiative

Placement Location: Kampala, Uganda

Eligible Citizenship: Ugandan

About:

The Clinton Health Access Initiative (CHAI) is a global health organization committed to strengthening integrated health systems in the developing world and expanding access to care and treatment for HIV/AIDS, malaria and tuberculosis. CHAI's solution-oriented approach focuses on improving market

dynamics for medicines and diagnostics; lowering prices for treatment; accelerating access to life-saving technologies; and helping governments build the capacity required for high-quality care and treatment programs.

Established in 2002 by President Clinton as the Clinton HIV/AIDS Initiative, CHAI initially focused on addressing the limited access to HIV/AIDS treatment faced by developing countries, where more than 90 percent of individuals living with HIV/AIDS reside. By working in collaboration with governments and NGO partners, CHAI has helped more than 2 million people access the medicines needed for treatment, which represents nearly half of all the people living with HIV and on treatment in developing countries. Building on its model, CHAI has expanded its scope to include efforts to strengthen healthcare delivery systems and to combat malaria and childhood illness.

Position Overview:

The e-Health Coordinator will be an integral member of the CHAI Uganda Country Team and be part of a growing team of e-health staff members across the organization. From the development of patient retention tools to improving supply chain management, CHAI's efforts increasingly require the use and development of innovative software solutions. The e-Health Coordinator will work across multiple teams within CHAI Uganda to translate user requirements from the Ministry of Health into high-quality software. The e-Health Coordinator shall be involved in the code review process, software testing, and user-training and client interactions as required.

Responsibilities:

- Translate client needs into high-quality eHealth solutions
- Create complex, high-quality software tools based on demanding user-requirements
- Generate quality technical documentation and user training on software tools developed
- Use the latest tools and techniques including agile development and pair programming
- Propose novel technology solutions to address key challenges in Uganda's Health sector

Required Skills and Experience:

- Significant experience in computer science, software engineering, information systems, or electrical and computer engineering
- Interest in use of technology to improve access to health in resource-limited settings
- Proven experience in managing the building of high quality, custom software systems
- A strong understanding of software development methodologies and their trade-offs
- Hands-on experience in analysis, design, coding, and implementation of complex, custom-built applications
- Desire to strengthen teams and contribute to wider technical community through collaboration, coaching and mentoring of other technologists
- Ability to work in a variety of client settings and in a multi-cultural, team-oriented, collaborative environment
- Capacity to manage multiple tasks for various stakeholders, whilst delivering high quality solutions
- Ability to understand user requirements and propose end to end strategic solutions
- Detail orientated team player who is able to provide realistic and accurate work plans to meet deadlines and client expectations

Preferred Skills and Experience:

- Development and delivery experience with C++, C#, Java, Python, Ruby on Rails or PHP with an emphasis on web based systems
- Strong OO skills, including strong design patterns knowledge
- Knowledge of data structures and algorithms, including performance considerations in software development
- Experience working with, or an interest in Agile Methodologies, such as Extreme Programming (XP) and Scrum

UG10-Int: Program Coordinator, Clinton Health Access Initiative, Uganda

Placement Organization: Clinton Health Access Initiative

Placement Location: Kampala, Uganda

Eligible Citizenship: Ugandan

About:

The Clinton Health Access Initiative (CHAI) is a global health organization committed to strengthening integrated health systems in the developing world and expanding access to care and treatment for HIV/AIDS, malaria and tuberculosis. CHAI's solution-oriented approach focuses on improving market dynamics for medicines and diagnostics; lowering prices for treatment; accelerating access to life-saving technologies; and helping governments build the capacity required for high-quality care and treatment programs.

Established in 2002 by President Clinton as the Clinton HIV/AIDS Initiative, CHAI initially focused on addressing the limited access to HIV/AIDS treatment faced by developing countries, where more than 90 percent of individuals living with HIV/AIDS reside. By working in collaboration with governments and NGO partners, CHAI has helped more than 2 million people access the medicines needed for treatment, which represents nearly half of all the people living with HIV and on treatment in developing countries. Building on its model, CHAI has expanded its scope to include efforts to strengthen healthcare delivery systems and to combat malaria and childhood illness.

Position Overview:

CHAI Uganda is a flexible organization that responds to the most pressing needs within the Ugandan health sector. The CHAI Uganda office works across multiple disease areas and Ministry of Health (MOH) programs, including Malaria, Essential Child Medicines, HIV/AIDS, Vaccines, and Access to Medicines. Fellows, along with other incoming coordinators, are assigned to teams on an as-needed basis and engage in multiple projects which are developed based upon their potential for impact. All coordinator positions demand excellent problem solving and analytical skills, as well as an ability to take initiative and work independently.

Responsibilities:

- Forecast demand for supply of life-saving medicines and laboratory testing commodities
- Coordinate with Ministry of Health and other key stakeholders to support implementation of new care and treatment program
- Design, document, and share findings from pilot programs with the Ministry of Health and other key stakeholders
- Support development and implementation of patient tracking and retention interventions

Note: These responsibilities are examples of the types of work Program Coordinators are asked to support. This is not an exhaustive list of potential responsibilities. Program Coordinator roles vary and draw on the initiative of the individual to shape work plans.

Required Skills and Experience:

- Excellent problem solving, analytical and quantitative skills, including proficiency in Excel and PowerPoint
- Strong communications skills—both written and oral—and the ability to develop relationships with both rural health care workers, and high-level Ministry officials
- Interest in working long hours on a regular basis
- Ability to handle multiple tasks simultaneously, set priorities, and work independently
- Readiness and ability to learn on the job quickly and absorb/synthesize a broad range of information
- Capacity to work within limited budgets and human resources
- Ability to multi-task and to be effective in high-pressure situations

Preferred Skills and Experience:

- At least two years of work experience in a demanding, results-oriented environment
- Experience working in a developing country
- Background working in public health and/or the private sector
- Experience in supporting national Ministries of Health
- Advanced degrees in management, medicine, public health, or other relevant fields

UG11-Int: Program and Advocacy Officer, S.O.U.L. Foundation, Uganda

Placement Organization: S.O.U.L. Foundation

Placement Location: Jinja, Uganda

Eligible Citizenship: Ugandan

About:

Working with the S.O.U.L. community is a dynamic opportunity. Since its formation in 2009, S.O.U.L. Foundation has worked to foster sustainable and vibrant Ugandan communities through unique partnerships focused on education, women's empowerment, food security and health. With a grassroots, start-up mentality, S.O.U.L. is an innovative, entrepreneurial, agile organization helping communities find new solutions daily to age-old problems. It is truly a "bottom up" organization— the growth and problem solving comes from within the community.

The founder, 27-year-old Brooke Stern, is a licensed nurse (BSN) who lives among the targeted communities about 1.5 hours outside Kampala, Uganda. Believing in the dignity and potential of every human being, Brooke founded S.O.U.L. on the premise that authentic and effective change happens by giving a hand-up not a hand-out; that partnerships are the path to sustainable development; and that the women of Uganda are the key to each community's long term success.

S.O.U.L. is working with residents from several developing communities to create and pursue opportunities that have enabled—literally— hundreds of families to break the cycle of extreme poverty. The organization was highlighted on the front page of Voice of America by international journalist Ivan Broadhead in December 2011, and has received particular notice and praise from the World Bank, the U.S. Ambassador to Uganda, Scott DeLisi, the French Embassy, the Centers for Disease Control and Prevention, and the Rollins School of Public Health at Emory University.

Its blueprint for relevant, scalable and sustainable development programs was born out of a vision that empowered women to have a sense of worth, dignity, and self-mastery, to have a voice and participate in effective change, and to organize and collectively identify problems, develop solutions, and mobilize and implement those solutions.

Position Overview:

The fellows will work closely with local women leaders, village leaders and multiple Program Officers to conduct invaluable research as the first step to provide women with greater access to quality healthcare. Armed with their research, the fellows will help remove barriers to quality healthcare access through the production of information, education and communication (IEC) materials concerning barriers to quality healthcare access for village women and work with local leaders to implement initiatives to overcome those barriers. Additionally, the fellows will collaborate with regional and national government agencies and other NGOs in the region in support of those initiatives, reporting directly to the Executive Director.

Responsibilities:

- Develop interview formats and survey instruments through which S.O.U.L. Foundation can engage village women, solicit relevant information about, and evaluate, barriers to quality healthcare access based on tradition, socio-economics, hierarchical structure, culture/religion, etc.
- Conduct interviews and surveys to ascertain significant factors diminishing access to quality healthcare, in accordance with S.O.U.L. Foundation's aims and purpose
- Ensure that critical conversations take place to conference, discuss and design Access to Healthcare initiatives informed by historical data and local survey data

- Initiate and maintain conversations between women leaders, village leaders and regional and state agency heads strengthening the legitimacy of the proposed Access to Healthcare initiatives
- Advocate for adoption of Access to Healthcare initiatives by the appropriate councils and agencies and implementation of the same
- Ensure tracking mechanisms are in place and record keeping takes place to evaluate how, and to what degree, barriers to quality healthcare access are being overcome
- Collect, collate and analyze data useful in documenting learning experiences from the Access to Healthcare initiatives to be used for government reports, for S.O.U.L. Foundation reports and for S.O.U.L. Foundation information materials/publications
- Facilitate capacity building of S.O.U.L. Foundation staff and partners
- Participate in planning and implementation of S.O.U.L. Foundation programs
- Any other responsibility as may be assigned

Required Skills and Experience:

- Experience in advocacy or communications, such as stakeholder engagement, content creation and/or other activities increasing awareness for health and development issues
- College-level experience in data analysis, or commensurate experience
- Excellent cross-cultural, interpersonal skills at multiple socio-economic levels
- Good computer skills especially in database management and office applications
- Ability to work calmly under pressure to beat deadlines
- Willingness to travel and document program work
- Ability to demonstrate initiative and work well under pressure
- Capacity to plan ahead and work in a very busy environment within agreed timeframes
- Willingness to work occasional evenings and weekends as may be required
- Sympathetic to the aims of S.O.U.L. Foundation
- Reliable, self-motivated and dynamic; able to respond to new opportunities
- Ability to work in a team and form productive, supportive & professional relationships with all staff at S.O.U.L. Foundation
- Fluent in spoken and written English

Preferred Skills and Experience:

- Master's Degree in communication, journalism, public relations, public health, or equivalent professional work experience
- Minimum two years' experience in program development, with at least one years' experience in supporting advocacy

UG12-Int: Knowledge Management, Communication and External Relations Officer, Jhpiego, Uganda

Placement Organization: Jhpiego

Placement Location: Kampala, Uganda

Eligible Citizenship: Ugandan

About:

Jhpiego is an international, non-profit health organization affiliated with The Johns Hopkins University. For 40 years and in over 155 countries, Jhpiego has worked to prevent the needless deaths of women and their families. Jhpiego works with health experts, governments and community leaders to provide high-quality health care for their people. Jhpiego develops strategies to help countries care for themselves by training competent health care workers, strengthening health systems and improving delivery of care. Jhpiego designs innovative, effective and low-cost health care solutions to ensure a level of care for women and their families. These practical, evidence-based interventions are breaking down barriers to high-quality health care for the world's most vulnerable populations. Jhpiego has worked off and on in Uganda for nearly 30 years. In 2011, Jhpiego made a strategic decision based on country needs and interests from key

stakeholders to establish a country office, with goal of strengthening Jhpiego's support to Uganda's Ministry of Health. The fellows will actively participate in this exciting endeavor.

Position Overview:

The Knowledge Management, Communication and External Relations fellows will work closely with the Country Director and individual program managers to ensure that the Jhpiego-Uganda program is capturing and communicating program information effectively, using as many means as possible, to a wide range of external audiences in Uganda. The fellows will work with the Country Director to ensure regular and effective interpersonal engagements with key partners and stakeholders; and active external relations efforts that target many different groups, including partners at the community/district levels, decision makers in Kampala, and interested international audiences. Finally, these fellows will work with the Country Director to devise systems by which the external policy and programmatic environment is being monitored, and findings from this "environmental scanning" process are being incorporated into program planning and implementation. As core members of a small team, these fellows will be fully engaged in many aspects of program activity, and will have the opportunity to contribute their ideas on how to improve programs to better respond to the needs and interests of the external environment.

Responsibilities:

Strategy Development:

- Read and become familiar with Jhpiego Communications Manual
- Work with the Country Director and individual program managers to develop an overall program external relations strategy:
 - Help define means for regularly compiling and presenting program information to key in-country stakeholders, using a variety of written, verbal and electronic approaches; and for tracking feedback received, so that it can be incorporated into program evolution
 - Help to define and implement a plan for ensuring that Jhpiego-Uganda is well represented at the many meetings taking place in the public health realm, and that Jhpiego is contributing effectively to the dialogue that takes place through these meetings
 - Help define a system for ensuring that Jhpiego is using these engagements as an opportunity to continually refine its understanding of the external environment in which it is operating, and to continually evolve its activities to respond to that environment
- Work with the Country Director to develop effective knowledge management systems at the country level

Increasing Program Sharing and Visibility in Uganda:

- Lead implementation of all of the strategies above
- Work with individual program managers to generate, document and share lessons learned from program activities
- Develop a packet of compelling program information (and a system for ensuring that it is regularly updated), with an emphasis on presenting results of interventions and innovations, and lessons learned in the implementation process
- Ensure that all information/communication coming out of the program is presented in such a way that it gives a clear and compelling presentation, and reflects the innovation and effectiveness of the Jhpiego-Uganda program
- Lead efforts to regularly share program information through multiple outlets (presentations, one-on-one meetings, comments at large meetings, written briefings, etc.)
- Work with the Country Director and program managers to ensure that Jhpiego-Uganda is regularly engaging with, and providing the necessary program information to key partners and stakeholders through one-on-one interactions, and also through regular presence at meetings and other group forums

Contributing to Jhpiego's Global External Relations and Communications Efforts:

- Coordinate and share in-country communications with Jhpiego's global External Relations and Communications office
- Lead on ensuring that Jhpiego-Uganda is contributing fully to Jhpiego's global efforts to tell the story of its great work

- Lead the process of writing success stories, and defining high level program highlights that can be widely disseminated in Uganda, and globally through the External Relations and Communications (ERCO) team; submit photos, facebook posts and short updates to ERCO for global dissemination
- Keep the Uganda portion of the Jhpiego website up-to-date

Required Skills and Experience:

- Knowledge of the field of public health (either a degree that is related to public health, or experience working in a public health program); the ability to quickly understand both the theory and the practice of public health programming in a developing country is essential
- Outstanding interpersonal skills; the ability to relate to a wide range of individuals, and to instill confidence and trust
- Excellent written and verbal communication skills
- Outstanding presentation skills
- The ability to quickly learn and to write and talk knowledgeably about new subjects

Preferred Skills and Experience:

1. One of the fellows should ideally have experience with behavior change communication and community engagement
2. One of the fellows should ideally have experience in communication for policy makers, donors and other implementing partners

UG13-Int: Health System Quality Improvement Coordinator for HIV / AIDS and TB Interventions, Millennium Villages Project, Uganda

Organization Name: Ruhiira Millennium Villages Project

Placement location: Mbarara Town, Uganda

Eligible Citizenship: Ugandan

About:

The Millennium Villages Project is an international development organization implemented by the Earth Institute at Columbia University in New York, Millennium Promise, and the United Nations Office for Project Services. It works to address the eight Millennium Development Goals (MDGs) in Sub-Saharan Africa. The initiative works directly with local and national governments, as well as non-governmental organizations to show how rural communities can lift themselves out of poverty. The project started in 2006 and its mission is to achieve Millennium Development Goals at the community level by 2015. The project introduces a broad range of interventions simultaneously to address the specific needs of each village. The communities themselves own and drive all the work being done.

Position Overview:

The Health Systems Quality Improvement Coordinator will have a main focus on HIV/AIDS and TB interventions.

Responsibilities:

- Assess existing care practices in HIV/AIDS and TB interventions, identify gaps and then finding solutions to address the gaps
- Work with health coordinators and facilitators to develop health facility quality improvement teams that can independently and regularly conduct self-assessments, identify operational gaps, and develop action plans to resolve any existing or emerging operational constraints
- Improve and ensure effective and close follow-up of TB patients and HIV clients (including all mothers on the PMTCT program and all exposed babies) by designing a follow-up system, especially focusing on those patients outside the catchment area
- Ensure that quality health care services are provided at all the HIV/AIDS clinics; to foster good client provider relationships by:
 - Monitoring and supporting supervision of the clinics
 - Conducting client satisfaction surveys

- Confirming health workers managing HIV/AIDS and TB have refresher courses and trainings and are up to date in knowledge concerning HIV and TB management
- Preventing stock outs of ARVS and drugs for treatment of OIs in all the health facilities
- Facilitate a smooth transition from option B to option B+ of PMTCT in all health facilities, by ensuring that all health facilities are well equipped with HAART for PMTCT mothers and provide training for health workers in option B+ of PMTCT
- Improve quality of TB care services, by ensuring that all health workers have refresher TB management trainings every quarter as well as ensuring that case detection for TB cases is improved in all health facilities doing TB diagnosis
- Ensure a centralized system for managing the collection of dried blood samples; acting as the link between CPHL and the health facilities to prevent misplacement of test results
- Document best practices and implement these practices at other health facilities

Required Skills and Experience:

- Keen interest in public health and understanding of public health-related issues in this area
- Ability to work under pressure
- Good communication and coordination skills
- Proficiency in MS Office (Word, Excel, Access, PowerPoint)
- Strong interest in global public health
- Ability to work in a team environment, but with self-sufficiency and self-motivation
- Strong interpersonal skills coupled with excellent communication skills: verbal, written, listening, presentation and facilitation
- Fluency in spoken and written English
- Capacity to multi-task: flexible and capable of working under pressure and tight deadlines with demonstrated ability to prioritize across multiple projects and relationships

Preferred Skills and Experience:

- Master's in Public Health
- Experience working with a health program
- Program auditing skills
- Data analysis
- Knowledge of quality improvement standards

Additional Living Conditions:

Housing will be arranged at or near the placement site in Mbarara, a rural community in Western Uganda.

UG14-Int: Monitoring and Evaluation Fellow, Infectious Diseases Institute, Uganda

Placement Organization: Infectious Diseases Institute

Placement Location: Kampala, Uganda

Eligible Citizenship: Ugandan

About:

Infectious Diseases Institute (IDI) was registered in 2004 as an independent non-governmental organization (NGO) owned by Makerere University (a public university) in Uganda. Its mission is "To build the capacity of health systems in Africa for the delivery of sustainable, high quality care and prevention of HIV/AIDS and related infections through training, research, and advanced clinical care". IDI has an international board, is funded by a variety of private and public sources and currently has 848 full time and part time staff across the country. IDI was originally set up to rapidly develop capacity in Uganda and the region for scale up of HIV treatment and for research in locally relevant models of care for HIV/AIDS. Since its establishment its mandate has expanded to cover HIV prevention, malaria and TB.

IDI's major program areas are:

Prevention, Care and Treatment (for HIV/AIDS and related infectious diseases): IDI provides free services to about 10,000 clients in its Adult Infectious Diseases Clinic and another 10,000 plus clients in various urban and rural outreach projects.

Training: IDI has trained over 6,400 health workers from 27 African countries in the areas of HIV/AIDS, malaria, pharmacy, laboratory and data management; the training program also supports the AIDS Treatment Information Center (ATIC) which provides health workers throughout the region with vital information on HIV/AIDS-related prescriptions and drug interactions.

Research: IDI has 45 research projects in progress with over 30 international collaborators from Africa, Europe and North America. IDI research focuses on identifying best practices and models of care for prevention, care and treatment of HIV/AIDS and related infectious diseases in sub-Saharan Africa as well as supporting the development of upcoming Ugandan medical researchers.

Laboratory: IDI is host to the Makerere University-Johns Hopkins University (MUJHU) collaboration lab, one of only a small number in Africa that are certified by the College of American pathologists (CAP). The lab serves over 70 programs and research projects.

Position Overview:

The Global Health Corps Monitoring & Evaluation Fellow will work closely with and under the supervision of the Deputy Head of Training to support IDI's Training Department in improving and strengthening the existing data management and reporting systems. The main goal of the Training Department M&E system is to ensure proper data capture and reporting on health care worker capacity building interventions.

Responsibilities:

- Support the training, departmental data management and reporting system including development of new tools
- Development of training department proposals mainly focusing on the M&E components
- Periodic review of the departmental achievements against the set targets
- Development of data management systems including database management, development of data collection tools, supervision of data collection and entry as well as data cleaning and analysis
- Participate in training and curriculum development activities
- Participate in producing departmental Key Performance Indicators and progress reports on quarterly basis
- Review all training department reports for quality and consistency with grant agreements before submitting them to various stakeholders
- Ensure that all training department courses are evaluated appropriately and necessary reports are compiled accordingly
- Maintain the departmental reports monitor

Required Skills and Experience:

- Experience in using statistical software packages e.g. STATA, SPSS.
- High level of computer literacy
- Excellent communication and social skills
- Fluency in English

Preferred Skills and Experience:

- Post-graduate training in statistics or economics or a health related field
- Experience designing and participating in social research
- Experience in grants/proposal writing
- Past work in monitoring and Evaluation
- Post graduate training in a health related field is an added advantage.
- Ability to multi-task

UG15-Int: Program Manager, The Uganda Initiative for Integrated Management of Non-communicable Diseases, Uganda

Placement Organization: The Uganda Initiative for Integrated Management of Non-communicable Diseases
Placement Location: Kampala, Uganda
Eligible Citizenship: Ugandan

About:

The Uganda Initiative for Integrated Management of Non-communicable Diseases (UINCD) is a collaboration between Mulago Hospital, Makerere College of Health Sciences, the Uganda Ministry of Health, MEPI-CVD, Uganda NCD Alliance, and Yale University Global Health Leadership Initiative. The project is designed to establish the NCD clinic system where patients with Hypertension, Diabetes Mellitus, Heart Disease, Renal disease, etc, who are in stable states, can be reviewed at a single visit without compromising the quality of care. The UINCD's key objectives include:

1. To establish an integrated non-communicable diseases (NCD) clinic system so as to enhance access to and continuity of care for patients with NCDs through;
 - o Standardization of basic aspects of care such that quality services can be delivered via teams consisting of different levels of healthcare providers (nurses, clinical officers, medical officers, Senior House Officers, attending physicians)
 - o Implementation of a Portable Health Record (i.e. standardized card or notebook which lists diagnoses, complications, and medications) that would be regularly updated at clinic visits and would take the place of the envelopes of paper scraps that patients currently carry
 - o Training of a network of community health workers to help with prevention, case finding, and management of NCDs to reduce hospitalizations and acute care clinic visits
2. Carryout or ensure the carrying out of research and feasibility studies on all aspects of NCDs
3. Train, enlighten and educate medical students, graduate doctors, technicians, nurses, health workers and the general public on NCDs

Position Overview:

Provide overall local management of the UINCD Secretariat in accordance with the policies, procedures, and guidelines of Non-Governmental Organizations of Uganda.

Responsibilities:

- Assist the Steering Committee to liaise with all stakeholders that will provide technical expertise (e.g., training, capacity development process, participatory strategic planning process, institutional strengthening, and policy advice) to the Initiative as may be required in the strategic plans for the Initiative
- Maintain UINCD office management systems; create and maintain the members' networking; and create a team-based, participatory work environment that promotes the sharing of information and learning from experiences among members
- Be in the lead of the preparation of written materials (e.g., reports, research proposals, training materials, etc.), communication outputs (articles, newsletter, promotional materials, web-based articles etc.), and special reports for UINCD
- Manage the Initiative with integrity, transparency and in an auditable format, including the regular development of budgets, monitoring of expenditures to ensure that they fall within budget, and providing to the Steering Committee quarterly financial reports together with other key financial records for substantiation and audit (original receipts, bank statements, and other financial records as necessary)
- Promote knowledge transfer and learning by disseminating findings from surveys and assessments with all relevant stakeholders on a timely basis

Required Skills and Experience:

- Excellent communication and leadership skills relevant to project work
- Creative and flexible in planning and implementing activities
- Able to work under pressure with minimal supervision
- Gender sensitive with wide understanding of gender issues
- Willing to learn and adapt to other cultures
- Highly organized with a good sense of judgment

- Trustworthy and dependable in handling resources
- Computer literate especially in Microsoft Excel

Preferred Skills and Experience:

- Bachelor's Degree in Medicine or Nursing from a reputable university
- Post-graduate training in public health and /or project planning and management may be an added advantage
- At least 1 year experience in the area of public health

UG16-Int: IT Systems Officer, Joint Clinical Research Centre, Uganda

Organization Name: Joint Clinical Research Centre, THALAS Project

Placement location: Kampala, Uganda

Eligible Citizenship: Ugandan

About:

JCRC is a non-profit organization founded in 1991 as collaboration between Makerere University's School of Medicine and Uganda's Ministries of Health (MoH) and Defense to serve as a national AIDS research centre to address the challenges of HIV/AIDS in Uganda. The mission of JCRC is to conduct quality medical research and training, provide equitable and sustainable HIV/AIDS care and other health care services in Uganda and other parts of Africa. Its vision is to have a vibrant self sustaining centre of excellence in medical research, training and health care services. The strategic priorities of the institution are; research with major emphasis on HIV/AIDS and TB; management and delivery of comprehensive clinical services a network of JCRC supported facilities, management and delivery of laboratory services and training that targets health care providers. Some of strategic priorities are achieved through implementation of projects like the Targeted HIV/AIDS and Laboratory Services (THALAS) project a five year, USAID funded Project operations of which the fellow will support among other projects.

Position Overview:

The fellow will work under support and supervision of the Data Manager and will support the JCRC IT and systems administrators to maintain functionality of clinical, laboratory, administrative and financial IT systems for the smooth operations of organizational activities. The fellow will review systems used by the various departments within the organization; identify weak links that hinder effective performance and work with IT teams to address them. He /She will support the host institution to identify and propose strategies for strengthening data systems and offer guidance on how to incorporate them in daily operations within each department.

Responsibilities:

Primary Goal: Support the organization to effectively utilize and exploit funding opportunities to address challenges that may hinder continued HIV service delivery.

Key Deliverables

- Identify, document and propose actions required to maintain functional data systems to support operations in the clinic, Laboratory, finance and administration
- Support with monitoring and maintaining functionality of new systems that are to be introduced to support monitoring of patient data
- Analyze research data to produce reports and build capacity of data staff in this area
- Troubleshooting system and network problems, diagnosing and solving occurrences and building capacity of staff to use these systems
- Build the capacity of IT staff to address challenges

Expectations

- Installing and configuring data systems and applications
- Monitoring and maintaining functionality of data systems and networks
- Troubleshooting system and network problems
- Provide support to departments to implement systems that support data integrity

- Build capacity of staff (IT team and end users) to resolve system issues that may hinder ability to use them
- Provide support to IT teams, including procedural documentation and instructions on how to address system challenges
- Support with planning and implementing backup and recovery systems for all databases
- Support with initiation and implementing of data archival policy and practices at JCRC
- Supporting the modification of system applications to address emerging needs within the departments
- Analyze research data to produce reports and build capacity of data staff in this area

Required Skills and Experience:

- Fluency in English (able to write and speak)
- Experience in providing data base administration and support will be of an added advantage.
- Ability to Multitask effectively
- A logical and independent minded person
- Meticulous attention to detail and accuracy
- Training in computer science, IT or systems engineering
- Experience in systems/ database administration
- Knowledge of operating systems and applications
- Knowledge of software trouble shooting
- Training/ capacity building skills

Preferred Skills and Experience:

- Post graduate training in Computer Science, IT, systems engineering or any other related qualification.
- Strong organizational, interpersonal and communication skills (oral and written)
- Ability to multitask effectively

Living Conditions for Positions in the United States

Fellows will be provided with housing, health insurance and a living stipend of \$550/month. Additionally, fellows will receive an award of \$1500 upon successful completion of the fellowship year. Flights to and from the placement site and all other costs associated with GHC programming are included, including \$600 in professional development funds.

*Note: the living stipend and completion award may be paid out in USD or local currency, as determined by the placement organization.

US01-Int: Recreation and Wellness Program Manager, Boys and Girls Clubs of Newark, New Jersey, United States

Placement Organization: Boys and Girls Clubs of Newark

Placement Location: Newark, NJ

Eligible Citizenship: Non-American

About:

The Boys & Girls Clubs of Newark (BGCN) seeks to provide a world-class Club experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

BGCN's team of dedicated youth development professionals along with volunteers are focused on helping young people - especially those children considered at-risk - by providing a wide range of programs and services through after school and summer camp experiences.

Moving forward, BGCN plans to expand its programming in the area of health and wellness. Specifically, efforts are underway to establish a Sports, Recreation, Wellness & Fitness Department. This effort will center on Triple Play, a comprehensive health and wellness program, developed in collaboration with the U.S. Department of Health and Human Services. Triple Play strives to improve the overall health of Club members (ages 5-18) by increasing their daily physical activity, teaching them good nutrition and helping them develop healthy relationships. Some activities include an urban garden and instructional kitchen. In addition, competitive sports leagues -basketball, swimming, etc. - will be developed.

BGCN is a not-for-profit organization celebrating 75 years of service in Newark, NJ.

Position Overview: The Global Health Corps fellow would be responsible for helping to define and develop the Sports, Recreation, Wellness & Fitness program at the Boys & Girls Clubs of Newark. This individual would work closely with the Chief Executive Officer and key BGCN staff members to help build, organize and manage this program area. The fellow would also help design an evaluation tool to measure the impact of the Sports, Recreation, Wellness & Fitness programs on Club members.

Responsibilities:

- Work with the team to help define and develop the Sports, Recreation, Wellness & Fitness department and its programs
- Help to identify financial resources and shape a model to sustain the programs under the Sports, Recreation, Wellness & Fitness department
- Assist in developing program structure and calendar
- Help train staff members and volunteers to deliver healthy lifestyle programming
- Work on an outreach plan to effectively market the programs under the Sports, Recreation, Wellness & Fitness department
- Help forge strategic partnerships with organizations and institutions that relate to BGCN healthy lifestyle programming
- Work on the development of an evaluation method/tool to measure the impact of BGCN healthy lifestyle programming

Required Skills and Experience:

- Proven computer skills and knowledge of Microsoft software (including MS Word, Excel spreadsheets), email programs
- Proven verbal and written communication skills
- Experience designing, implementing and managing social service programs
- Team builder and player
- Strong awareness of healthy lifestyle strategies and programs
- Research skills
- External partnership building

Preferred Skills and Experience:

- Master's in Public Health or Physical Education
- Fluency in Spanish
- Youth Development

USO2-Int: Research and Evaluation Fellow, Children's Health Fund, New York, United States

Placement Organization: Children's Health Fund

Placement Location: New York, NY

Eligible Citizenship: Non-American

About:

Low-income children throughout the United States are in worse health and have a harder time getting health care than their wealthier peers. To overcome access barriers and health disparities, Children's Health Fund (CHF) brings comprehensive, continuous health care right to the children and families who need it most, regardless of ability to pay. The Fund supports a network of 25 mobile medical and community-based programs in 17 states and the District of Columbia.

CHF's dedicated doctors, nurses, social workers, nutritionists and other compassionate professionals each year provide over 250,000 visits to over 83,000 children and families who might not otherwise receive the quality health care they deserve.

Position Overview:

The Research and Evaluation Fellow will be part of an interdisciplinary team focused on program evaluation and applied research, that is, the development and implementation of studies intended to provide data and evidence that support improved health care services and outcomes for vulnerable populations. The research and evaluation work is used to design and follow outcome data associated with grant deliverables, and may be used to influence clinical care and inform and support advocacy activities. In addition, the fellow will contribute to ongoing quality improvement and program assessment efforts, including analysis of administrative data from the CHF National Network programs to describe patient demographics, scope of services provided, and, to the extent possible, efficacy of services delivered. The fellow will also participate in the program development and other activities of the Medical Affairs team (such as special initiative development and local events).

Responsibilities:

- Work collaboratively with CHF staff to support Chief Medical Officer, Senior Directors of Applied Research and of Program Assessment & Development, and interface with Government Affairs Department staff for policy and advocacy work
- Data entry
- Conduct literature reviews
- Conduct supervised data analyses
- Write reports summarizing results and potential applications of data analyses
- Contribute to quality improvement studies including the feedback of results into programs to improve quality of care

- Contribute to the development of strategies to leverage results of studies to support CHF advocacy positions
- Contribute to reports for internal use
- Add to papers describing original research submitted for publication in peer-reviewed journals, white papers, monographs and other CHF documents for online publication and targeted dissemination

Required Skills and Experience:

- Self-directed and able to work independently
- Ability to work as part of an interdisciplinary team
- Strong writing skills
- Research experience including proficiency with Excel and SPSS
- Knowledge of health care and issues specific to child and community health
- Strong attention to detail

Preferred Skills and Experience:

- Interest in health policy
- Interest in serving poor and vulnerable communities
- Exemplary professional etiquette
- Excellent communication and interpersonal skills
- Proven ability to manage large workloads and multi-task

USO3-Int: Health Fellow, Covenant House, New Jersey, United States

Placement Organization: Covenant House New Jersey

Placement Location: Newark, NJ

Eligible Citizenship: Non-American

About:

Covenant House New Jersey (CHNJ) is the largest privately funded provider in the State, caring for young people between the ages of 18-21 and housing up to 110 youth per night at various locations. Although a subsidiary of Covenant House International, CHNJ is incorporated separately and governed by its own Board of Directors. As an international agency, we provide shelter, transitional living, and non-residential services to youth at 20 sites throughout the United States, Canada and Central America. Covenant House has served more than 600,000 young people in its 30-year history.

Covenant House has residential programs located in four communities, Atlantic City, Newark, Elizabeth and Montclair. Covenant House also has outreach offices in Asbury Park, Camden and Jersey City. CHNJ responds to the immediate and basic needs of youth by providing a continuum of care. Services are provided 24 hours per day, 365 days per year, on a residential and non-residential basis. Our Mission is to serve suffering children of the street, regardless of race, creed, religion, ethnic origin or sexual orientation. Our philosophy of care involves building relationships with each youth and treating them with absolute respect and unconditional love. Through relationship building we are able to effectively build trust and assist the young people to move from a state of hopelessness and helplessness to optimism and independence.

Position Overview:

The GHC fellow will work closely with the Service Management team, under the supervision and guidance of the Coordinator of Service Management. The position will require the conducting of wellness assessments of all youth that come through our doors in Newark. The fellow will connect our young people with the appropriate medical professionals and provide comprehensive medical case management.

Responsibilities: In keeping Covenant House current with the ever-changing policies and practices of state funded insurance and private and public hospitals, the Health Fellow will also serve as a liaison with these entities and provide updated information to the agency.

- Conduct wellness assessments of youth and consulting on the outcomes
- Follow-up on medical referrals
- Medication monitoring and ordering refills
- Update resources information
- Escort youth to medical appointments as necessary
- Provide educational sessions to youth on relevant medical topics by utilizing community partners

Required Skills and Experience:

- Must be at least 22 years old
- Proficiency in written and spoken English
- Valid driver's license
- Past experience in working with the age population that we serve
- Proficiency in using computer programs such as Word, Excel and PowerPoint
- Ability to work with a team and independently

USO4-Int: GHDonline Coordinator, Global Health Delivery Project, Massachusetts, United States

Placement Organization: Global Health Delivery Project

Placement Location: Boston, MA

Eligible Citizenship: Non-American

About:

The Global Health Delivery (GHD) Project was launched in 2007 as an interdisciplinary collaboration between Brigham and Women's Hospital, Harvard Medical School, and Harvard Business School. The GHD Project investigates the management decisions behind disease treatment and prevention globally. These lessons are disseminated through multiple channels developed by the GHD Project, including open-access online professional communities (GHDonline.org), teaching case studies (www.ghdonline.org/cases), educational programs, and scholarly publications. GHD's aim is to create and diffuse knowledge and to train current and future health care leaders to be effective delivery professionals.

Position Overview: The GHDonline Coordinator will be an integral part of a small team that runs a global professional community for over 10,000 health professionals. The fellow will primarily focus on leading Expert Panel discussions about various topics in health care delivery, communicating with our members, evaluating our members' experiences on GHDonline, and assisting in efforts to expand GHDonline's reach and impact. The fellow will have an interest in community-building and virtual learning in global health. The fellow will be required to learn and use our proprietary web platform.

Responsibilities:

- Lead Expert Panel discussions on GHDonline. A GHDonline Expert Panel is a virtual, weeklong conference that
- convenes professionals from multiple disciplines to discuss a pressing issue in US-based or international health care
- delivery. Duties include: Recruiting panelists, preparing outreach materials/invitations, posting introductory remarks in
- the panel, posting questions or other discussion starters, and synthesizing content into a discussion brief at the conclusion of the panel
- Assist in membership communication and outreach
- Assist in collecting and analyzing member feedback for monitoring, evaluation, and improvement of GHDonline
- Analyze site usage using tools including Google Analytics and report to the team
- Create and/or update slide decks and other visual materials
- Assist in preparing proposals for donors and funding opportunities

Required Skills and Experience:

- Background and interest in online communities
- Proficiency in word processing, spreadsheets, presentation software (e.g. Google Docs, Microsoft Office)
- Savvy with web-based technologies and social media
- Strong English writing skills
- Qualitative and quantitative analysis skills

Preferred Skills and Experience:

- Knowledge of HTML a plus
- Proficiency in team collaboration tools (Gmail, Chat, Skype, Dropbox)
- Public health research skills
- Interest in information and communication technologies in health care
- Ability to multi-task
- An excellent team player
- Ability to work independently and think creatively
- Background knowledge about the field of health care delivery
- External communication skills

USO5-Int: Health Policy Fellow, Grameen PrimaCare, New York, United States

Placement Organization: Grameen PrimaCare

Placement Location: New York, NY

Eligible Citizenship: Non-American

About:

Grameen PrimaCare strives to improve the health and wellbeing of women entrepreneurs in low-income communities, who confront significant economic, social, and health challenges in their efforts to improve overall quality of life. We provide an affordable, comprehensive program, Grameen Vida Sana, which combines primary care, peer support groups and other essential services.

Guided by the vision and principles of our founder Muhammad Yunus, 2006 Nobel Peace Prize winner, Grameen PrimaCare seeks to ultimately break the vicious cycle of poor health and poverty. Taking a holistic, transformative approach to care, our mission is to empower women to lead healthier lives and realize their full capacity as entrepreneurs and leaders in their families and communities.

Fellows will have the opportunity to leverage their expertise to play a critical role in the implementation and development of a health care program that continues to carry out Grameen's core mission of poverty alleviation. We provide a creative, collaborative, and fast-paced work environment with significant opportunities for skills development and professional growth.

Position Overview:

The Health Policy Fellow will work with Grameen PrimaCare's development, research, and administration teams to manage various projects and provide strategic support. Based in Manhattan, the Fellow will gain unique day-to-day operational and strategic insights in a fast-paced environment that supports a 'hands-on' approach to learning. In addition to the unique opportunity to lead different projects and initiatives, the Fellow will participate in high-level meetings and organizational decision-making processes as we roll out our Grameen Vida Sana Program

Responsibilities:

Responsibilities include, but are not limited to, the following:

- Research and analyze data, existing programs, systems and policies to assist senior teams in shaping and informing strategic discussions with various partners, funders and policy influencers
- Assist key decision makers in integrating considerations of community health, well-being and equity in program development, implementation and evaluation as well as in fundraising

- Assist with financial modeling, cost-benefit analysis, financial reports and budgeting
- Conduct prospect research and assist with collateral development, grant-writing and donor reporting
- Produce content for various communications materials for development and research teams
- Occasionally travel to the Grameen Vida Sana Wellness Center in Queens New York for meetings
- Perform any other duties as needed

Required Skills and Experience:

- 2-5 years of relevant work experience
- Ability to develop strategic plans or campaigns
- Experience developing and evaluating policies
- Strong research skills and an ability to analyze, interpret and present health data
- Ability to think strategically and creatively
- Excellent computer skills, strong proficiency in MS Excel
- Strong written and verbal communication skills
- Ability to work with diverse groups of individuals and organizations
- Ability to work independently and as part of a team
- Experience working in diverse communities with cultural competency

Preferred Skills and Experience:

- Masters degree in business management, public health, public administration or other related field (MBA, MHA, MPH or MPA degrees from recognized US-accredited universities is preferred)
- Understanding of microfinance and familiarity with the Grameen model
- Knowledge and understanding of the US health care landscape
- Familiarity with quantitative analysis tools, such as STATA, SPSS, SAS, etc.
- Fluency in Spanish

USO6-Int: Mobile Harm Reduction Services Coordinator, HIPS, Washington, D.C., United States

Placement Organization: HIPS

Placement location: Washington, D.C.

Eligible Citizenship: Non-American

About:

HIPS (formerly named Helping Individual Prostitutes Survive) was founded in 1993 by a coalition of service providers, advocates, and law enforcement officials as an outreach and referral service. HIPS promotes the health, rights, and dignity of individuals and communities impacted by sexual exchange and/or drug use due to choice, coercion, or circumstance.

HIPS provides compassionate harm reduction services, advocacy and community engagement that is respectful, non-judgmental, and affirms individual power and agency. They believe that those engaged in sex work, sex trade, and drug use should be able to live healthy, self-determined, and self-sufficient lives free from stigma, violence, criminalization or oppression. HIPS works to achieve this through engaging sex workers, drug users and their communities in challenging structural barriers to health, safety, and prosperity.

HIPS is a nationally recognized program that meets the needs of sex workers, drug users and people at the margins of access to care and assists them in their efforts to eliminate the transmission of HIV, increase sexual health, and reduce violence and harm associated with sex work and drug use.

HIPS programs serve an estimated 2,000 sex workers a year on the streets and in their drop-in center, providing a full spectrum of programs to address basic & immediate needs, long-term goal setting, and life skills development.

Position Overview:

HIPS' Mobile Services is a mobile and fixed site outreach program that provides health and risk reduction counseling, syringe exchange, information, materials and referrals to individuals who engage in street based sex work and drug use in Washington D.C. The program is responsible for exchanging 125,000 syringes, delivering condoms to 48,000 people, and making 8,000 contacts on the streets with drug users and sex workers. The Mobile Harm Reduction Services Assistant will help in all aspects of mobile outreach, including the direct service element, as well as aiding with the management of HIPS' 80+ volunteer base through initial and ongoing trainings, scheduling, and support.

Responsibilities:

Direct Service Responsibilities

- Serve as a driver and outreach team member during daytime mobile syringe access outreach
- Serve as a Team Leader on the outreach van during 2-3 overnight shifts per month (Thursday, Friday, or Saturday from 11pm-5am). Team Leaders are responsible for supervising all components of outreach and driving our van. Team Leading includes managing volunteers, ensuring van safety, linking to the Crisis Response Team when necessary, and collaborating with other Team Leaders to improve the program. The Mobile Services Manager is always on call if Team Leaders have any questions or are in need of any support during or after their shift.
- Coordinate with Enhanced Harm Reduction Services department to assist participants in making referrals and linkages to social services including shelter, medical care, food banks and drug treatment
- Assist in materials distribution, including syringe exchange and safer sex materials, as well as individual counseling, HIV/HCV testing, and referrals during daily walk-in hours and on the mobile van
- Answer hotline phone calls during assigned shifts in the evening and early mornings and provide one-on-one counseling and options planning with callers
- Participate on the Crisis Response Team (CRT), which responds to situations where a sex worker has been the victim of a crime. CRT participation requires week-long shifts of being on-call in case of a crisis. If there is a situation we decide we can respond to, the CRT mobilizes in pairs and always meets clients at safe, well-lit, public locations

External Education Responsibilities

- Create literature to be distributed from the outreach van, such as informational fliers about HIPS programs, HIPS Health Tips, and comprehensive referral guides, in English and Spanish. Translate existing materials and literature into Spanish.
- Work in collaboration with the Mobile Services Manager and Syringe Exchange Specialist to recruit program participants from Latin@ communities in Washington, DC and to enhance our cultural competency and volunteer training when working with people from Latin@, Spanish-speaking, and immigrant communities
- Update HIPS Bad Date Sheet weekly, including translating new reports into Spanish. Disseminate information about the HIPS Bad Date Sheet to partnering organizations
- Coordinate and lead harm reduction- or public health- related workshops to be delivered at partnering organizations. Develop and implement more intensive service projects such as mobile case management, Hepatitis C initiatives, and community resource and service linkage.

General Duties and Responsibilities

- Assist in coordinating and facilitating Client Advisory Board Meetings for both needle exchange and overnight outreach clients quarterly (8 total per year) to invite client input and suggestions for improvement to HIPS services. Maintain tracking tools to report back to both staff and community about the recommendations resulting from these meetings
- Assist Mobile Services Manager with monitoring and evaluation for both the needle exchange program and overnight outreach programs. Help produce reports for effectiveness of each program
- Help manage HIPS' 80+ volunteer base, including facilitating initial and ongoing trainings and development, and scheduling shifts

Additional Responsibilities

- Attend weekly staff meetings to share information and plan program work in team environment

- As part of a team, share in other organizational responsibilities as required including serving as a member of the crisis intervention team, general administrative work, and volunteer training and coordination
- Attend appropriate local, regional and national meetings to seek out current information about HIV prevention, treatment and care, and peer education and to disseminate information about HIPS programs to others

Required Skills and Experience:

- Ability to obtain a valid driver's license within the first month of employment at HIPS

Preferred Skills and Experience:

- Knowledge of the principles, practices and professional standards in the field of social work and harm reduction
- Skills in individual and/or group counseling, caseload management, motivational interviewing, HIV testing and delivery of direct social services
- Ability to prioritize and manage multiple tasks simultaneously
- Possess strong leadership, management, coaching, and organizational skills
- Capacity to work both independently and part of a team
- Must be available some nights and weekends
- Spanish language abilities greatly preferred

USO7-Int: Social Protection and Health Fellow, Inter-American Development Bank, Washington, D.C., United States

Placement Organization: Inter-American Development Bank

Placement Location: Washington, D.C.

Eligible Citizenship: Non-American

About:

The Inter-American Development Bank (IDB) supports efforts by Latin America and the Caribbean countries to reduce poverty and inequality. We aim to bring about development in a sustainable, climate-friendly way. Established in 1959, we are the largest source of development financing for Latin America and the Caribbean, with a strong commitment to achieve measurable results, increased integrity, transparency and accountability. We have an evolving reform agenda that seeks to increase our development impact in the region.

While we are a regular bank in many ways, we are also unique in some key respects. Besides loans, we also provide grants, technical assistance and do research. Our shareholders are 48 member countries, including 26 Latin American and Caribbean borrowing members, who have a majority ownership of the IDB.

Position Overview:

The IDB Social Protection and Health Fellow will be an integral team member in the IDB's Social Protection and Health Division (SPH), participating in the preparation and supervision of health projects, addressing top priorities in the Latin America and Caribbean region. Through its Division of Social Protection and Health, the IDB is helping countries in the region to expand access to integrated primary health care services, to strengthen health systems organization and performance and to set priorities in meeting current and emerging needs, and to properly finance rising health costs in order to achieve healthier and more equitable societies.

Examples of work assignments include analyzing health data to establish country epidemiological profiles, designing interventions tailored to address public health challenges, and supervising the implementation of such interventions. The Fellow will work with experienced, multidisciplinary teams, and will be supervised by and work closely with SPH economists and specialists.

Responsibilities:

- Analyze health data to establish country epidemiological profiles

- Produce background information and review literature to inform project design
- Support preparatory work to approve public health projects (design of interventions, monitoring and evaluation arrangements, among other activities)
- Support the supervision of the implementation stage of public health projects
- Participate in missions to LAC countries during project preparation and supervision to support team leaders
- Co-author an article for internal and/or external publication on a topic related to the project(s) the Fellow supports

Required Skills and Experience:

- Citizenship from one of the 48 IDB member countries (<http://www.iadb.org/en/about-us/member-countries,6291.html>)
- Fluency and strong writing skills in Spanish and English

Preferred Skills and Experience:

- Experience working in health economics, public health and/or medicine
- Demonstrated ability to design and/or implement projects in developing countries
- Knowledge of statistical programs (e.g. Stata)
- Experience working with databases
- Creativity and ability to work well in teams

USO8-Int: Global Communications Fellow, IntraHealth International, Washington, D.C., United States

Placement Organization: IntraHealth International

Placement location: Washington, D.C.

Eligible Citizenship: Non-American

About:

For over 30 years, in nearly 100 countries, IntraHealth International has empowered health workers to better serve communities in need. IntraHealth fosters local solutions to health care challenges by improving health worker performance, strengthening health systems, harnessing technology, and leveraging partnerships.

In collaboration with governments, non-governmental organizations, and private-sector organizations around the world, IntraHealth champions the needs and contributions of health workers—from doctors and nurses to community health workers to health facility managers—and works to ensure they have the tools, supplies, information, training, and support they need to provide communities they serve with the best possible opportunity for health and well-being.

Position Overview:

The Global Communications Fellow will contribute to the implementation of IntraHealth's communications strategy that supports the mission of empowering health workers around the globe. Based in Washington, DC, the Fellow will work closely with IntraHealth staff in the Washington, DC, and Chapel Hill, North Carolina, offices, country offices, and with external stakeholders, including representatives of partner NGOs, media, and the private sector.

The Fellow will be a member of the Communications, Knowledge Management, and Advocacy Department (housed in both DC and North Carolina offices), and will support IntraHealth's communications-related activities, particularly in support of several health workforce-related coalitions, including the Frontline Health Workers Coalition (FHWC), the Safeguarding Health in Conflict Coalition, and the Health Workforce Advocacy Initiative (HWAI).

Responsibilities:

- Contribute to the implementation of IntraHealth's communications work on global health workforce and related activities

- Provide support to the communications department, including basic website writing and management, social media support, website updates, blog, and drafting and copy editing written materials, including talking points and publications
- Strengthen IntraHealth visibility through attendance at and reporting from key events, forums and hearings related to the health workforce and global health
- Write technical articles and commentaries, blogs, and other content for publication
- Collaborate with website team to develop and promote technical content on IntraHealth's suite of websites
- Support implementation of IntraHealth's communications strategy, with an emphasis on social media
- Contribute to monitoring media environment related to global health workforce issues and to monitoring and evaluating the impact of IntraHealth's communications activities
- Assist in the operations of the FHWC and other coalitions in which IntraHealth plays a leading role. Support logistics and agenda-setting for coalition meetings; assist in the maintenance of content in members-only section of the website; participate in coalition meetings and follow up on action items related to policy priorities

Required Skills and Experience:

- Knowledge and demonstrated understanding of the use of social media
- Experience in networking, building relationships and managing partnerships with a range of stakeholders
- Strong organizational skills and ability to be flexible and work well under pressure in a fast-paced multi-task team environment
- Good writing skills and demonstrated experience in translating technical information and materials (scientific or health-related) for general audiences
- Excellent oral and written English language skills

Preferred Skills and Experience:

- Master's Degree in a related field (journalism, communications, or public health)
- Experience in writing for publications and producing content for websites and other channels of communications
- Experience in the application of social media tools for advocacy and brand management

US09-Int: Operations Officer, Last Mile Health, Massachusetts, United States

Placement Organization: Last Mile Health

Placement Location: Boston, MA

Eligible Citizenship: Non-American

About:

Currently, more than 400 million Africans and 1 billion people globally live beyond the reach of hospitals and clinics. Last Mile Health, known in Liberia as Tiyatien Health, is addressing this problem by combating the cynicism, indifference, and lack of creativity that inhibits health care delivery in the most remote corners of the world. By pioneering and proving new possibilities in health delivery in Liberia's most remote villages, we have created a new standard of health care for the poorest of the poor. Specifically, Last Mile Health is saving lives in the world's most remote, rural areas by recruiting, training, equipping and managing a growing workforce of high-performing community health workers.

Position Overview:

The Operations Officer will serve alongside the Last Mile Health Director of Finance & Operations in managing and supporting finance and operations functions across the organization. Primarily, and with the mentorship and oversight of the Director of Finance & Operations, the Operations Officer will participate in (1) bookkeeping and management of finances for Boston-based expenses and Liberian program grants; (2)

coordination of Liberia procurement and operational support; (3) human resource support for staff in the Boston office & Liberia-based volunteers and interns; (4) As needed, administrative support for the Boston office.

Responsibilities:

Support global financial accounting, along with Boston expense and budget tracking

- Track and analyze global organizational budgets, in coordination with Liberia-based Finance Team
- Coordinate Global Tracker and Cash flow management process between the Boston and Liberia management teams
- Summarize and submit wire transfer requests to US Executive Committee for approval
- Assist with program-focused development activities, including the preparation of grant proposals, financial and programmatic reports for current and potential donors, and formal progress reports to institutional grantors

Provide procurement and operational support for global programs and operations

- Assist in planned and unplanned project support for team in Liberia, including supply and medical procurement, liaising with partners, coordinating virtual meetings, and supporting international logistics for patients as necessary
- Serve as primary coordinator of Liberia-based staff travel to Boston office and Boston-based staff travel to Liberia
- Recruit and support Boston & Liberia-based international staff & volunteers
- Communicate regularly with Boston & Liberia team to identify core areas of need for international year-long interns and short-term volunteers
- Help with recruitment and selection process for interns and volunteers
- Assist in orientation and coordination of accepted interns prior to their travel to Liberia

Required Skills and Experience:

- Exceptional English written communication skills
- Proficiency using Microsoft Office Suite (Word, Excel, Access, PowerPoint)
- A deep commitment to serving those in resource poor settings
- Entrepreneurial spirit and ability to advance projects under own initiative
- Patience, humor, and compassion

Preferred Skills and Experience:

- Bachelor Degree in finance, administration & management or international development, global health, or African studies preferred
- Academic or professional background in accounting and financial management
- Strong project management and analytical skills; demonstrated ability to take primary responsibility for a diverse number of projects and to complete them in a timely manner with limited supervision
- Exemplary interpersonal skills - ability to collaborate effectively with culturally diverse staff across teams and countries.
- Ability to make decision quickly and confidently
- Experience working with financial accounting software (e.g. QuickBooks)

US10-Int: Evidence, Strategy and Innovation Associate, Marie Stopes International, Washington, D.C., United States

Placement Organization: Marie Stopes International

Placement location: Washington, D.C.

Eligible Citizenship: Non-American

About:

Marie Stopes International (MSI) is one of the largest international family planning organizations in the world, with operations in 38 countries. A social enterprise with headquarters in London, UK, MSI has

provided reproductive health care through a system of clinics, outreach teams and social franchising partnerships since 1976 in order to fulfill its mission: Children by choice, not Chance. The GHC Fellow will join a small team of MSI staff members from the Evidence, Strategy, and Innovation team that are nested within the MSI-US office. This team works to support the organization to:

- Use evidence and learning to improve programmatic and strategic decisions
- Lead corporate strategy development
- Facilitate innovation across MSI

We are seeking an intelligent self-starter capable of quickly getting up to speed on MSI's work and rapidly assuming increasing levels of responsibility.

Position Overview:

The primary focus of this role is to support the Evidence, Strategy, and Innovation team implement MSI's new 'Evidence to Action' framework. This will include helping to ensure the needs of key stakeholders are considered at all stages of the research process, developing tools and guidance to engage key stakeholders in evidence generation and use, and facilitating trainings to support MSI's country programs use of research, evidence and data for programmatic improvement and decision making.

Responsibilities:

- Coordinate the rollout of MSI's new 'Evidence to Action' framework
- Develop training materials, and conduct trainings (both in-person and online webinars) on 'asking the right research questions'
- Develop training materials, and conduct trainings (both in-person and online webinars) on communicating research findings and evidence to action
- Help cultivate mechanisms to systematically integrate evidence use into proposal writing and business planning processes
- Create a series of templates for sharing research findings with different audiences (e.g. PPTs, one-pagers)
- Collect, collate, and share examples of Evidence to Action from around MSI
- Help support MSI country programs to package and communicate data, research, and other evidence
- Support the development of evidence syntheses, drawing on published literature, MSI data and analysis, and internal research findings on key thematic topics, such as Mobile Outreach, or, delivering services in fragile environments

Required Skills and Experience:

- Demonstrated ability to synthesize complex information and present in clear and concise, readable manner for a range of technical and non-specialist audiences
- Strong grasp of quantitative research methods and data analysis, including basic statistical skills
- Outstanding written and oral communication skills (English language)
- Advanced use of Excel, and strong quantitative analysis skills
- Commitment to women's rights and to MSI's pro-choice mission: children by choice, not chance

Preferred Skills and Experience:

- Master's degree, preferably in public health, with strong quantitative methods and a global health focus
- Understanding of family planning and/or safe abortion issues, preferably in developing country context
- Experience working cross culturally
- Excellent communication skills and experience presenting information in innovative, visual ways
- Shown competency in coordinating multiple tasks, assignments, and deliverables
- Ability to work well with others in team environments
- Skill in conducting literature reviews
- Experience facilitating capacity-building trainings on a range of topics
- Excellent problem-solving skills

US11-Int: Global Program Associate, Planned Parenthood Federation of America, New York, United States

Placement Organization: Planned Parenthood Federation of America, Planned Parenthood Global Division

Placement Location: New York, NY

Eligible Citizenship: Non-American

About:

For nearly 100 years, Planned Parenthood Federation of America (PPFA) has advanced its mission to provide comprehensive reproductive health care services; to advocate for public policies which guarantee essential rights of each individual and ensure access to such services; to provide educational programs which enhance understanding of human sexuality; and to promote research and the advancement of technology in reproductive health care. And for over 40 years, PPFA has helped bolster nascent and growing sexual and reproductive health and rights movements in developing countries. PPFA's international division, Planned Parenthood Global, provides partners on the ground with technical and financial support and shares lessons learned from the organization's storied history working to provide care and empower women to plan their families in the U.S.

Planned Parenthood Global currently supports 44 partners in Africa and Latin America to provide health services, maintain direct education, and provide contraceptive services. Last year, with Planned Parenthood Global support, these partner organizations provided direct education and information to over 102,000 people and provided contraceptives to nearly 40,000. Recognizing that reducing barriers to sexual and reproductive health services also requires supportive laws and policies, Planned Parenthood Global helps partner organizations develop the advocacy skills they need to educate policymakers and the general public, in addition to monitoring and countering the tactics of opposition groups.

Position Overview:

Both fellows will be placed in the Planned Parenthood Global Division of PPFA. While completing most projects within their "home" division of Planned Parenthood Global, they will also have the opportunity to rotate to other divisions of PPFA and Affiliates as special projects can be arranged. The fellows will also jointly complete a long-term project to be determined. Examples of potential projects include:

- Working with our Affiliate Services Division to identify best practices used with Affiliates and promote those best practices with Planned Parenthood Global Program Officers for use with our implementing partners
- Organizing our in-country partners to engage in post-2015 development agenda activities
- Responsibilities:
- Conduct outreach to PPFA affiliates across the United States and Planned Parenthood Global implementing partners in-country as necessary
- Gather best practices from Planned Parenthood Global Program Officers and other PPFA staff as necessary to inform and add to the knowledge base of the Technical Assistance Toolbox
- Work with team to support program design, implementation, evaluation, and/or management of selected projects
- Work on selected special initiatives with other divisions of PPFA
- Data collection and entry; management of data bases
- Build staff and partner support for fellow projects by fostering genuine stakeholder buy-in and engagement
- Support existing organizational goals and deliverables
- Complete other "home" division projects as assigned
- Adhere to PPFA code of conduct and policy

Required Skills and Experience:

- Some experience in international reproductive health or related health field
- Excellent written and verbal English communication skills
- Ability to multi-task

- Ability to navigate complex organizations with a smile
- Self-directed and able to work independently
- Interest in international health service delivery and advocacy
- Capacity to manage a multi-faceted project and keep numerous channels of communication going at once
- Knowledge of diverse groups and the ability to work with a multicultural workforce
- Proven computer skills and knowledge of Microsoft software (including MS Word, Excel spreadsheets), email programs
- Exemplary professional etiquette

Preferred Skills and Experience:

- Spanish language ability (spoken and written fluency)
- Knowledge of PPFA and our activities
- Robust understanding of program and policy design, project analysis, evaluation and support
- Field-based knowledge of technical issues in delivery of reproductive health programs; monitoring and evaluation including research and building civil society capacity
- Experience living/working in the developing world
- A sense of urgency necessary to drive change within an advocacy organization paired with the patience to understand that not all demands are equal
- A team player with exceptional communication skills along with interpersonal savvy
- Passion for the role of health provision and advocacy that translates to an unflinching commitment to exceptional work product

US12-Int: Programs and Evaluation Fellow, Single Stop USA, New York, United States

Placement Organization: Single Stop USA

Placement Location: New York, NY

Eligible Citizenship: Non-American

About:

Piloted by the Robin Hood Foundation in New York City in 2001, Single Stop works holistically through a range of community-based partnerships to help families access existing resources to build economic security and move toward long-term self-sufficiency. In 2007, Single Stop USA, a national nonprofit organization, was created to bring the local program to national scale. Currently, Single Stop USA operates approximately 90 sites at locations across the country. In 2010 alone, Single Stop helped more than 120,000 families access more than \$412 million in such benefits and services as health insurance and SNAP, financial, legal and tax preparation services. That's an average of \$3,400 per family.

Single Stop works through community based organizations and community colleges - targeting low-income families and students to help them access multiple public benefits (including health insurance and nutrition assistance), legal counseling, financial counseling and free tax preparation. Single Stop's national community college initiative focuses on helping students access the financial resources they need to help them stay in school and graduate.

Position Overview: Single Stop USA's Programs and Evaluation Fellow will report to the Director of Research & Evaluation. The Fellow will support the evaluation and program teams through research, writing, and data analysis and management. The Fellow will contribute to the work of the research and evaluation team at Single Stop USA and will provide support as requested to the programs team.

Responsibilities:

- Conduct analyses of Single Stop's data on program outcomes and demographics of Single Stop clients, including analyses of individual-level data using statistical methods
- Prepare presentations and reports for funders, Board, program staff and policymakers analyzing data

- Visualizing data by presenting results in table, chart and graphical form; pull data as requested for meetings, presentations, proposals and reports
- Draft narratives and reports summarizing findings
- Provide support to the program staff with tracking data on special projects
- Assist and train site staff with monitoring their performance data and developing evaluation toolkits
- Help with updates on Benefits Enrollment Network and data tracking as needed
- Assist in producing monthly, quarterly and annual reports on progress and outcomes
- Prepare monthly briefs and quarterly staff presentations; monitor reports, information, and news relevant to Single Stop; provide updates on findings and statistics for Development and other departments; keep Single Stop information up to date
- Conduct literature reviews and draft reports and memos as requested
- Aid in the development of data and reporting trainings for program staff and site coordinators
- Provide feedback on materials prepared by outside evaluators
- Support the evaluation and Program teams on an ongoing basis
- Assist with special projects and training on the Programs team
- Work at one of Single Stop's sites and assist in program development

Required Skills and Experience:

- Commitment to Single Stop USA's poverty fighting mission
- Exceptional interpersonal and communication skills
- Very strong written and oral presentation skills
- Flexibility and ability to multitask
- Experience with and commitment to working with low-income families and individuals
- Excellent interpersonal, verbal, and written communication skills
- Entrepreneurial spirit
- Attention to detail

Preferred Skills and Experience:

- Experience with data analysis and/or public policy research and writing
- Knowledge and understanding of public benefits, including public health insurance, nutrition assistance, housing vouchers, etc.
- Training in public policy, public health, public administration, social work and/or counseling helpful

US13-Int: Program Manager: Capacity Building Initiatives and New Programs, The Grassroot Project, Washington, D.C., United States

Placement Organization: The Grassroot Project

Placement Location: Washington, D.C.

Eligible Citizenship: Non-American

About:

The Grassroot Project (TGP) is harnessing the popularity of sports in a powerful way. In a city that faces an AIDS epidemic on par with several African countries—one in 20 adults in Washington DC is estimated to be living with HIV/AIDS—TGP is using sports and athletes to break the silence around this issue.

Each semester TGP recruits all-star athletes from the top athletic programs at DC universities to become health educators. After undergoing TGP's Athletes2Coaches training program, these athletes partner with

P.E. classes at 31 DC schools, rolling out innovative sports-based HIV prevention and life skills programs for hundreds of local youth. At the end of each semester, TGP hosts community events that bring all of its youth together to celebrate what they've learned.

TGP was founded by 40 athletes from Georgetown University in 2009, and in just three years has grown to involve more than 400 athletes from four DC universities. Due to its unique programs and deep impact, TGP's work has been supported by corporations like Nike, MTV, and PNC Bank, and has been featured in The Washington Post, Seventeen Magazine, the BET Awards, CNN International, Good Morning America, and ABC's Emmy-nominated Everyday Health.

TGP has implemented several innovative projects in the past year, including designing and facilitating a 3-day crash course in nonprofit management for our student-athletes; planning one of the first randomized controlled trials in the field of sport-for-development; running an international leadership development and exchange trip with youth in South Africa; training colleges student-athletes as HIV testers and counselors, and running a non-traditional HIV testing scheme by throwing block parties at local high schools.

TGP successes to date are a result of a very clear mission, contagious positive energy, self-motivation and an incredible input from hundreds of volunteer student athletes. We are an organization comprised entirely of student athletes who are strongly committed to our mission. Spearheading our innovative programs presents a unique opportunity for someone in the beginning of their professional career to be able to hold a senior management role at an innovative NGO. We are looking for an outstanding program manager who will thrive in our culture and become a core part of our operations, delivering much-needed services to youth in Washington DC.

Position Overview:

To position TGP for future success, we seek a Program Manager to forge forward with innovation at TGP, including building our ongoing athlete capacity-building program as well as helping to expand our innovative programs.

Responsibilities:

- Manage a team of eight student-athlete leaders who will be spearheading operations in program planning, evaluation, resource mobilization, and public relations
- Design and implement capacity-building programs throughout the year for these eight leaders
- Explore the viability of replication of 2013-2014 innovative pilot programs and develop new ideas for projects in 2014-2015. Possibilities include: the Rock the Block Campaign (recruiting and training college student-athletes as HIV testers and planning four block party health fairs at local high schools); and the Team Up Campaign (developing a leadership curriculum for our DC students that involves international travel and interaction with youth in Southern Africa)
- Work with the Core Programs, Program Manager and plan and direct the recruitment of college student-athlete volunteers from Georgetown University, George Washington University, Howard University, and the University of Maryland
- Work with the Core Programs, Program Manager, and plan and direct two training-of-trainers courses for college athletes to become facilitators of the TGP curriculum
- Research and draft proposals to fund innovative programs
- Submit regular programmatic and financial reports to the COO

It is important that the Program Manager:

- Maintains the TGP culture of passion, hard work, and teamwork
- Thinks strategically and makes decisions based on the overall strategy of the organization
- Is not afraid to make tough decisions and take on a leadership role
- Empowers staff at all levels to make day-to-day decisions by providing overall direction and challenging staff to carry out work without micro-managing
- Holds staff accountable while also being fair and transparent and providing sufficient structure, process, and tools in order for them to succeed
- Cares about TGP staff and volunteers and ensures that they are learning and developing along with the organization

Required Skills and Experience:

- Demonstrated interest in public health, HIV/AIDS and/or community development required

- Demonstrated ability to work and communicate effectively with people from diverse background
- Proven ability to manage large workloads and multi-task
- An interest in sport preferred, and an appreciation of its extraordinary potential to impact social development
- Ability to work both independently and collaboratively within a team environment

Preferred Skills and Experience:

- Comfort using Microsoft Excel, Google Calendar, and Dropbox.
- Experience with college or professional athletics and/or demonstrated ability to understand the lifestyle of a student-athlete.
- Internship experience working in the public health sector
- Grassroot community organization or volunteer coordination experience a plus
- Experience in grant proposal writing or fundraising (not required, but a plus)

US14-Int: Policy and Program Officer, UNAIDS/Together for Girls, Washington, D.C., United States

Placement Organization: UNAIDS/Together for Girls

Placement Location: Washington, D.C.

Eligible Citizenship: Non-American

About:

UNAIDS, the Joint United Nations Programme on HIV/AIDS, is an innovative partnership that leads and inspires the world in achieving [universal access to HIV prevention, treatment, care and support](#). UNAIDS fulfills its mission by:

- Uniting the efforts of the United Nations system, civil society, national governments, the private sector, global institutions, and people living with and most affected by HIV
- Speaking out in solidarity with the people most affected by HIV in defense of human dignity, human rights, and gender equality
- Mobilizing political, technical, scientific, and financial resources and holding ourselves and others accountable for results
- Empowering agents of change with strategic information and evidence to influence and ensure that resources are targeted where they deliver the greatest impact and bring about a prevention revolution
- Supporting inclusive country leadership for sustainable responses that are integral to and integrated with national health and development efforts

UNAIDS is a partner of Together for Girls (TfG), a global public-private partnership formed to end violence against children, with a particular focus on eliminating sexual violence against girls. Other partners include Grupo ABC, BD (Becton, Dickinson and Company), Nduna Foundation, UN Foundation and CDC Foundation, UNICEF, UN Women, UNFPA, WHO, the U.S. President's Emergency Plan for AIDS Relief, the Office of Global Women's Issues at the U.S. Department of State, and the Centers for Disease Control and Prevention Violence Prevention Division. Together for Girls focuses on: (1) conducting and supporting national surveys on the magnitude and impact of violence against children; (2) supporting coordinated program actions in response to the data; and (3) leading global advocacy and public awareness efforts to draw attention to the problem and promote evidence-based solutions.

Position Overview:

The fellow will work on advocacy and policy issues, and program analysis as relates to areas of collaboration between the U.S. Government and UNAIDS, as well as the World Bank and UNAIDS. There will be a particular focus on gender and HIV, HIV treatment and prevention, including the elimination of pediatric AIDS (eMTCT), and AIDS investments. The Fellow will be under the supervision of the UNAIDS US Liaison Office in Washington DC and will closely work with Together for Girls Managing Director and team.

Responsibilities:

- Contribute to HIV and other relevant policy, literature reviews, data and other analyses, their compilation and presentations for policy briefs, reporting and partnerships that are led,

coordinated or contributed by the UNAIDS US Liaison Office around HIV treatment, prevention, gender, and strategic investments

- Contribute to country specific problem solving work organized by/through UNAIDS US Liaison Office in partnership with UNAIDS country and regional offices and headquarters, US Government, World Bank, Global Fund and other partners
- Collaborate with senior staff to ensure greater visibility of both UNAIDS' work and UNAIDS/Together for Girls joint initiatives through planning and managing public events, social media outreach, and developing communication materials and talking points
- Coordinate UNAIDS US Liaison Office's gender-focused work as relates to Together for Girls
- Ensure productive networking and collaboration with relevant partners and stakeholders
- Other tasks as assigned

Required Skills and Experience:

- Ability to prioritize and manage multiple tasks simultaneously
- Ability to interact diplomatically and professionally with stakeholders from diverse backgrounds
- Excellent written and oral communication skills
- Strong attention to detail

Preferred Skills and Experience:

- Master's degree in Public Health
- 3-5 years' work experience in policy, advocacy, or programs
- Demonstrated knowledge of HIV, gender, and social determinants of health
- Proven experience in analytical work (data analysis, review, etc.) in public health or relevant field
- Strong understanding of health policy analysis and legislative matters

US15-Int: Program Manager, Vecna Cares Charitable Trust, Massachusetts, United States

Placement Organization: Vecna Cares Charitable Trust

Placement Location: Boston, Massachusetts

Eligible Citizenship: Non-American

About:

Vecna Cares Charitable Trust provides technology and training to support and strengthen health systems in under-served areas for better health outcomes. We build systems that close the information gaps between patients, care givers, and decision makers. Vecna Medical donates intellectual property and up to 10% of software engineer working time to the Vecna Cares Charitable Trust for product development and support.

Vecna Care's CliniPAK, the Clinical Patient Administration Kit, plays a key role in forwarding our global health and primary care initiatives. These units include rugged touch screen tablets, cell phones, solar panels and biometric devices to capture patient data for better reporting and better care.

Vecna Cares is currently piloting our CliniPAK product in Kenya, Nigeria, Tanzania and Boston and working with teams in all locations to identify necessary improvements and create models that can then scale-up effectively.

Through developing and installing technology solutions, supporting local capacity building, improving efficiencies and promoting public health initiatives, our contributions help to improve quality and reduce the cost of delivering care in health systems.

Position Overview:

The Program Manager will work at the Vecna Cares headquarters in Boston and will act as the intermediary between the technical team designing the technology applications and product users of the technology in the field. He/she will be responsible for helping to ensure that the product is functional, useful and effective for the users and help to set and achieve program and solution goals within budget and schedule. The manager will assess the efficacy and capacity of the products, demonstrate the impact of the product on healthcare challenges and identify new market opportunities.

The Program Manager will also have the opportunity to work with a variety of web-based technologies, create and develop features on evolving medical technology products, manage software-hardware integrations, which will then be turned around and used by patients and healthcare workers in the field within a matter of weeks.

Responsibilities:

Manage team of engineers and contributors for on time and on budget medical technology product release

- Define features and specifications for new medical technology products
- Manage details of multiple projects both stateside and international to coordinate unique product features and configurations for each client
- Pursue funding opportunities and support client demonstrations
- Contribute to fast growing, agile team

Required Skills and Experience:

- Proficiency in basic computer programs: Word processing, spreadsheets, presentations
- Interest in technology for problem solving
- Experience in project leadership or management, including meeting project schedules and constraints in producing a deliverable
- Highly motivated and self-driven, self-managing and accountable personality
- Excellent interpersonal and leadership skills

Preferred Skills and Experience:

- Health care delivery exposure or experience
- International development or travel experience
- Previously illustrated creativity using technology for problem solving
- Any experience in computer programming, networking and information systems desirable but not required: SQL, JavaScript/Java, Mobile Development, etc.
- Undergraduate or higher degree in computer science or any engineering discipline
- Grant writing experience and/or business model development

US16-Int: Community Health Fellow, Boston Public Health Commission, Massachusetts, United States

Placement Organization: Boston Public Health Commission

Placement Location: Boston, Massachusetts

Eligible Citizenship: Non-American

About:

The Boston Public Health Commission (BPHC) is the city's health department. Our mission is to protect, preserve and promote the health and well-being of Boston residents, particularly those who are most vulnerable. The Commission works with academic medical centers, community health centers, federal and state agencies, and a broad spectrum of community agencies and leaders to plan urban health policy, conduct research related to the health of the city's neighborhoods, and provide residents with access to health promotion and disease prevention. Core activities include communicable disease surveillance and control, maternal and child health services, substance abuse services, homeless services, environmental health functions, emergency medical services and health data collection. Through community-based health improvement projects in chronic disease prevention and treatment, cancer, infant mortality, elder health and other areas, the Commission is seeking to restructure and transform public health and health care delivery systems to reduce the burden of disease and eliminate racial disparities in health outcomes. One key priority, termed The Overarching Goals, is reducing the gap in health outcomes for obesity, Chlamydia and low birth weight between residents of color and white residents.

Position Overview:

As an integral team member, the fellows will work with the Medical Director, Director of Research and Evaluation, and Director of the Community Initiatives Bureau to develop a primary care agenda that

promotes the integration of public health and primary care for the Boston Public Health Commission. The fellow will have high level responsibility for assessing primary care capacity in Boston and implementing recommendations from current BPHC and city-level initiatives including Local Public Health System Assessment, the Mayor's Task Force on Primary Care and NeighborCare, all initiatives to improve the integration of public health and primary care.

Responsibilities:

The fellow's assignment will be to provide coordination for the projects/initiatives listed below. This will include development/refinement of a program plan and training materials; facilitating cross-agency collaboration between BPHC and city agency partners; contributing to policy analysis for specific projects and long term planning; and providing technical assistance to program staff and community partners.

- **Local Public Health System Assessment:** On February 2, 2013 BPHC convened stakeholders from across the city to participate in a full-day retreat to assess Boston's public health system. During this meeting, participants engaged in an in-depth review of health related services in our area to determine how well our system is working and providing services to people who live and work in Boston with a particular focus on health equity. The fellows will assist us to identify service duplication and gaps, and formulate ideas for eliminating both.
- **The Mayor's Primary Care Taskforce:** With representatives from community health centers, hospitals, businesses, health plans, academic institutions and the community, a Task Force was convened in October of 2008. The task force studied the areas for action specified in the original report in light of substantial changes at the state level, guided additional activities, and made a number of recommendations to address primary care in the City of Boston. One of the major accomplishments of the task force was the development of a framework for an accessible, affordable, and high quality primary care system in the City of Boston. The fellow will assist in advancing additional recommendations contained in the report. In conjunction with Intergovernmental Relations Office, research and inventory, Boston Hospital community benefits submissions to the Commonwealth's Attorney General and IRS including required community health needs assessment (CHNAs). Fellows will work with internal team and hospitals to establish standardized assessment tools for completion of CHNAs.
- **NeighborCare:** NeighborCare is a mayoral initiative in Boston designed to eliminate health inequities by increasing the capacity of community health centers (CHCs) to improve resident access to needed health services in their neighborhood and reduce the use of Emergency Departments for non-emergent care. Through strong partnerships with the Boston Public Health Commission, Boston community health centers, teaching hospitals, and health plans, NeighborCare aims to generate opportunities that strengthen the capacity of community health centers and hospitals to offer the right care at the right place at the right time. The fellows will develop and implement a standardized process for routinely collecting information on capacity and challenges at the CHC's.

Throughout the assignment, the fellow will work with senior management on activities pertaining to the development and advancement of primary care services in Boston. Activities will be determined according to specific interests, professional development needs, and availability of the fellow, including:

- **Integration into BPHC Programming:** There will be many opportunities for mentoring from Bureau management, and to gain exposure to multiple programs in the Commission through this work. The fellow will be integrated at all levels, and will have opportunities to attend BPHC program directors meetings and Board of Health meetings. There may also be opportunities to fill surge capacity needs within the Commission, (e.g. seasonal flu activities)
- **BPHC Overarching Work plan:** The fellow will work with a BPHC cross-cutting team in developing and implementing a Commission-wide work plan to reduce overall obesity, Chlamydia and low-birth weight and to reduce the disparity between Black and White residents. This may include developing education and training opportunities for staff, offering technical assistance in work plan development, and contributing to the development and monitoring of indicators for evaluation.

Deliverables

- In conjunction with Boston's community health centers, develop a mechanism to routinely assess primary care capacity

- Convene stakeholders and conduct key informant interviews
- Compile and analyze survey results, summarize findings
- Establish processes for policy adoption and implementing recommendations across the healthcare sectors
- Provide updates to team leaders and others on an ongoing basis
- Prepares reports, fact sheets, and other publications as needed

Required Skills and Experience:

- Demonstrated experience and skills in community health assessment, program planning and development, program management, and program evaluation. Strongly prefer experience in managing initiatives that address policy and systems change
- Familiarity with models of health outcomes based on social determinants of health, and role of policy, environmental, and systems changes in health behavior change
- Knowledge of primary care and health care delivery systems
- Commitment to role of public health in promoting social justice and health equity
- Ability to work effectively in a team approach to program management
- Excellent writing skills with experience writing reports, grants, issue papers, and related documents
- Excellent analytic skills, including ability to understand and interpret quantitative and qualitative data
- Intermediate or higher level skill in Microsoft Office Suite (Word, Excel and Powerpoint), and Internet Explorer

Preferred Skills and Experience:

- Strongly prefer Master's degree in public health or related field
- Experience and excellent skills in working effectively with diverse community populations
- Experience and excellent skills in group facilitation and working with broad-based coalitions
- Excellent organizational skills, including ability to prioritize and to multi-task.
- Excellent verbal communication skills with experience in facilitating large meetings and public speaking
- Spanish language capability preferred