



Uganda Program Assistant Job Description

Position Title:	Program Assistant (Full-Time)
Reports to:	Uganda Senior Program Manager
Job Location:	Kampala, Uganda
Start Date:	Flexible but ideally by March 2019
Application Deadline:	February 18, 2019 Applications will be reviewed as they are received

About We Care Solar:

[We Care Solar](#) addresses a critical aspect of global maternal and child health care – reliable electricity for essential lighting, emergency communication, and medical services. Since our founding in 2010, we have equipped more than 3,500 health facilities in more than 30 African and Asian nations with our compact, rugged Solar Suitcases, enabling health workers to provide critical medical care. We build local capacity and cultivate sustainability through our Solar Suitcase use and installation training workshops. In addition to leading effective on-the-ground programs, our advocacy efforts have stimulated broad initiatives on sustainable energy for women’s health.

We Care Solar is demonstrating the feasibility and impact of lighting every birth at the national level by spearheading countrywide programs in priority countries. Through the *Light Every Birth* campaign, we work with government, international non-profit organizations, civil society organizations, and UN agencies to provide every woman the opportunity to give birth in a government health facility with electricity and light. This initiative launched in Liberia in 2017 and in Uganda in 2018. Our goal is to highlight Uganda as a “Model of Excellence” for electrification of maternity care – with a long-term vision of elevating the *Light Every Birth* campaign to a continental and global scale.

Position Summary:

The We Care Solar Uganda Program Assistant will help with implementation of *Light Every Birth* in Uganda. This person will assist with key aspects of implementation including health facility assessment and selection, coordination with district government staff, planning and logistics of regional trainings, working with partners and contractors, customs clearance and inventory management, and other administrative and logistical activities. This position reports to the Uganda Program Manager based in Kampala, Uganda.

What We Are Looking For:

You believe that every woman has the right to deliver in light and with basic electricity. You are inspired by our mission to improve health outcomes for childbearing mothers and their families. You are willing to perform a variety of tasks and don't mind administrative or logistical work. You are excited about the idea of spending time in the districts, and working with government, installers, partners, and health workers.

Duties and Responsibilities:

- Assist with administration and logistics of program implementation
- Work with partners, trainers, installers, and contractors on program implementation
- Assist with customs clearance and inventory management
- Work with district representatives in-person to collect data for health facility assessments
- Verify health facility assessment data through phone calls and in-person visits to facilities in program districts
- Lead planning and coordination of regional trainings. Attend and help facilitate trainings.
- Visit facilities to follow-up on solar systems, interview health workers, and collect testimonials
- Assist with logistics for headquarter staff and donor visits including booking accommodations, vehicle rentals, scheduling meetings, etc.
- Attend meetings with partners, donors, government, etc.
- Follow-up on leads for potential partners and program opportunities
- Assist with implementation of our education programs through We Share Solar
- Assist with other tasks as needed

Qualifications:

- At least 2 years of full-time professional experience
- Experience working with government officials
- Experience working with international or local NGOs, UN agencies, and/or civil society organizations
- Field work experience required. Experience working in health facilities preferred.
- Demonstrated success in administrative and logistical management
- Written and oral English proficiency
- Highly organized, ability to prioritize tasks and handle multiple tasks simultaneously
- Proficiency in Microsoft Office
- Flexibility and willingness to do a wide range of tasks
- Passion for the mission of We Care Solar
- Strong sense of teamwork and an ability to work collaboratively
- Willingness to travel in Uganda up to 30% of time
- Good interviewing, storytelling, and photography skills preferred
- Undergraduate degree in public health, public administration, renewable energy, or international development preferred

How to Apply:

Please send CV, cover letter and at least two references to Feza Kabasweka Greene, Uganda Senior Program Manager at feza@wecaresolar.org. Please note that applications will not be considered without a cover letter that explains your interest in the position, qualifications, and abilities to perform the key responsibilities.