



**DIOCESAN DEVELOPMENT SERVICES-NORTH KARAMOJA  
CHURCH OF UGANDA**

Church of Uganda Compound,  
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**Employment Opportunities with Diocesan Development Services-North Karamoja**

**Monday, May 19, 2025**

**Background**

Diocesan Development Services-North Karamoja (DDS-NK), founded by the Church of Uganda North Karamoja, is registered as an indigenous NGO. DDS-NK envisions an empowered, productive, and self-reliant community. Its mission is to support communities and church workers in North Karamoja to improve their livelihoods through an integrated and sustainable development approach.

DDS-NK, in partnership with PATH and the Ministry of Health (MOH)/UNEPI, is implementing an immunization program with funding from Gavi under the Equity Accelerator Fund (EAF) in three districts of the Karamoja sub-region: Moroto, Nakapiripirit, and Kotido. The program aims to reduce the number of zero-dose and under-immunized children in Uganda through community engagement, awareness campaigns, accessibility improvements, and follow-up efforts, particularly among hard-to-reach and marginalized populations.

To achieve its objectives, DDS-NK seeks to recruit competent and qualified individuals for the following positions:

**1. Project Coordinator (1 Position)**

**Location:** Kotido, Moroto, and Nakapiripirit Districts (with travel across assigned sub-counties)

**Contract Duration:** 6 months (renewable based on performance and funding)

**Reports To:** Programme Manager, DDS-NK

**Overall Role:** The Project Coordinator will lead and manage the implementation of immunization demand-generation activities within selected communities in Karamoja.

**Key Responsibilities:**

- Plan, coordinate, and implement project activities in line with UNEPI/MOH guidelines.
- Supervise and support field officers, ensuring effective community engagement and reporting.
- Collaborate with district and sub-county health teams, local leaders, and community stakeholders.
- Ensure quality implementation of behavior change communication, advocacy, and social mobilization activities.
- Collect and analyze community feedback, addressing concerns or rumors related to vaccines.
- Monitor project progress, compile timely reports, and ensure accountability in resource utilization.





- Represent DDS-NK at district-level meetings, reviews, and learning forums.
- Ensure field officers execute planned program activities efficiently.
- Prepare project reports for submission to the Executive Director for donor review.
- Adhere to DDS-NK's safeguarding principles, ensuring workplace health, safety, and security.
- Perform any other duties as assigned by the immediate supervisor.

### **Required Qualifications and Experience:**

- Bachelor's degree in Public Health, Community Development, Social Work, or a related field. A postgraduate qualification is an added advantage.
- Minimum of 5 years' experience in project coordination or health program implementation, preferably with CSOs or NGOs.
- Strong knowledge of Uganda's immunization system and community health structures.
- Proven experience in advocacy, social mobilization, and stakeholder engagement.
- Excellent leadership, communication, and report-writing skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Familiarity with Karamoja's context and ability to speak at least one local language is desirable.

## **2. Project Officers (3 Positions)**

**Location:** Assigned sub-counties in Kotido, Moroto, and Nakapiripirit Districts

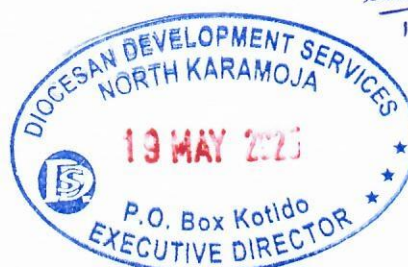
**Contract Duration:** 6 months (renewable based on performance and funding)

**Reports To:** Project Coordinator

**General Role:** The Project Officers will support mobilization, education, and coordination efforts in target sub-counties.

### **Key Responsibilities:**

- Engage with sub-county leaders, cultural and religious influencers, and Local Council leaders to increase demand for immunization services.
- Identify and report vaccine hesitancy issues, rumors, and misinformation for timely response.
- Assist health facilities in organizing outreach immunization sessions.
- Conduct behavior change activities using the BeSD (Behavior and Social Drivers) framework.
- Support data collection on immunization coverage and promote immunization awareness within communities.
- Mobilize Zero-Dose children's households to access immunization services through various community structures.
- Advocate for gender-related issues affecting immunization uptake and engage influential leaders in social behavior change dialogues.
- Coordinate quarterly community stakeholder feedback meetings.
- Document activities and provide timely, accurate reports.
- Represent DDS-NK at sub-county meetings.
- Adhere to DDS-NK's safeguarding principles, ensuring workplace health, safety, and security.







- Perform any other duties as assigned by the immediate supervisor.

### **Required Qualifications and Experience:**

- Diploma or Degree in Public Health, Social Sciences, Community Development, or a related field.
- At least 2 years' experience working in community health, child protection, or grassroots programs.
- Familiarity with Village Health Teams (VHTs) and other community-based structures.
- Strong interpersonal, mobilization, and communication skills.
- Ability to speak Ngakarimojong (local language) is mandatory.
- Basic computer literacy and willingness to learn digital data collection tools.
- Ability to ride a motorcycle and possession of a valid driving permit (must be submitted with the application).

### **3. Finance Assistant (1 Position)**

**Location:** Kotido

**Contract Duration:** 6 months (renewable based on performance and funding)

**Reports To:** Senior Finance & Administrative Officer

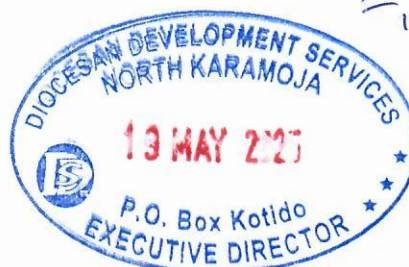
**Job Summary:** The Finance Assistant will oversee budgeting, asset management, financial reporting, and general financial administration.

### **Key Responsibilities:**

- Maintain an accurate financial management system, including QuickBooks entries, bank reconciliations, advances tracking, and cash flow management.
- Prepare payment vouchers for approved requests and ensure proper accountability documentation.
- Ensure timely payment and liquidation of staff advances while monitoring recoveries.
- Maintain an organized filing system, scanning financial and program documents in compliance with organizational requirements.
- Process and reconcile mobile money payments.
- Adhere to DDS-NK's safeguarding principles, ensuring workplace health, safety, and security.
- Perform any other duties as assigned by the immediate supervisor.

### **Qualifications, Skills, and Experience:**

- Diploma in Business Administration, with a Bachelor's degree in Commerce, Accounting, or related fields as an added advantage.
- Two years of relevant experience in accounting and finance.
- Knowledge of donor regulations and financial requirements.
- Strong interpersonal and communication skills.
- Proficiency in Excel, QuickBooks, and financial management software.





## How to Apply

Send your cover letter, CV, academic documents, and a recommendation letter from your priest or pastor in one PDF file to: [diocesan.developmentservicesnk@gmail.com](mailto:diocesan.developmentservicesnk@gmail.com)

**Or Submit hand delivered applications to**

**The Executive Director,  
Diocesan Development Services - North Karamoja,  
P.O. Box 26, Kotido.**

**Deadline:** Monday May 26, 2025, at 10:00 AM

## Important Notes:

- DDS-NK is an equal-opportunity employer and does not charge any recruitment fees.
- Lobbying or canvassing will result in automatic disqualification.
- Only shortlisted candidates will be contacted.
- Late applications will not be considered.
- DDS-NK is committed to workplace safeguarding principles.

*8/25*  
*19/5/25*

