

EXTERNAL VACANCY ANNOUNCEMENT
VA No. AIC-2026-HR/1

Job Title: Sub-County Supervisor (3 Positions)

Employment Type: Fixed-term contract

Duration: One (1) year, renewable subject to funding availability and organisational requirements

Reports to: Project Coordinator

Duty Station: Kole District, Uganda

Application Deadline: 30th October 2026



1. Project Background

Nearly 20% of women in Uganda who wish to delay or space childbirth are not currently using any form of contraception (PMA, 2020). This unmet need for family planning is associated with several factors, including limited participation by women in decisions concerning their fertility and contraceptive use, commonly referred to as *contraceptive agency*.

The Innovations for Choice and Autonomy (ICAN) project seeks to strengthen women's ability to make and act on informed contraceptive decisions, including supporting the use of self-injection (SI) of DMPA-SC among women who choose this method.

Through a human-centred design approach, the ICAN project collaborated with community women's groups, healthcare providers, community-based organisations, and other stakeholders to develop an intervention that provides women with social, informational, instrumental, and emotional support. The intervention was piloted in Oyam and Mayuge districts and is now being implemented on a larger scale in Kole and Iganga districts to assess its effectiveness in improving contraceptive choice, use, and decision-making.

The intervention is delivered by trained community-based female mentors who provide empathetic and non-judgmental support to other

women (mentees). Mentors share experiences, provide basic contraceptive information, and help women navigate common challenges associated with making and acting on their contraceptive decisions.

AIC Uganda, in collaboration with its project partners, seeks to recruit **three (3) Sub-County Supervisors** to provide day-to-day guidance and supportive supervision to mentors and coordinate the implementation of ICAN project activities in Kole District.

2. Job Purpose

The Sub-County Supervisor will coordinate and support the implementation of ICAN project activities at the sub-county, parish, and village levels. The role will provide day-to-day supervision and technical support to community-based mentors, facilitate referrals and linkages to health services, monitor project performance, and ensure timely and accurate documentation and reporting in accordance with project requirements.

3. Key Duties and Responsibilities

The successful candidates will be responsible for the following:

A. Mentor Supervision and Support

- Act as the primary liaison between community-based mentors and AIC/BACHI.
- Work with mentors to identify women who may be interested in participating in peer mentorship.
- Support mentors to follow up with mentees according to their individual preferences, needs, and agreed follow-up arrangements.
- Conduct regular field visits to provide supportive supervision, address implementation challenges, and identify areas requiring improvement.
- Guide mentors in the use of project implementation tools, including logbooks and reference manuals.
- Assess mentor performance and support their welfare, development, and effective participation in project activities.
- Organise monthly mentor review meetings and quarterly performance review meetings to assess progress, identify implementation gaps, and agree on corrective actions.



B. Community Engagement and Referral Linkages

- Work closely with mentors, community leaders, Village Health Teams (VHTs), and district health teams to identify individuals and groups interested in peer mentorship.
- Arrange introductory meetings with VHTs and other relevant community stakeholders to facilitate collaboration, referrals, and guidance on service availability.
- Support mentors in mapping health facilities, VHTs, and other relevant service points within their areas of operation.
- Establish and strengthen referral and linkage pathways to connect women with appropriate health facilities and healthcare providers.
- Support mentors in facilitating referrals and linkages for women who require additional information, services, or professional healthcare support.
- Represent AIC/BACHI in sub-county coordination meetings with local stakeholders and other implementing partners.

C. Project Coordination and Implementation

- Coordinate day-to-day project activities at the assigned sub-county, parish, and village levels.
- Develop weekly and monthly work plans aligned with approved project work plans and budgets.
- Plan and coordinate mentor meetings, field activities, and performance review sessions.
- Monitor implementation progress and identify operational challenges that may affect project delivery.
- Work with mentors and relevant stakeholders to develop and implement action plans to address identified gaps.
- Ensure that project activities are implemented in accordance with approved procedures, timelines, and project objectives.

D. Data Management, Monitoring and Reporting

- Support mentors to maintain accurate and complete project records and logbooks.
- Enter mentor logbook data into the project's digital data collection system (ODK) on a routine basis.
- Identify and promptly communicate technical issues or system glitches to the Monitoring and Evaluation (M&E) team.
- Complete the required supervisor form after every supervisory visit to a mentor.
- Maintain accurate records of supervisory activities, time spent on project activities, and travel to villages, offices, and mentors' homes to support project monitoring and assessment of the supervisory process.



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- Compile and submit monthly reports based on supervisory visits and completed forms to support the implementing organisation's reporting to Makerere University School of Public Health (MakSPH) and the University of California, San Francisco (UCSF).
- Ensure that weekly and monthly work plans, supervisory forms, and other required reports are submitted to the Project Coordinator within the stipulated timelines.

E. Other Responsibilities

- Maintain confidentiality and safeguard sensitive information obtained during project implementation.
- Promote respectful, empathetic, and non-judgmental engagement with mentors, mentees, and community members.
- Perform any other duties assigned by the Project Coordinator that are consistent with the objectives of the project.

4. Expected Deliverables

The successful candidates will be expected to deliver the following:

- Completed and submitted supervisor forms after every visit to a mentor.
- Mentor logbook data routinely entered into the ODK digital data collection system.
- Technical issues and data-related queries promptly communicated to the M&E team and followed up.
- Weekly and monthly work plans prepared and submitted to the Project Coordinator.
- Monthly reports on supervisory visits and project implementation submitted within the required timelines.
- Monthly mentor review meetings and quarterly performance review meetings coordinated and documented.
- Functional referral and linkage arrangements established and maintained with VHTs, health facilities, and other relevant service providers.
- Mentor performance and implementation challenges regularly assessed, documented, and addressed through agreed action plans.



5. Required Qualifications, Experience and Competencies

A. Academic Qualifications

- A minimum of a Diploma or equivalent qualification in Humanities, Social Sciences, Community Development, Public Health, or a related field from a recognised institution.

B. Required Competencies and Personal Attributes

- Must be a woman who is self-motivated, proactive, dependable, and committed to community health and women's empowerment.
- Fluency in spoken Luo and proficiency in spoken and written English.
- Demonstrated ability to handle confidential information with discretion, integrity, and professionalism.
- Willingness and ability to work in remote communities within Kole District.
- Good communication, interpersonal, coordination, and community mobilisation skills.
- Ability to work independently while maintaining effective collaboration with mentors, health workers, community leaders, and project teams.
- Good record-keeping, data management, and report-writing skills.
- Basic computer skills and willingness to use digital data collection platforms, particularly ODK.

C. Additional Requirements

- For the Kole District position, the ability to ride a motorcycle and possession of a valid motorcycle riding licence are mandatory.
- Previous experience in family planning, reproductive health, public health, community-based interventions, or related projects will be an added advantage.
- Experience working with community-based mentors, VHTs, or other community health structures will be an added advantage.

6. How to Apply

Interested and qualified candidates should submit the following documents:

1. An application letter or cover letter.
2. An updated curriculum vitae (CV).
3. Copies of relevant academic certificates and other supporting documents.



All the above documents must be combined into **one PDF file** and attached while filling the online job application form, from the link below, also available on the AIC website:

<https://www.cognitoforms.com/AIDSINFORMATIONCENTRE/SubCountySupervisor>

Application Deadline: 30th October 2026

Applications received after the deadline may not be considered.

7. Equal Opportunity and Ethical Recruitment

AIC Uganda is an equal opportunity employer committed to maintaining a diverse workforce. The organisation does not solicit or accept money at any stage of the recruitment process and maintains zero tolerance for fraud, sexual exploitation, sexual abuse, and sexual harassment.

Any concerns relating to fraud or misconduct may be reported to fraud@aicug.org.

Only shortlisted candidates will be contacted for interviews. If you do not hear from AIC Uganda within one month after the application deadline, please consider your application unsuccessful. Any form of canvassing will lead to automatic disqualification.

Join AIC Uganda in supporting women's informed contraceptive choices, autonomy, and access to community-based support.



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