



AFRICAN PALLIATIVE CARE ASSOCIATION (APCA)

JOB ADVERTISEMENT

VOLUNTEER PROGRAMME OFFICER (FRANCOPHONE)

The African Palliative Care Association (APCA) is a pan-African, non-governmental, membership organisation based in Kampala, Uganda. The organisation exists to ensure that palliative care is widely understood, integrated into all health systems across Africa, and underpinned by evidence to reduce pain and suffering associated with life-limiting and life-threatening illnesses. APCA works through a network of national, regional and international partnerships. We are currently seeking a self-directed and highly-motivated individual to join our team as a **Volunteer Programme Officer (Francophone)**.

1. JOB SUMMARY

The post holder will support APCA with on-going programme planning, implementation and communication of palliative care interventions in French-speaking countries across Africa. He/ she will work under the direction of the Programmes Director. The post holder can either be based at the APCA Secretariat in Kampala, Uganda or work remotely from any part of the world.

2. MAIN AREAS OF RESPONSIBILITY

- i) Be the anchor in the organisation for French-to- English and English-to-French translations for all APCA documents and Programmes.
- ii) **Translation support for APCA's programme work.**
 - Support the development of the French arm of APCA's small grants programme including; a review of applications received from applicants in French speaking countries.
 - Involvement in planning, implementation, and communication to partners from Francophone countries supported by APCA working closely with the Programmes Director and other staff members from the programmes department.
 - Support the monitoring, evaluation and reporting functions for APCA's partners from francophone countries.
 - Support the translation of project related documents including; works plans and budgets for APCA's French speaking partners.

- Support the development and review of APCA's reports in French e.g annual reports, donor reports, activity reports, etc.
 - Proof reading of APCA's translated documents between French and English.
- iii) Contribute to the effectiveness of APCA's communication function.**
- Support APCA's communication team to produce information and articles in French for uploading on APCA's website and ehospice platform.
 - Coordinate and support a network of the palliative community in French speaking Africa through a social network, with support from APCA's communication team and other staff.
 - Support the Membership Officer at APCA in communication with Francophone members of APCA.
- iv) Provide organisation development and administrative support for French speaking countries and partners of APCA.**
- Liaison with APCA's partners in French speaking Africa.
 - Support staff in the management of APCA's correspondence, appointments, and business conducted in French language.
 - Respond to public inquiries and queries from French speaking countries in Africa relating to all APCA's work.
 - Support the dissemination of APCA's French information, resources, and materials to APCA's French speaking partners.
 - Work with other APCA staff to ensure that all contacts of APCA French speaking countries are properly updated, managed and stored.

PERSON SPECIFICATIONS.

Education.

- A degree in a relevant field with working and translational abilities for French to English and vice versa from a recognised institution.
- Training in Project Planning and Management is an added advantage.

Abilities.

- Proficiency in written English and French is a must.
- Good writing skills in French and English to the level of report writing.
- Ability in working with a diverse staff team and stakeholders which is spread across borders.
- Be knowledgeable and updated about the organisation to be able to give adequate and relevant information to French speaking countries in Africa and current and potential partners outside Africa.

Minimum experience and exposure

- Ability in working with a diverse staff team and stakeholders which is spread across borders.

- Three years' experience in supporting programming in a multi lingual environment especially French and English and preferably in the health sector.
- Experience working in Africa or with Africa related programmes.
- Working within a context of a diverse staff team in terms of professions, culture and beliefs.
- Good understanding of chronic care environment especially palliative care and end of life care is an added advantage.

Special knowledge

- Good understanding of chronic care environment especially palliative care and end of life care is an added advantage.
- Computer literacy
- Working knowledge of Microsoft office computer software packages.
- Understanding the use of social media platforms
- Public relations
- Working with partnerships

4) HOW TO APPLY

Please post or email or hand deliver your full CV, covering letter, and names of three referees to: Jobs@africanpalliativecare.org

Addressed to: The Executive Director

African Palliative Care Association
Plot 95 Dr Gibbon's Road, Makindye
P.O Box 72518
Kampala

Closing date: 21st August 2017.

Only short listed candidates will be contacted.