

ELOI MINISTRIES



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JOB DESCRIPTION

Job Title: Program Officer-Health

Organization: Eternal Life Organization International Ministries (ELOIM)

Location: ELOIM Head Office, Kampala – Uganda

Contract: Full time volunteer position with a minimal facilitation.

Back ground:

Eternal Life Organization International Ministries (ELOIM) is a dedicated group of passionate individuals committed to making a positive impact in African communities of Uganda.

We are a not for profit organization, non-political and do not require our beneficiaries to subscribe to any specific religion in order to benefit from our programs.

Our mission is to improve access to essential resources and services through our various programs and initiatives in Uganda.

The **mission** of the organization is “Empowering Ugandan communities by providing access to improved healthcare, education, justice, and environmental sustainability with love, care and compassion

ELOI Ministries **envisions** “A vibrant Uganda where every individual thrives in body, mind, and spirit, with access to quality healthcare, education, justice, and a sustainable environment.”

We believe that every individual deserves access to these basic necessities, and we are committed to providing them to those in need. By partnering with local communities in Uganda, healthcare providers, educational institutions, and justice systems, we ensure that people receive quality resources and care.

VISIT OUR USA MISSION

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Job Summary:

The Health Programs Officer will oversee the planning, implementation, and monitoring of health-related programs and projects to ensure they meet organizational objectives and positively impact the target population, coordinating high level meetings, writing concept notes for external stakeholders, preparing monthly reports, and writing proposals for fundable projects/research that promote community health in Uganda. This role involves working closely with stakeholders, managing resources, and ensuring compliance with health policies and standards.

Responsibilities:

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- **Strategic learning, monitoring & evaluation**
 - Explore and document best practices to promote community health in line with existing standards.
 - Explore and document community health interventions for prevention and control of noncommunicable diseases (NCDs).
 - Monitor and evaluate the impact of community health interventions in various health programs
 - Prepare monthly and other regular reports of community health activities in line with departmental guidelines
 - **Stakeholder engagement, knowledge management**
 - Map all partners working on community health in Uganda
 - Network with various stakeholders (public and private) to promote community health at the policy and implementation levels
 - Support the coordination of stakeholder meetings with implementing partners, MOH staff, and other key partners
 - **Research**
 - Develop fundable research proposals for community health programs and activities.
 - Develop proposals to study community health interventions in the prevention

and control of NCDs.

➤ **Project Oversight**

- Develop comprehensive project plans, concept notes, budgets, and timelines for program activities.
- Monitor project implementation, ensuring adherence to timelines, achievement of objectives, and efficient use of resources.

➤ **Resource Mobilization**

- Identify and pursue funding opportunities, prepare grant proposals, and contribute to fundraising efforts to secure financial resources for program sustainability and growth.

Education level

- Bachelor's degree in Nursing, Public Health, or a related field.

Skills and Experience.

- At least 2–3 years of experience in health program implementation or public health.
- Proficiency in Microsoft applications.
- Experience in facilitating workshops, training, or health education sessions within communities.
- Experience in drafting external-facing documents, including concept notes, reports, articles, and/or correspondence.
- Prior experience in conducting research, including a literature review and report writing.
- Ability to work under pressure and meet deadlines.
- Ability to work in a team environment, but with self-sufficiency and self-motivation.
- Strong interpersonal and communication skills.

- Ability to multitask with flexibility and prioritize across multiple activities.
- Good analytical and decision-making skills.
- Ability to collaborate and coordinate with high-level multiple partners.
- Willingness to travel to remote areas.
- Experience in planning and organizing conferences and or high-level meetings.
- Experience with partnership management, especially acting as the lead point of contact for high-level stakeholders like donors or government officials.
- Demonstrated project management skills with the ability to ensure internal and external collaborators to achieve a time-bound goal or project initiatives.
- Possession of any vocational skill is a significant added advantage.

NOTE:

This job description is not exhaustive, and other duties may be determined from time to time by the Executive Director, concomitant with the role and general responsibilities of this post. The duties of this post may be changed.

