



SHORT TERM VOLUNTEER OPPORTUNITY

Background information about PCAU

The palliative care Association of Uganda (PCAU) is the National Association for Palliative care in Uganda. PCAU was established in 1999 and registered as a Non-Governmental Organization (NGO) in 2003. PCAU is an the umbrella organization for palliative care providers and stake holders with wide membership, strong, supportive partners and a mandate to work hand in hand with the Ministry of health in strengthening health care systems for palliative care services provision. The mission of PCAU is to accelerate the integration of palliative care in the Uganda health care system through capacity building, advocacy, research and resources mobilization.

PCAU is looking for:

A suitably qualified and energetic person with a dream of building their professional career in a dynamic and fast growing organization to fill work as volunteer data officer for a period of 3 months.

Role Brief of the Volunteer Data Officer

The Volunteer Data Officer will have the primary responsibility of supporting the process of data collection, analysis, interpretation and information sharing at PCAU. She/he will support the ongoing PCAU strategy of improving data quality. She/he will therefore, support data stewardship, data sharing and take part in the development of new data products to suit the requirements of PCAU.

Specific Roles and responsibilities

- To support the vision, mission and activities of PCAU.
- Supporting the process of ensuring that the already available data is reliable, consistent, accessible, secure, and timely.
- Support the efforts to track data collection and building of databases.
- Support efforts of improving data quality.
- Support PCAU's effort to collect, use, manage and publish data.
- Support the process of standardizing data collection across PCAU Programs.

General professional competencies required

- i. At least 2 years of relevant work experience in a reputable organization in the fields of data and information management
- ii. Bachelor's degree or higher within Data Management, Research, Statistics, Monitoring and Evaluation, Management Information Systems or Computer Sciences.
- iii. Highly proficient in using Microsoft Word, Excel, Power Point, Access and Outlook, which will be necessary for the creation of both visually and verbally engaging informative materials.
- iv. Good interpersonal skills, result-driven, highly motivated, creative and analytical, strategic thinker, have an ability to work comfortably in a collaborative setting.

HOW TO APPLY:

Interested candidate, submit your application together with your updated curriculum vitae and copies of testimonials as **one document** in Microsoft Word or PDF format to address below by 14th October 2018.

The Programs Manager, Palliative Care Association of Uganda P.O Box 37220, Kampala-Uganda
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