



VACANCIES

Mental Health Uganda (MHU) is a local Non-Governmental Organization established by people with a lived experience of mental health problems. It exists to create a unified voice that influences the provision of required services and opportunities, in favour of people with and survivors of mental health problems in Uganda.

Since 2020, MHU has implemented Phase I of the project **“Amplifying the Voices of Young People with Mental Health Issues in Uganda”**. The project seeks to address the problem of accessibility to mental health care in Uganda, particularly for youth (15-35 years) by, among other things, facilitating a national helpline where people with, or caretakers of people with, mental health issues receive counselling and/or guidance on where to find appropriate help. Phase II of the project will commence in January 2025.

The project is a national response but will focus on 7 districts i.e. Arua, Gulu, Lira, Soroti, Kampala/Wakiso, Mbarara and Kanungu. It will however be coordinated from Kampala at the MHU secretariat. To beef up the existing project team, MHU is recruiting suitably qualified and competent individuals to fill the following positions:

1. Job Title:	Project Coordinator (One Position)
Reporting to:	Program Manager
Responsible for:	All project staff and volunteers
Key relationships:	MHU staff including leadership at the secretariat, partners and donors
Workstation:	Kampala, with occasional travel to the field
Contract Type:	Full-time, Two-Year Term with possible extension, following performance reviews
Working hours:	8:30am- 5:00pm (Monday - Friday)
Salary:	Commensurate with experience, knowledge and skills
Start date:	As soon as possible

Job Purpose

The Project Coordinator will be responsible for providing general oversight of all actions of the project. S/he will be accountable for the management of the project within the structure of MHU. S/he will provide direction for the project; timely planning, implementation and reporting; and liaising with counterparts from other MHU projects, partners, other NGOs and donors. S/he will ensure the sublime quality of the telephone counselling service, that the service is based on standard protocols, adheres to ethical and legal standards and that the counsellors are in the best state to provide quality services.

Main duties and responsibilities of the role

A. Project Implementation and Management

- Oversee day-to-day implementation of all activities as laid out in the results framework, with particular attention to the broader context tracking the achievement of results, providing constructive supervision to the project team to implement, monitor, evaluate work plans
- Providing technical guidance to counselling staff on various approaches and protocols
- Ensure that the counselling service is adaptive but always adheres to ethical standards and legal requirements, and based on best practices
- Conduct regular check-ups and briefs with counsellors to gather progressive feedback



- Timely quality implementation, overseeing the execution of the work plans and reporting ensuring that activities are in line with the project strategy, and reflect the commitments MHU made to the donor and the community
- Lead the review of budget against actual expenditure on a monthly basis with the team, ensuring timely and accurate feedback to the Finance department
- Ensure compliance with MHU and donor finance and logistics guidelines, including all aspects of procurement and asset management for the project
- Provide coordination support to in-country visits by local and international counterparts
- Contribute to assessments, project design, and budgeting
- Ensure the project is in compliance with MHU, donor and national requirements.

B. Project Monitoring, Evaluation and Learning

- Ensure appropriate M&E activities are carried out regularly by the project actors (data collection & analysis, monitoring of project progress against established work plans, monitoring of established indicators and utilization of results to inform project (re-)design)
- Support in identifying gaps in M&E systems and processes, and make recommendations for improvements
- Support the evaluation of programme activities by providing advice on the tailoring of evaluation tools, participating in the evaluations themselves and encouraging the project team to participate
- Ensure timely submission of all project reports, quality of data and proper archival of project information
- Conduct regular meetings with project team and other key actors to assess progress toward objectives, discuss issues and assist in finding solutions to challenges identified.

C. Human Resource Management and Development

- Maintain open and professional relations with project team members, promoting a strong team spirit and providing oversight and guidance to enable team to successfully perform in their positions
- Document and address breaches of policy and disciplinary issues in coordination with the Finance and Administration Manager (FAM) in a professional manner
- Ensure the Performance Management cycle is implemented and documented timely for all project staff
- Supervise and mentor direct-report team, including communicating clear expectations, setting performance objectives, establishing a supportive environment while emphasizing accountability, providing regular and timely constructive performance feedback, and leading documented performance reviews
- Provide direct supervision of the project team, staff orientation, leave management and exit management processes are carried out timely and in line with relevant policies and procedures
- Ensure the well-being of staff, with a view that staff are in a state of mind that can support others in need

D. Communication, Coordination and Representation

- Represent MHU with National and Local Government authorities (administrative and sectoral), and other NGOs at the field level



- Actively develop and maintain effective working relationships with key stakeholders at the national and local level including donors, government actors, beneficiary populations and their representatives, etc
- Support and coordinate with MHU operation structures/sectors, to cooperate, collaborate and consult with key partners to ensure consistency, harmonization and to avoid duplication of effort
- Ensure that all project data, including beneficiaries' data, is guarded strictly in accordance with the existing international ethical standards and information sharing principles
- Prepare regular reports to keep partners and stakeholders informed of the project activities
- Ensure maximum visibility of MHU and partners as per project requirements/commitments
- Draft regular reports and verbal updates to top management and other key parties, about the project.

Qualifications, Skills and Experience

A postgraduate qualification in counselling psychology, or another related field. Minimum of 5 years Project management experience in a reputable civil society organisation. A postgraduate qualification in Project Management.

Essential criteria

- Previous experience in providing mental health counselling
- Good understanding of the different counselling approaches, protocols and standards
- Previous or relevant experience in project management including delivering projects on time and budget
- Strong demonstrable, financial management skills, budget management experience including forecasting and monitoring expenditure
- Experience in reporting writing to donors and stakeholders
- Experience working with people who have experienced mental health problems
- Experience in workshop/training design, facilitation and delivery
- Experience in partnerships, with demonstrable skills in collaborative working, and relationship management and the ability to identify and rapidly resolve barriers, difficulties and conflicts
- Ability to create and maintain a supportive environment and have knowledge and experience in recognising and responding to personal wellbeing issues
- Good empathy, perception and listening skills
- Excellent problem identification and solving skills
- High level of integrity
- Experience in multi-tasking, prioritising competing work and working to deadlines.

Desirable criteria

- Knowledge and understanding of mental health issues and mental health policy frameworks in Uganda
- Experience in communicating programme results
- Experience in programme monitoring, evaluation and learning
- Direct or indirect experience of mental health problems and openness to people with mental health issues
- Understanding of anti-corruption routines and practices



- Good level of English
- Good IT Skills with strong competencies in Internet, Ms Word, Ms Excel and Power Point.

2. Job Title:	Monitoring, Evaluation and Learning (MEL) Officer (One Position)
Reporting to:	Project Coordinator with a dotted line to the Program Manager
Responsible for:	None
Key relationships:	MHU staff at the secretariat, volunteers, partners
Workstation:	Kampala, with occasional travel to the field
Contract Type:	Full-time, Two-Year Term with possible extension, following performance reviews
Working hours:	8:30am- 5:00pm (Monday - Friday)
Salary:	Commensurate with experience, knowledge and skills
Start date:	As soon as possible

Job Purpose

The Monitoring, Evaluation and Learning (MEL) Officer will play the leading role in the MEL component of MHU. S/he will be responsible for the overall set up of the MHU MEL function, its operations, its improvement, capacity building, quality assurance, documentation, etc.

A. Program Planning, development and Implementation.

- Participate in the design, development and Implementation of MHU's projects, including initiating new ideas and concepts
- Ensure the incorporation of appropriate MEL as well as knowledge management components and resources in the respective projects
- Coordinate baseline studies and generally ensure that the design of MHU's projects is based on sound evidence base
- Support the MHU Program team in ensuring that organization's interventions are implemented in a result/outcome-oriented manner
- Participate in the development and review of the Strategic Plan to ensure continued relevance in a changing environment
- Conduct research on relevant pertinent issues to build a body of knowledge to influence change at various levels
- Participate in resource mobilization and grant management

B. Monitoring, Evaluation and Learning

- Develop a comprehensive MEL Framework that is aligned with the strategic plan of MHU including appropriate quality standards and indicators
- Develop project-specific MEL Frameworks
- Design and operationalize data and information management systems to support the MEL function in the Organization
- Develop, pre-test and disseminate appropriate tools for data collection across the various projects
- Build the capacity of all Program staff in MEL and support them in rolling out the MEL function of their respective projects
- Provide technical guidance, coaching and mentoring to staff and volunteers around MEL



- Provide technical advice and follow up with Program implementers to ensure compliance with MEL needs of the Organization
- Provide technical support for staff to interpret the collected data and make informed decisions for improvements.
- Organize and undertake periodic monitoring visits across projects to ensure compliance with programming quality standards
- Coordinate the timely collection of good quality MEL data, analyse it and prepare appropriate MEL reports for the various projects to meet internal and external needs
- Coordinate periodic (midterm and end of term) project/program reviews and ensure that they are undertaken in a timely manner
- Manage the Learning and adaptation component of MHU, drawing from various experiences and reviews.

Person specifications

A minimum university degree in statistics, economics, social sciences, development studies, or any other related field. A postgraduate diploma in Monitoring and Evaluation is an added advantage. At least 5 years of experience in the design and implementation of MEL in development projects with a reputable organization.

Essential criteria

- In-depth knowledge of MEL within the disability inclusion agenda
- Proven ICT skills, especially MS Excel, MS Word, MS PowerPoint and Internet
- Expertise in analysing data using statistical software, especially SPSS and STATA
- Good analytical skills in data processing, analysis and interpretation
- Strong training & facilitation skills
- Ability to work independently and show professional judgment in carrying out tasks
- Ability to function as a productive member of a result-oriented team

Desirable criteria

- Direct or indirect experience of mental health problems and openness to people with mental health issues
- Experience working with youth-led projects or youth-engaging projects
- Experience in communicating project results
- Attention to detail.

3. Job Title:	Clinical Psychologist
Reporting to:	Project Coordinator
Responsible for:	None
Key relationships:	MHU staff at the secretariat, volunteers, partners
Workstation:	Kampala
Language preference:	English and Lugbara
Contract Type:	Full time, Two-Year Term with possible extension, following performance reviews
Working hours:	8:30am- 5:00pm (Monday - Friday)
Salary:	Commensurate with experience, knowledge and skills



Purpose:

The Clinical Psychologist will lead the clinical component during the implementation of the project. S/he will identify, diagnose and refer individuals with mental illness, in complementarity with or alongside phone or physical counselling. S/he will advise on treatment regimes, support adherence, advise on side effects, etc, working closely with psychiatric facilities. S/he will work very closely with the counsellors on the phone facility, and indeed also provide counselling, adhering to ethical standards of practice.

A Project Implementation

- Identify, diagnose and support the treatment of persons with mental illness, especially young people (15-35 years)
- Provide appropriate referrals for all individuals who need extra and specialized care and support; especially psychiatric care; where possible and indeed necessary, follow up and track patients' participation and document project progress
- Provide accurate information to all individuals, presenting them with all possible alternatives within the spectrum of treatment and care and allowing beneficiaries to make informed choices
- Maintain proper and updated records (data) on all people accessing the services, using the guidelines and formats given
- Provide online support for the functionality of the peer-to-peer structures at the district level, with a view to create and sustain awareness and functional self-help groups and at the community level
- Participate in specific research exercises to inform the project from time to time
- Network and maintain useful linkages and dialogue with relevant stakeholders including partners, government and local structures to ensure collaboration, synergy and sharing of experiences

B Monitoring, Evaluation and Learning

- Participate in organizing and facilitating project reviews, both internally and with project key stakeholders
- Document the best practices implemented and success stories for sharing and learning

C Reporting, Resource Management and Documentation

- Prepare and submit timely plans and reports as required
- Support preparation and dissemination of information related to mental health issues, relevant to the project component, using organizational guidelines.
- Any other tasks as may be assigned from time to time by the supervisors.

Qualifications, Skills and Experience

- Relevant qualification in Clinical Psychology
- Previous experience in providing mental health counselling
- Direct or indirect experience of mental health problems and openness to people with mental health issues
- Computer literacy.

4. Job Title: Part-time Counselling Assistants (Two Positions)

Reporting to: Project Coordinator



Responsible for: None
Key relationships: MHU staff at the secretariat, volunteers, partners
Workstation: Kampala
Contract Type: Part time, Two-Year Term with possible extension, following performance reviews
Working hours: 8:30am- 5:00pm (Saturday and Sunday)
Salary: Commensurate with experience, knowledge and skills

Purpose:

The Counselling Assistant will serve as the point of entry to the MHU toll-free mental health phone counselling and referral services, during weekends. The Counselling Assistants will work as a back-up team for the weekdays' Counsellors. As such, they will record and refer complex cases to the Counsellors at the commencement of the new week.

A Project Implementation

- Provide counseling or Psychological First Aid (PFA) and other short term therapeutic services for especially young people (15-35) with mental health issues
- Provide appropriate referrals to all individuals who need extra and specialized care and support
- Provide accurate information to all individuals, presenting all possible alternatives within the spectrum of care and allowing beneficiaries to make informed choices
- Maintain proper and updated records (data) on all people accessing the phone call in facility, using the given guidelines
- Participate in specific research exercises to inform the project from time to time

B Monitoring, Evaluation and Learning

- Participate in organizing and facilitating project reviews with project key stakeholders
- Document the best practices implemented and success stories for sharing and learning

C Reporting, Resource Management and Documentation

- Prepare and submit timely plans and reports as required
- Support preparation and dissemination of information related to mental health issues, relevant to the project component.

Qualifications, Skills and Experience

- The applicant should preferably hold a bachelor's degree in development studies, Gender and Development Studies, Social Work and Social Administration, Social Sciences, Community Psychology and or any other related studies
- Experience in providing mental health counselling
- Ability to speak multiple languages is an added advantage
- Computer literacy.

5. Job Title: District Coordinator, Kanungu (One Position)
Reporting to: Project Coordinator
Responsible for: Community volunteers
Key relationships: MHU staff and volunteers in other locations, partners especially in the district
Workstation: Kanungu, with occasional travel especially within the region
Language preference: English and Runyakitara



Contract Type:	Full-time, Two-Year Term with possible extension, following performance reviews
Working hours:	8:30am- 5:00pm (Monday - Friday)
Salary:	Commensurate with experience, knowledge and skills
Start date:	As soon as possible

Job Purpose

The District Coordinator will be responsible for the overall local implementation of project activities related to mental health awareness creation, facilitating access to care services and human rights advocacy in the district and will therefore carry the operational responsibilities towards project results. S/he will support and supervise 'Champions' (volunteers with a lived experience of mental health problems, aged 18-35 years) based in communities. S/he will spearhead all work related to human rights advocacy around mental health in the district and sub-region. S/he will also manage all relationships between the project and all local stakeholders.

Main duties and responsibilities of the role

A Project Implementation

- Support the identification and recruitment of Champions to support the project
- Co-facilitate training of Champions, with the support of the project team
- Provide day-to-day mentoring support and supervise both the quality of work and well-being of Champions in the communities by organizing and presiding over community events
- Support Champions to identify mental health awareness avenues/platforms, develop relevant Information, Education and Communication (IEC) materials and deliver agreed activities related to the same
- Support the Champions to increase mental health awareness (tackle stigma) in their communities, on selected occasions
- Facilitate the provision of accurate information to all individuals, presenting all possible alternatives within the spectrum of care, allowing beneficiaries to make informed choices
- Identify and document risks to young people with mental health challenges and propose strategies to mitigate them
- Ensure the functionality of the district referral system, particularly by the Champions so that all individuals who need specialized care and support can access it
- Manage relations between the project and District Local Governments and maintain useful links and dialogue with all other relevant stakeholders to ensure collaboration, synergy, sharing of experiences and that the district delivers a coordinated response for mental health

B Advocacy work

- Support the creation/consolidation and operationalization Mental Health Advocacy structures at a district and Sub-regional level
- Co-facilitate localized training related to human rights advocacy around mental health
- Work with and through volunteers and the wider MHU membership to develop relevant Information, Education and Communication (IEC) materials to facilitate mental health advocacy at all levels
- Generate content/messages at a district level and working with the Project Coordinator, support the transmission of the same for National level advocacy



- Convene and preside over multi-stakeholder meetings to develop, implement and regularly review a clear localized mental health advocacy agenda

C Monitoring, Evaluation and Learning

- Organize and manage review and reflection meetings
- Participate in organizing and facilitating project reviews with project key stakeholders
- Coordinate sharing and learning, and document the best practices and success stories
- Undertake surveillance and update MHU and other relevant actors on emerging issues around mental health in the district.

D Reporting, Resource Management and Documentation

- Prepare and submit timely work plans and reports
- Support preparation and dissemination of information related to mental health issues, relevant to the project components.

Person specifications

The applicant should hold a Bachelor's Degree in Development Studies, Gender and Development Studies, Social Work and Social Administration, Social Sciences, Community Psychology and or any other related studies with a minimum of 3 years relevant working experience in a Non-Government Organization. A post graduate counselling and guidance qualification will be an added advantage.

Essential criteria

- Experience in organizing and delivering community engagement and events
- Good understanding of broader disability and youth rights
- Direct or indirect experience of mental health problems and openness to being a visible ambassador for people with mental health issues
- Experience working in partnerships, with demonstrable skills in collaborative working, and relationship management and the ability to identify and rapidly resolve barriers
- Ability to create and maintain a supportive environment at trainings and events and have knowledge and experience in recognizing and responding to personal well-being issues
- Good empathy, perception and listening skills
- Excellent writing (reporting) and presentation skills, especially communicating results
- Experience in multi-tasking, prioritizing competing work and working within deadlines
- Ability to ride a motorcycle, with a valid permit (relevant class).

Desirable criteria

- Experience working at community level with people who have experienced mental health problems, to challenge stigma and discrimination
- Experience in supporting youth-led projects and ensuring youth participation
- Experience in program monitoring and evaluation
- Good IT Skills with familiarity with key Microsoft Office Programs.
- Good IT Skills with strong competencies in Internet, Ms Word, Ms Excel and Power Point.



Application process

Interested individuals should send a **motivation letter and CV as one PDF document/file (of maximum 8 pages for the Project Coordinator and 6 pages for all other positions), not later than 11:00pm on Sunday 29th December 2024** via email to info@mentalhealthuganda.org - subject line is the job title e.g. "Project Coordinator". **Do not send academic documents** – heavy files containing academic documents or submitted as images and or late applications will not be considered. **Only shortlisted candidates will be contacted.** The CV must also include the details of 2 suitable referees who can comment on the candidate's ability. MHU is an equal opportunities employer. However, women and Persons with Disabilities are highly encouraged to apply especially those with a lived experience of mental health problems.

Note

1. MHU promotes zero tolerance for discrimination/harassment based on gender, sexual orientation, sexual identity, religious beliefs etc. All staff and volunteers shall adhere to strict guidelines in order to facilitate "silent" inclusion. They will also adhere to MHU's safeguarding provisions – a set of procedures and practices designed to ensure that no harm comes to project beneficiaries as a result of contact with MHU's programs, operations or individuals.
2. The number and profiles of these positions is subject to the availability of funding.