



Rebuilding Villages and Restoring Hope in Uganda

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**JOB ADVERT**  
**POST OF A RECORDS ASSISTANT / COMMUNITY MOBILIZER**

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**Background of the Give Us Wings:**

Give Us Wings Uganda (GUWU) is an independent organization founded in 1999. GUWU currently works to socially and economically advance poor and vulnerable communities in Eastern Uganda since 1999. GUWU is registered with the National NGO Board as an international NGO under Registration No. S5914/8796 in 2012. GUWU focus is on three interrelated program areas namely; Entrepreneurship development, Health and Education. The GUWU's health program has (SJKHCII) as the main component of the Health Program. The overall goal of the Health Program is, **'To equitably improve the health of communities served by the SJKHCII'**. The GUWU Board together with the HUMC resolved to adopt the Community Health Insurance (CHI) model at their St. John's Kayoro Health centre II. The aim is enhance the quality of services to all in the target communities. GUWU therefore seeks to recruit a Records Assistant / Community Mobilizer to join the workforce as the CHI gets instituted. The details of the job are as follows:

**Roles:**

- Streamline the new medical records and updating existing ones by gathering appropriate hard copy records files and creating backups on the computer system.
- Developing the patients' data base at STJKHCII.
- Up-dating patient records.
- Working with the Village Health Teams to collect data about health issues in the community.
- Maintain record availability by processing charts in various departments on performance.
- Contribute to developing monthly reports about the progress of the CHI model at the Health Centre.
- Maintaining continuity of work operations by documenting and communicating actions, irregularities and emerging needs.
- Ensure the confidentiality of records of patients.
- Mobilise and sensitise communities about the services at STJKHCII.
- Adhering to its professional standards, policies and procedures.

**Core Competencies of the Person:**

- Ability to promptly respond to issues and multiple demands.
- Ability to work under difficult conditions.
- Good computer skills in the following packages; MS Word, Spreadsheets and any other relevant skill in database management systems.
- Ability to work in a busy environment and pay attention to details.
- Good arithmetic and English skills.
- Excellent customer care service skills.
- In addition to English, one should have the ability to communicate in the local languages of Swahili, Luganda, Ateso and or Dhopadhola.

**Qualifications:**

- Must have a degree/ diploma in Records Management or Community Development.
- A Certificate In Medical Records Will Be An Added Advantage.
- At least 1 year working experience in the post advertised.

**Contact Address of GUWU:** To apply, please submit your application letters and copies of your academic certificates via email to: [www.africapd@giveuswings.org](mailto:www.africapd@giveuswings.org), [www.stjohnskayoro@gmail.com](mailto:www.stjohnskayoro@gmail.com), [amunene@giveuswings.org](mailto:amunene@giveuswings.org), or drop your typed application cover letter and CV plus copies of academic papers to the following address:

The Head of Human Resource Management and Organizational Effectiveness  
Give Us Wings Uganda, Plot 21 Tensing Road, P. O. Box 108, Tororo – Uganda

**Closing Date is 5:00PM on the 21<sup>st</sup> June 2016**



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**NB:**

Only short listed candidates will be contacted for interviews.

CC: GUWU Notice Board

CC: St. Johns Kayoro Health Centre II Notice Board