

UGANDA COUNTRY COORDINATING MECHANISM FOR THE GLOBAL FUND

Job Description for position of Programme Officer - Oversight

Position Title: Programme Officer - Oversight

Reports to: Technical Advisor – Oversight

Duty Station: Uganda CCM office, C/o Uganda AIDS Commission, Ntinda Kampala, Uganda

Contract Duration: 3 years,

Purpose of the Position

The Programme Oversight Officer will assist the CCM in fulfilling its mandate of providing effective oversight to the Global Fund–HIV, TB, malaria, and RSSH grants in Uganda. The role involves support to activities covering the coordination of oversight activities, analysing grant performance, preparing reports, and ensuring that CCM members have accurate, timely information to make evidence-based decisions.

Key Responsibilities

Support the Technical Advisor – Programme Oversight with the following specific roles:

1. Programme Oversight Coordination (30%)

- Document / Capture minutes for all CCM Programme Oversight Committee meetings.
- Develop oversight plans, calendars, and tools for grant oversight.
- Organising joint field oversight visits, including logistics, schedules, and documentation.
- Organise meetings with Principal Recipients and other stakeholders to share findings from Joint Site Visits

2. Data Collection, Analysis, and Reporting (40%)

- Undertake preliminary analysis of theof Principal Recipient grant performance reports to assess programmatic grant progress to identify gaps, risks, and areas for improvement
- Preparation of oversight reports, briefing notes, and presentations for the Programme Oversight Committee and CCM Board.
- Tracking implementation of management actions using recommended tools by the CCM Oversight Committee and Board
- Collection of data from appropriate secondary data sources to support triangulation and reporting for grant oversight

3. Stakeholder Engagement (15%)

- Liaise with PRs, Government MDAs, CSOs, Implementing Partners and other stakeholders to collect relevant information in relation to HIV, TB, Malaria and RSSH.
- Effective engagement of all stakeholders including key and vulnerable populations during oversight processes.
- Institute a mechanism for effective Information flow between the CCM Secretariat, Programme Oversight Committee, PRs, and stakeholders .

4. Capacity Strengthening & Compliance (15%)

- Identify areas for capacity building for the CCM members on oversight roles, tools, and Global Fund guidelines.
- Maintenance of proper documentation and an updated database of oversight activities.

Reporting and Collaboration

The Programme Oversight Officer shall report to the Technical Advisor – Oversight, who provides strategic and technical leadership for the oversight function. He/she will work collaboratively with the Technical Advisors for Finance and Procurement and Programme Development and Resource Mobilisation, Ethics Officer, and the CCM Executive Secretary / Coordinator to promote an integrated approach to grant oversight, linking programmatic, financial, and procurement performance data to provide a comprehensive view of grant implementation.

This cross-functional collaboration ensures that programmatic achievements are aligned with financial accountability and supply chain efficiency, thereby strengthening the overall effectiveness, transparency, and impact of the CCM's oversight function.

The Officer will provide quarterly progress reports, and any other reports as might be specified by the supervisor.

Required Qualifications

- **Education:**
 - Bachelor's degree in Public Health, Development Studies, or Social Sciences,
 - Postgraduate qualification in Monitoring & Evaluation, Project Management, or Public Health is an added advantage.
- **Experience:**
 - At least 5 years' experience in programme management, monitoring & evaluation, or health systems strengthening.
 - Prior experience working with donor-funded health programs at Managerial level
- **Skills & Competencies:**
 - Strong analytical, organizational, and communication skills.
 - Ability to synthesize large volumes of information into clear, concise reports.
 - Proficiency in MS Office (Excel, PowerPoint, Word); familiarity with data visualization tools is an advantage.
 - Excellent stakeholder management and facilitation skills.
 - Demonstrated integrity, accountability, and teamwork.
 - Report writing, data analysis, and coordinating multi-stakeholder platforms.

Key Deliverables

- Periodic CCM oversight reports.
- Oversight field visit reports with documented findings and recommendations.
- Updated database/tracker of oversight activities and follow-up actions.
- Evidence-based inputs to CCM decision-making processes.