

SEPTEMBER 11, 2025



**TEMPORARY PROGRAM CLERK DISC PROJECT (01 POSITION)**

**DURATION: 4 MONTHS**

**DEPARTMENT: PROGRAMS**

**BASED AT: PSI UGANDA HEAD OFFICE**

**REPORTS TO: QUALITY ASSURANCE ADVISOR**

**START DATE: OCTOBER 2025**

**WHO WE ARE**

Population Services International (PSI) Uganda is an international public health non-profit organization that works to improve the health and lives of Ugandans. By approaching care from the consumers' perspective, PSI Uganda provides life-saving information, products, and services to tackle some of the country's most pressing health problems so that people can lead healthier, happier, and more productive lives. Using the market development approach and targeted social behavior change, PSI Uganda works to shift policy and funding, shape mixed health systems, and strengthen the public and private health sector across the country. Our work complements that of our line ministry, the Ministry of Health (MoH), and other implementing partners. Our origins in sexual and reproductive health (SRH) have grown into a broader mission. For the past two decades, we have implemented various programs in maternal and child health, urban health, HIV/AIDS, WASH, malaria, digital health, social business, supply chain management of health commodities, among others. Increasingly, we work with consumers, local communities, market actors (private sector) and the Government of Uganda (through the MoH) to diagnose problems together, generating insights to design solutions that strengthen Uganda's healthcare system for the long term.

**Join us!**

We are looking for a suitable candidate to take on the role of Program Clerk to provide day-to-day operational and administrative support to consultants and program teams implementing PSI Uganda's Delivering Innovations in Self Care (DISC) project's family planning and broader health initiatives. This role ensures efficient processing of payments, procurement of goods and services, logistical coordination, and accurate documentation of program activities. The position is pivotal in maintaining smooth operational workflows, enabling program teams to focus on delivering high-quality family planning services in the field.

Sound like you? Read on.



## Your contribution:

### 1. Financial & Administrative Support

- Prepare and submit payment requests (per diems, reimbursements) for consultants and program beneficiaries, ensuring complete documentation before review by the Finance team.
- Maintain a payment tracking system for consultants and beneficiaries, ensuring timely disbursements and flagging delays.
- Verify and reconcile expense reports against approved budgets and activity plans.
- Prepare requisitions for goods and services required by program teams and follow up with the procurement department to track progress of the procurement process.

### 2. Documentation & Compliance

- Ensure completeness and accuracy of supporting documents for payments, requisitions, and procurement files before submission to finance.
- Maintain organized filing systems (both digital and physical) for all operational documents, including receipts and activity reports.
- Assist in compliance checks and conduct first-level checks to confirm all supporting documents are in place prior to submission to Finance/Procurement to ensure field documentation meets donor and internal audit requirements.
- Support with the entry of any program data into the PSIU systems as needed.

### 3. Program Coordination & Logistics

- Compile and update program activity trackers from field teams, such as event planners, support supervision visits (SSVs) and mentorship planners, facility graduation planners, and family planning commodity status trackers.
- Coordinate logistics for field activities, including booking venues, arranging transport, and distributing materials.
- Support consultants in scheduling field visits, meetings, and stakeholder engagements.
- Track inventory of family planning commodities and supplies by regularly reviewing the commodity tracker and alerting program teams when restocking is needed.
- Support in requisitioning vehicles for consultants and compile reconciliations for review.

### 4. Communication & Reporting

- Take meeting minutes and track action plans.
- Draft routine correspondence such as memos, emails, and internal updates related to program operations.
- Support the consolidation of field data for donor reports and internal reviews.
- Assist with data entry in shared centralized tracking tools.

### 5. Monitoring & Learning Support

- Assist in compiling data for monitoring indicators, especially those related to operational efficiency and service delivery.
- Track reporting rates by reviewing the reporting tracker and follow up with consultants to ensure 100% reporting rates.

- Document lessons learned and operational challenges from field teams to inform adaptive programming.
- Support the organization of learning sessions and internal reviews, including preparing materials and coordinating logistics.

#### **Key Performance Indicators:**

- **Payment Processing Timeliness for operational efficiency:** % of consultant and beneficiary payments processed within agreed turnaround times.
- **Procurement Timeliness:** Average number of days from requisition to delivery of goods/services.
- **Accuracy of Records:** % of operational documents submitted without errors.
- **Report Submission:** % of activity progress reports submitted on or before deadlines.
- **Policy Adherence:** Number of compliance issues flagged in internal reviews.
- **Tracker Updates:** Frequency and accuracy of updates to activity trackers.
- **Meeting Support:** % of meeting minutes and action points circulated within 48 hours.

#### **Qualifications:**

- **Bachelor's Degree in Business Administration, Procurement & Logistics, Accounting, Project Management,** or a related field.
- Additional training in **Office Administration, Procurement,** and **Financial Management** would be an advantage.

#### **Experience:**

- Computer literate with understanding of Microsoft Word, Excel, PowerPoint, and internet use.
- **At least 2 years of administrative or operational support experience** in a program or project setting — preferably in the NGO, public health, or development sector.
- Demonstrated experience processing financial and administrative documentation, e.g., per diems, supplier payments, requisitions.
- Procurement processes.
- Compiling program data trackers, progress reports, and meeting minutes.
- Exposure to working with **multi-stakeholder- teams**, ideally including field-based staff and consultants.

#### **Key personal competences**

- Proficient in MS Office Suite (Word, Excel, Outlook, PowerPoint) and comfortable with digital collaboration tools.
- Strong organizational skills with a keen eye for detail and accuracy.
- Excellent verbal and written communication skills.
- Ability to manage multiple priorities and meet deadlines under minimal supervision.
- Report writing skills.
- Ability to analyze data, use data to make decisions, and implement in an iterative manner (adaptive implementation).



- Excellent relationship management skills.
- Practical, innovative, resourceful, and highly adaptable.

**The Candidate we hire will embody PSI's corporate values:**

- **Measurement:** Evidence, research metrics, and evaluation inform our choices.
- **Pragmatism:** We strive for excellence, but useful and timely are better than perfect.
- **Honesty:** We act with integrity, share what we achieve, and admit when we fail.
- **Collaboration:** Active partnering drives impact.
- **Trust:** We have confidence in our people to make good decisions.
- **Commitment:** We build local capacity and programs that last.

Prospective candidates are kindly requested to complete the application form available at

<https://psiu.hrmagic.co/careers> and attach the following;

1. Updated Curriculum Vitae.
2. Cover letter with inclusion of your salary expectation.
3. Certified academic documents.

**Please note, all attachments should be in PDF format.**

**The deadline for receiving applications is Tuesday, September 23rd, 2025.**

**Applications received will be reviewed on a rolling basis, so we encourage you to submit your application as soon as possible.**

**Only shortlisted candidates will be contacted.**

*PSI is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status.*

***Persons with disabilities are highly encouraged to apply***

***Please note PSI Uganda does not solicit funds during any recruitment process***