



Making a difference to Healthcare in Uganda

VACANCY ANNOUNCEMENT

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

JOB TITLE	PROJECTS AND FUNDING MANAGER
LOCATION	IMF, INTERNATIONAL HOSPITAL KAMPALA (IHK)
REPORTING TO	CEO
INTERFACES WITH	IMF senior management team, IMF project teams, clinical staff, community members and patients, donors, Ministry of Health and other strategic partners
OVERALL JOB PURPOSE	The role of Projects and Funding Manager requires you to source and apply for funding for the various community projects, taking on a strategic role in the Senior Management Team to ensure a comprehensive and well planned response to organizational development. You will also be required to track and oversee spend against budgets and progress to targets across the IMF portfolio of projects, with a particular focus on projects in Northern Uganda.
ORGANIZATION OVERVIEW	<p>International Medical Foundation (IMF) is the Ugandan registered NGO arm of International Medical Group (IMG), a leading provider of private healthcare in Uganda. IMF are working towards the aim of making high quality medical care accessible to the most vulnerable in Uganda</p> <p>IMF utilizes the existing IMG infrastructure coupled with financial support from various international donors to implement a portfolio of high impact health interventions to vulnerable communities. The existing IMF Projects are based around the country, with the majority being located in Kampala and in Lira District in Northern Uganda.</p>
SPECIFIC RESPONSIBILITIES	
<ul style="list-style-type: none"> • To have a strategic overview of IMF projects and their respective development needs • To seek out funding opportunities for IMF Projects in line with identified gaps and needs, ensuring a holistic and sustainable approach to project development • To head the project proposal writing and funding applications, gaining input from a range of stakeholders including other IMF team members, IMG clinicians, members of target communities and local leaders • To oversee Relationship Management with project sponsors and donors • To network with other strategic partners both at the national and local level so as to maximise opportunities and publicise the work of IMF • To work closely with and advise the IMF team on funding requirements specific to each project, 	

Office of the Director of Human Resource

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ensuring that donor requirements are met

- To develop and track IMF project budgets, supporting the IMF Finance Manager to ensure timely and accurate financial reporting to donors
- To track progress against targets on IMF projects, feeding back and providing advice, guidance and other relevant input to project teams
- To provide oversight and guidance to projects implemented in Northern Uganda from Charis International Medical Centre. This role will involve liaison and coordination of IMF and other IMG teams in order to ensure a coherent approach to implementation from this facility.
- You will be required to provide on-the-ground supervision to IMF staff in Lira on at least a bi-monthly basis. This will involve holding team meetings, strategic partner meetings and coordinating appraisals and line management meetings for all IMF staff based in the North.
- To participate in the IMF Senior Management Team meetings, taking minutes and circulating relevant documents as and when required
- To keep up to date on global health issues, with a particular focus on current health research related to the Ugandan context
- To report regularly to the CEO on the progress of agreed projects and, when required, to report to the Board of Directors with updates on IMF activities

SKILLS/ATTRIBUTES

Basic requirements

- Master of Public health or similar degree.
- 3-5 years prior experience working in the area of community-based health
- Proposal writing and applications experience
- Budgeting and planning skills
- Demonstrable leadership skills
- Knowledge and experience of working with International Donor Agencies
- Experience of monitoring and evaluation
- Exceptional interpersonal and writing skills
- Willingness to spend short periods in the field away from Kampala visiting project sites

JOB COMMITMENT

Starting date: With immediate effect

Duration of commitment: Open - ended

SUBMISSION OF APPLICATION

Closing date: Wednesday, 10th August, 2011 by 2:00 p.m.

Address: Full CV (including 3 work references) and covering letter (noting which role is being applied for) should be sent to:
hr@img.co.ug
or
**The Human Resource Manager,
International Hospital Kampala,
Plot 4686 St. Barnabas Rd, Kisugu Namuwongo,**

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