



Short-Term Employment Opportunity

The Palliative Care Association of Uganda (PCAU) seeks to recruit a qualified and competent person to fill the position of a Capacity Building Officer. The ideal candidate should be able to support the core objective: To strengthen the capacity of palliative care providers in Uganda through supporting training, continuous professional education, mentorship, and supervision.

Position Description: Capacity Building Officer (Project Oriented, May – December 2025 fixed term).

Department: Capacity Building Department

The Capacity-Building Officer position requires an energetic, flexible, and team-oriented person. He/she should be hard-working and able to work independently with minimal supervision, with a high degree of integrity. He/she should also be eager to learn and contribute to the growth and development of the PCAU.

The officer will support PCAU's interventions in three areas, including:

1. Raising awareness and engaging in discussions on how to prevent the risk of exposure to chemotherapy drugs.
2. Raising awareness and engaging in discussions about how health care providers can improve their understanding and assessment of pain in their patients.
3. Raising awareness and engaging in discussion about how the NCCN Adapted Guidelines for Sub-Saharan Africa can improve the quality and consistency of cancer treatment.

Key responsibilities for the officer

She/he will be responsible for:

1. Schedule, host, or attend Virtual Meetings with project stakeholders, including donors and partners.
2. Conduct training needs assessments and Continuous Medical Education Sessions (CMEs) baselines at selected teaching hospitals in Uganda.
3. Schedule and manage ECHO Webinars, didactic seminars, and case studies discussions with subject matter experts for the listed program areas.
4. Support the formation and orientation of technical working groups at teaching hospitals in Uganda selected to implement capacity-building sessions.

5. Organize and conduct Continuous Medical Education Sessions (CMEs) at teaching hospitals in Uganda selected to implement capacity-building sessions.
6. Develop/adapt Information, Education & Communication Materials in addition to curricula for pain management and palliative care training.
7. Organize and conduct tailor-made short courses for selected health workers on Training of Trainers (ToT) or facilitators empowerment programs, among others.
8. Conduct support supervision and monitoring visits to hospitals in line with project aims on assessments, pieces of training, and access to medicines.
9. Prepare tools for and conduct awareness at hospitals on project objectives.
10. Prepare and submit monthly reports on project implementation progress as per the required reporting formats.

Reporting Lines

The Officer will report to the Capacity Building Manager

Academic & Experience Requirements

- a) The ideal candidate should have at least one year of work experience in a reputable organization. Experiential and medical internship employment will be considered. Experience in coordinating or delivering training sessions for health workers will be an advantage.
- b) Possession of a bachelor's degree in nursing, clinical, or medical-related field. Post graduate qualification in palliative care will be an added advantage.
- c) Proficiency in using training Software like EducateMe, Trainual, 360Learning, or others is a requirement. The Candidate should be thorough with Microsoft Office packages like Word, Excel, Access, and PowerPoint.
- d) Training in Project Planning and Management is an added advantage.
- e) She/he must be excellent in report writing and possess strong organization and leadership skills.

Application process

Interested candidates having the above qualifications and experience should email their application quoting the above job title. The application letter should include, among others, qualifications, achievements, experience, present position, and expected remuneration. Please attach your CV showing your email address, daytime telephone contact, and names and addresses of three referees. Submit in a single file (PDF) to pcau.admin@pcau.org.ug. And address your Application to the Executive Director – PCAU.

The closing date for receipt of applications will be 8th May 2025. Only those shortlisted will be contacted. Canvassing will amount to the automatic disqualification of the potential candidates.