



Job Vacancy Announcement

Job Title: Capacity Building Manager

Reports to: Programs Director

Duty Station: PCAU Secretariat, Kitende Entebbe Road

Job summary:

The Palliative Care Association of Uganda (PCAU) seeks to recruit a qualified and competent person to fill the position of a Capacity Building Manager. The manager is responsible for planning, coordinating, and executing all activities of the association's core activities on strengthening the capacity of palliative care providers in Uganda through supporting education, including continuous professional education, training, mentorship, and supervision.

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

Ideal candidate:

You are a great fit for this role if you have experience leading health education and training programs, developing engagement resources, and collaborating with multiple stakeholders and teams to deliver tailored content, along with a proven ability to manage multiple projects in a fast-paced environment and a growing organization.

Key responsibilities include:

I. Planning and implementing the PCAU Capacity Building Program

- Maintain, update, and manage the PCAU Capacity Building Plan in line with the organization's strategic plan, ensuring the content is up to date, relevant, accessible, and culturally appropriate for a diverse range of stakeholders.
- Develop and manage approaches for annual comprehensive palliative care education and training needs assessments and surveys to ensure that PCAU capacity building initiatives are responsive to the needs of the beneficiaries and stakeholders.
- Manage relationships with stakeholders engaged in palliative care education and training and supported in ensuring quality palliative care training and its delivery.

- Develop and implement systems to track and evaluate the effectiveness of palliative care education, training, support, supervision, and mentorship programs, ensuring they meet stakeholders' needs and contribute to desired outcomes.
- Managing the PCAU capacity-building program budget, monitoring expenditures and costs against delivered and realized benefits as the program progresses.
- Creating and monitoring PCAU capacity-building annual work plans and program initiatives, ensuring they align with the association's overall strategy and priorities.
- Managing and supervising program teams and assistants in the department and those assigned.
- Providing regular reports and updates to senior leadership on the status of palliative care capacity-building efforts, highlighting successes, challenges, and lessons learned.

2. Capacity Building Resources Development and Review:

- Creating and maintaining suitable capacity-building resources for PCAU, e.g., Frequently Asked Questions (FAQs), step-by-step guides, templates, toolkits, and video tutorials, tailored to different levels and ensuring that the content is accessible, relevant, and effective for PCAU capacity-building program beneficiaries.
- Ensuring that PCAU Capacity Building resources are regularly updated in line with PCAU priorities, developments, stakeholder feedback, emerging trends, and evolving needs.
- Coordinating with all PCAU departmental heads and communications teams to ensure that the association's capacity-building resources are effectively recognized and accessible to all relevant internal and external stakeholders.

3. Capacity Building Partnerships and resource mobilization:

- Fostering collaboration with PCAU's external stakeholders, including training institutions and medical, nursing, and allied health regulatory bodies, ensuring that palliative care capacity-building efforts align with broader national goals, the association's strategies, and partner priorities.
- Engaging with external experts, trainers, and consultants to enhance training offerings and provide specialized capacity-building initiatives for PCAU beneficiaries whenever needed.
- Conducting searches and mapping for capacity-building resources, including sponsorships and scholarships for palliative care education and training at all levels.
- Developing and managing PCAU capacity-building resource mobilization strategies and fundraising initiatives to contribute to continuous growth of financial resources allocated for the implementation of the association's capacity-building plan.

4. Advocacy and information roles

- Developing and implementing advocacy strategies and activities to strengthen and resource palliative care education and training in Uganda.

- Engaging relevant government and non-government stakeholders on the recognition and streamlining of palliative care specialist practice within the human resources for health and social services workforce.
- Ensuring availability and accessibility of all palliative care education and training information for stakeholders in Uganda.

Academic & Experience Requirements

The ideal candidate will have:

- At least a master's degree in public health, Health Systems Management, Health Professional Education, Palliative Care, or any other related field.
- Bachelor's degree in medicine, Nursing, or public health.
- Postgraduate education or specialization in palliative care will be an added advantage.
- Additional post-graduate training, certifications, or a diploma in project planning and management, training design, or monitoring and evaluation
- At least three years of work experience in a reputable organization. Experience and medical internship employment will be considered.
- Experience in coordinating or delivering training sessions for health workers will be an advantage.
- Proficiency and demonstrated competence with training software systems is required
- The candidate should be proficient with Microsoft Office applications such as Word, Excel, Access, and PowerPoint.
- Demonstrable leadership and program management experience and achievement shall be an added advantage.
- She/he must be excellent in report writing and possess strong organization and leadership skills.

Application process

Interested candidates with the above qualifications and experience should email their application, quoting the job title. The application letter should include, among other things, qualifications, achievements, experience, current position, and expected remuneration. Please attach your CV, which should include your email address, daytime telephone contact, and the names and addresses of three referees. Submit a single PDF file to pcau.admin@pcau.org.ug and address your application to the Executive Director – PCAU.

The closing date for receipt of applications will be September 11, 2026. Only those shortlisted will be contacted.

Canvassing will amount to the automatic disqualification of the potential candidates.