

# JOB: 1

- **Company:** [Hope Worldwide International-Uganda](#)
- **Job Title:** [Secretary General](#)
- **Location:** Kampala
- **State:** Uganda
- **Job type:** Full-Time
- **Job category:** [NGO Job](#)

## **About Hope Worldwide International-Uganda:**

Hope Worldwide International Uganda is a registered non-profit making organization limited by guarantee under s.371 (1) of the companies act, and also as a non-governmental organization under the NGO registration statute 1989, with registration No: 2159. It was established for charitable, benevolent and developmental purposes founded on Christian principle. Our focus is to *Create hope and an enabling environment for children and women to attain their full life potential* through improved Agricultural services, Education and life skills development, Integrated Health, Legal and Human rights advocacy, water /environmental protection, Community Resilience, Livelihoods and Climate Change.

## **Our Goal:**

A Uganda, in which all girls and boys are protected, cared for, participating and realizing their full potential, in their families and communities.

## **Our Vision:**

*Creation of hope and an enabling environment for children and women to attain their full life potential.*

## **Our Mission statement:**

*A leading charitable organization that empowers children and communities to alleviate from illiteracy, disease and poverty through community interventions.*

## **Job Summary:**

The Secretary-General (SG) is the public face of the organization and is responsible for its office leadership and giving direction and clarity to the organization's strategic and policy development.

The priorities for the new SG will be to ensure a smooth transition to the changes from the revised constitution, raising the profile of the organization to attract investment for programme development

and delivery, by developing local and international business partnerships with both private and public sectors.

### **Key Duties and Responsibilities:**

1. Provides clear, effective and inspirational leadership and strategic direction to the Secretariat;
  2. Ensures the successful implementation of HWI-Uganda's current strategic plan and contributes to the vision and successful implementation of the next Strategic Plan;
- Positions HWI-Uganda as a key actor in the SDGs, specifically in the Agricultural sector, quality education sector, Health sector, refugees and peace building, water and environment, sanitation and hygiene, by leading representation, ensuring strategic influence, advocating for human rights services and championing the need for collaborative action to meet the 2030 Agenda for Sustainable Development;
1. Encourages growth, continual improvement and innovation throughout the organization; embraces and drives change to improve programmes quality, delivery and accountability to ensure that HWI-Uganda remains a resilient entity in a time of increasing political, economic and social complexity;
  2. Ensures that HWI-Uganda's organizational structure is in line with the needs of the strategic plan;
  3. Leads and coordinates all efforts to urgently mobilize additional financial resources in order to sustain the organization. Ensures the development and management of an effective and proven resource mobilization strategy which underpins HWI-Uganda's viability and growth, emphasizes HWI-Uganda's strengths, and includes a specific focus to diversify the Core Donors/Funding Sources while maintaining close engagement and aligned interests with current Core Donors;
- Provides leadership to HWI-Uganda's Senior Leadership Team, ensuring cohesive and effective team operations and optimal staff motivation; provides regular supervision and annual performance appraisal for the Senior Leadership Team members and ultimate oversight of all Secretariat personnel;
  - Ensures all operational structures, systems and processes are in line with other sister organizations of Hope Worldwide International rules and regulations. Provides leadership in optimizing timely, cost-effective arrangements that meet value for money expectations and fiduciary standards. Works in close cooperation with the designated local portfolio manager and team to ensure smooth operational support and adequate problem-solving, where necessary.

### **Steering Committee**

1. Supports the efforts of the Steering Committee of the Board of Director in setting policies and strategies. This includes regular, high-level strategic analysis, advice, and communication in its direction-setting and risk management roles, in active collaboration with the Chair of the Board of Director;

2. Facilitates and promotes communication between the Board of Director and partners on policy and programme issues. This includes regular monitoring and reporting of progress toward key targets;
3. Communicates on a regular basis with the Chair of the Board of Director on emerging issues. Escalates to the Steering Committee of the Board of Director any operational challenges at an early stage that need its support, including any resource deficiencies;
4. Participates in meetings of the Steering Committee of the Board of Director as a non-voting member/ Board Secretary.

### **Global Advocacy and Communications**

- Working closely with the Steering Committee Chair of the Board of Director, acts as primary spokesperson for HWI-Uganda. Articulates and communicates the HWI-Uganda strategy and vision to external stakeholders;
- Builds a credible network and community of influences through which HWI-Uganda can nurture and spread ideas and catalyze action in pursuit of SDG 6 as a whole and target 2, in particular;
- Liaises with key partners and agencies, including regional entities;
- Updates partners, including donors, directly on progress against the HWI-Uganda Strategic Plan;
- Identifies opportunities to grow and strengthen the HWI-Uganda brand at global platforms and forums;
- Positions HWI-Uganda to undertake a fundamental role in shaping policies and programmatic road maps that account for Equity and Non-Discrimination (EQND) and Leave No One Behind (LNOB);
- Establishes and maintains an active role in all programme sectors and in relevant SDG platforms and forums. Ensures clear HWI-Uganda visibility in SDG discussions;
- Ensures that Agricultural sector, education sector, Health sector, refugees and peace building, water and environment, sanitation and hygiene remains high as global issue and development agenda.

### **Country Engagement & Implementation**

- Undertakes a robust approach to relationship, client management and partnerships, ensuring effective dialogue and collaboration with national governments, international and national civil society, UN agencies, donors and private sector partners at country, regional and global levels;
- Directs and supports strategies to ensure overall country ownership and adequate allocation of resources for implementation.
- Performs other tasks as directed by the chair Board of Director.

### **Functional competencies**

- **Vision:** Identifies strategic issues, opportunities and risks and leads change; clearly communicates links between the organization's strategy and Secretariat goals; generates and

communicates a broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm and passion

- **Leadership:** Serves as a role model that other people want to follow: is highly professional, integer, passionate about HWI-UGANDA's work and has emotional intelligence; is proactive in developing strategies to accomplish objectives; does not accept the status quo but drives for improvements; shows the courage to take unpopular stands; takes responsibility for ensuring gender perspectives are incorporated in all areas of work; has strong business acumen including clear understanding of financial management
- **People and Performance Management:** Makes sure that roles, responsibilities and reporting lines are clear to each staff member; delegates the appropriate responsibility, accountability and decision-making authority; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly
- **Building Trust:** Provides an environment in which others can talk and act without fear; manages in a deliberate, transparent and predictable way; places confidences in colleagues, staff members and clients; gives proper credit to their ideas; follows through on agreed upon actions; treats sensitive or confidential information appropriately; builds and promotes partnerships across the organization and beyond
- **Empowering Others:** Creates a motivating environment; delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility; genuinely values all staff members' input and expertise; shows appreciation and rewards achievement and effort; involves others when making decisions that affect them
- **Judgment/Decision-making:** Identifies key issues in a complex situation; gathers relevant information before making a decision; takes decisions with an eye to the impact on others and on the organization; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary
- **Communicating:** Communicates in a highly professional manner using all communication mediums as appropriate, in a manner that engages all stakeholders

## Person Specification

As a potential candidate, you will be assessed against the following key requirements for the post:

### PART ONE

#### Experience

- A degree from a recognized university in Social Sciences, Public Administration, Development Studies, Business Administration, Social Work & Social Administration or related field, a Masters Degree in Social Sciences or an MBA will be an added advantage with a post graduate Diploma in Project Planning and Management; An experience of five years plus in related work is a must.
- Solid track record of strong leadership, building and motivating effective and productive teams in an organization of comparable size;
- Strong administrative and financial skills demonstrated in a senior strategic role;

- Establishing, managing and developing collaborative working relationships with a range of internal and external bodies;
- Experience and understanding of international communications issues, policy and technology;
- Experience and understanding of international development issues, including social and economic development;
- A track record of negotiating, influencing and persuading others at a senior level both internally and externally;
- A record of achievement in securing funding from external sources including funding agencies and the private sector;
- Effective communication at all levels often covering complex and wide ranging subjects;
- Experience in developing and implementing innovative measures.

#### How to apply:

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# **JOB:2**

## **JOB TITLE: Under Secretary General**

### **Job Summary:**

The post of the under Secretary-General is to help manage Secretariat operations and to ensure coherence of activities and programmes. The purpose is also to elevate the Organization's profile and leadership in the economic and social spheres.

The Under Secretary-General is an integral part of the Office of the Secretary-General in accordance with the existing system of decision-making. Responsibilities delegated by the Secretary-General, to the under Secretary General- included the following:

### **Key Duties and Responsibilities:**

1. To assist the Secretary-General in managing the operations of the Secretariat;
2. To act for the Secretary-General at HWI-Uganda Headquarters in the absence of the Secretary-General and in other cases as may be decided by the Secretary-General;
3. To support the Secretary-General in ensuring inter-sectoral and inter-institutional coherence of activities and programmes and to support the Secretary-General in elevating the profile and leadership of HWI-Uganda in the economic and social spheres, including further efforts to strengthen the Hope Worldwide International Uganda as a leading centre for development policy and development assistance;
4. To represent the Secretary-General at conferences, official functions and ceremonial and other occasions as may be decided by the Secretary-General;
5. To undertake such assignments as may be determined by the Secretary-General.

### **Skills and Abilities**

- Ability to establish credibility quickly, particularly in new areas of influence;
- A consultative and facilitative style with the ability to influence others where appropriate;
- Excellent interpersonal skills;
- Ability to provide direction and leadership in a way that inspires confidence and commitment and encourages ideas, innovation and initiative from others;
- Ability to demonstrate authority, commitment, consistency and fairness;
- Ability to think clearly and analytically, grasp complex issues and develop sound judgments in a sensitive environment;
- Strong influencing and negotiating skills at the most senior levels to lead, develop and participate in partnerships and strategic alliances;
- Robust and comfortable with operating in a challenging environment;
- Committed to the efficient and effective management of financial resources and staff.

### **Other key Attributes**

- Commitment to the role and mandate of the BOD;
- Ability to demonstrate authority, commitment, consistency and fairness;
- Politically astute and aware.

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## JOB:3

**Job Title:** **Prorammmes Coordinator**

**Job Location:** Kampala

### **Job Summary:**

Under the direct supervision of the Secretary General, the Programme Coordinator provides the interface between programme ownership and delivery and acts as a focal point between the business and the program managers

### **Purpose of the programme Coordinator role**

The Programmes Coordinator is responsible for ongoing management on behalf of the SG to ensure that desired programme outcomes and objectives are delivered. The person must have adequate knowledge and information about the business and the programme to be able to make informed decisions.

### **The programme Coordinator is responsible for:**

- Ensuring an appropriate programme or project management framework is in place.
- Preparing the programme brief, project initiation documents or equivalent and business case among other documents.
- Appraising options and submitting for approval
- Securing resources and expertise from the client organization as required, for example, appointing professional advisers to support the project sponsor role
- Co-ordinating and directing end user input

- Co-ordinating value management strategy
- Controlling changes following approval
- Determining and managing risk to the programmes
- Managing the programmes budget, including risk allowance
- Acting as sole point of contact with the program managers
- Co-ordinating and fostering teamwork
- Coordinate and liaise with high level Government Officials in the respective Ministries.
- Lead high level negotiations with Government and development partner representatives.
- Managing the programme manager's performance of delegated responsibility
- Establishing formal reporting arrangements on programmes or project progress
- Defining criteria for control and management of the programme or project
- Assisting the program managers in the resolution of problems
- Receiving and reviewing detailed reports on the programmes from the program managers
- Ensuring the program managers receives decisions on time
- Establishing, with the program manager, a common approach to major issues that arise from programme implementation.
- Establishing a mechanism to ensure regular dialogue with contractors to promote problem solving, team working and risk sharing.

**The Programme Coordinator should be able to:**

- Apply quality management principles and processes
- Apply risk assessment and management principles and processes
- Network effectively, negotiate well and influence people
- Broker relationships with stakeholders within and outside the programme
- Be aware of the broader perspective and how it affects the programme
- Effective leadership, interpersonal and communication skills
- The ability to command respect and to create a sense of community amongst the members of the project teams
- Good knowledge of techniques for planning, monitoring and controlling programmes

**Qualification:**

A degree from a recognized university in Social Sciences, Public Administration, Development Studies, Business Administration, Social Work & Social Administration or related field,

**How to apply:**

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# JOB:4

**Job Title:** Senior Accounts Manager.

**Job Location:** Kampala Uganda

**Job Purpose:** To prepare, develop and analyze financial information to facilitate management's decision making. The position will provide high quality support by liaising with other departments on all finance matters, budgetary management and control. The position will be responsible for financial reporting and submission of statutory returns to authorities and ensure that the general finance and accounting operations are carried out in compliance with the relevant legislation.

**Reports to:** Secretary General

## **Duties and responsibilities:**

1. Secure financial information by completing database backups.
2. Provide for an adequate external audit that will safeguard the assets of the organization.
3. Assist in the preparation of annual budget and budget performance reviews on a quarterly basis.
4. Prepare final accounts, budget and budget controls
5. Prepare statutory financial statements and submit to appropriate

Authority;

6. Assist in establishing budget format and in setting planning budget guidelines
7. Direct implementation of accounting functions by ensuring collection, classification, recording and reconciliation of accounting data;
8. Prepare finance section quarterly reports;
9. Hold finance section meetings as required
10. Initiate and recommend improvements in accounting system;
11. Supervise preparation of bank reconciliation statements.
12. Verify reconciled general ledger balances with subsidiary ledger balances for approval
13. Maintain fixed asset register
14. Liaise with the external auditors
15. Supervise junior staff
16. Prepare accounts schedules for internal, interim and annual audits and timely resolution of audit queries.
17. Ensure that all accounting documents are properly filed
18. Maintain the employees' ledger for all staff advances, loans and duty travel imprests.
19. Follow up on outstanding amounts

20. Maintain registers for creditors and debtors accurately and up-to-date
21. Prepare appropriate journal vouchers, scrutinize and authorize entire monthly pay roll in time.
22. Prepare schedules, statements and other information for management decision making and audit.
23. Ensure that disbursements of funds is supported by adequate documents
24. Supervise the entry of accounting data in the relevant manual registers, computer databases or systems.
25. Perform any other duties as may be assigned from time to time by the Secretary or any other authorized person.

**Person specifications: (Age, Academic qualifications, Skills and Work experience)**

**Age:** 30-45 Years

Qualified Female Candidates are encouraged to apply.

**Academic qualifications:**

1. Honours Bachelor's Degree (Second Class Upper and above) in Accounting or Finance Management or Commerce from a recognized university.
2. Must have a professional qualification in Accounting such as ACCA,

PEACE AND CHILD PROTECTIONA, CIMA, etc

iii. Must be a member of Institute of Certified Public Accountants of Uganda (IPEACE AND CHILD PROTECTIONAU)

1. A master's degree in financial management and accounting is an added advantage.

**Other skills and Competencies**

1. Good Financial reporting skills
2. In-depth understanding of Generally Accepted Accounting Principles

(GAAP)

iii. Hands-on experience with accounting software packages, like

QuickBooks, Tally, oracle, etc

1. Knowledge of government accounting systems
2. Good oral communication skills and interpersonal skills
3. Ability to work independently and as part of a team

vii. Excellent analytical, detail-oriented and numerical skills

viii. Ability to research, analyze and communicate complex information to non-financial people and to make useful and usable recommendations.

1. Effective planning and scheduling skills and good evaluation and review skills
2. High level of integrity with strong leadership and managerial abilities
3. Ability to work well under pressure

xii. Computer literacy skills

xiii. Honesty and transparency

xiv. Respect and professionalism

1. Innovativeness and reliability

xvi. Time management and multitasking

xvii. Knowledge of the Ugandan laws on Finance and companies

xviii. Thorough understanding of International Financial Reporting Standards (IFRS)

xix. Finance risk management

1. Good ethical standing and judgment

**Experience:**

Should have a minimum of 5 years consecutive relevant working experience of which at least 3 years at a senior management position with a reputable organization.

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# JOB:5

**Job Title:** Senior Human Resources Manager

**Job Location:** Kampala Uganda

## Job Summary

The Senior Human Resources Manager is a strategic and operational role that is responsible for driving the implementation of HWI-Uganda Human Resource (HR) strategy while overseeing the day-to-day HR service delivery in all Ugandan based offices. In this leadership role, the Senior Human Resources Manager coordinates and oversees the implementation of services, policies, and programs, and assists and advises HWI-Uganda Management Team about Human Resource issues. This role leads and centralizes the training strategy, oversees consistency and organizational standards and measures the training impact. The Senior Human Resources Manager reports to the Secretary General.

## Responsibilities

- Coordination of all aspects of recruitment including updating job descriptions, posting, receiving CVs and the interview process including development of a hiring plan
- Review resumes, shortlist candidates and facilitates the interview process, may be required to participate
- Maintain recruiting, testing and interviewing programs and counselling managers on candidate selection
- Conduct and analyze exit interviews and provide recommendations to senior management
- Conduct on-boarding and orientation for new employees with up to date and relevant resources made available and coordinates with IT, payroll and other departments as needed

## HR Administration/ Policy and Procedures

- Act as a first point of contact for employee related issues
- Ensure that employee issues are dealt with promptly , fairly and confidentiality with major issues being brought forward to senior management's attention
- Ensure RTV's policies and procedures, employee contracts and documentation, templates and forms are all up to date and relevant
- Develop and update on an ongoing basis HWI's HR Manual
- Review organizational and space planning throughout HWI offices
- Maintains the employee organizational chart
- Maintain employee benefits programs and inform employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; design and conduct educational programs on benefit programs

- Ensure legal compliance by monitoring and implementing applicable Ugandan Human Resource Requirements

## **Job Requirements**

University degree or equivalent in human resource management.

- Minimum five years of experience as human resources manager for medium to large development projects and/or organizations required; experience working for an organization is highly preferred;
- Knowledge of Ugandan labor laws, personnel benefits, and taxes required; ability to interpret local labor laws and previous experience interacting with labor counsel preferred;
- Ability to exercise confidentiality and high level of professionalism, with proven ability to supervise, mentor, train, and support staff;
- Demonstrated exemplary diplomatic, communication, and interpersonal skills

### **How to apply:**

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# **JOB:6**

## **Job Title: Human Resource Assistant**

### **Job Summary**

To provide support services to the Human Resource Unit in the area of data and information management.

### **Responsibilities:**

- Keeping track of staff appraisals to ensure that all staff are appraised.
- Updating the Human Resource Information System and producing relevant reports.
- Keeping track of staff contract expiry dates and informing the HR Officer.
- Drafting correspondences from the HR Unit.
- Development and maintenance of a proper filing and retrieval system and ensuring timely transfer of files to the registry.
- Ensure that all the necessary documents are maintained on employee Personal Confidential Files.
- Prepare and monitor the Authority's leave roaster.

- Perform any other duty as may be assigned by the immediate supervisor

### **Job Requirements:**

A Diploma in human resource management from a recognized institution of higher learning or its equivalent, A Degree will be an added advantage.

Should have a minimum of 3 years consecutive relevant working experience.

- Minimum five years of experience as human resources manager for medium to large development projects and/or organizations required; experience working for an organization.
- Knowledge of Ugandan labor laws, personnel benefits, and taxes required; ability to interpret local labor laws and previous experience interacting with labor counsel preferred;
- Ability to exercise confidentiality and high level of professionalism, with proven ability to supervise, mentor, train, and support staff;
- Demonstrated exemplary diplomatic, communication, and interpersonal skills

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# **JOB:7**

## **Monitoring, Evaluation and Learning Manager**

**Job Location:** Kamapala

### **Role Overview**

Work to ensure that monitoring, evaluation and learning systems are consistently integrated and implemented throughout programme activities. This involves: supporting programme teams to use M&E systems and making use of innovative technology to collect data, aggregate and analyze data; integrating beneficiary accountability plans and activities into programmes; and playing a key role in ensuring that the reporting needs of key stakeholders are met

### **Key Activity Areas**

#### **Monitoring and Evaluation**

- Assist in designing and implementing data collection activities such as needs assessments, post distribution monitoring.
- Train relevant projects' staff on M&E tools, data collection and analysis, and basic surveying and sampling techniques.
- Ensure the collection of good quality data in order to reflect the progress of programming by supervising enumerator teams and data clerks.
- Actively participate in the lessons learned discussions with the field sector advisors, project managers and field teams for improvement of data collection activities and also project design adjustments if necessary.

#### **Beneficiary Accountability**

- Work with field teams to promote principles and practices of beneficiary accountability by ensuring timely reporting of the beneficiary feedback and consolidation before sharing it.
- Help in developing and coming up with fundable project proposals in solving the identified research problems.

#### **Communications**

- Provide analysis of data in a timely manner for internal monitoring and donor reporting.
- Provide, in collaboration with input from the project managers, field advisors and the MEL manager, a comprehensive written report on survey results in a timely manner.

- Develop and maintain a transparent, honest and supportive communication structure with other team members as well as with other staff so as to uphold a spirit of unity and mutual respect.
- Attend and participate in relevant working groups.

### **Quality Management**

- Coordinate the technical aspects of field M&E operations such as obtaining latest population data to enable sampling frame preparation before a survey.
- Actively participate in designing questionnaires for surveys and assessments on ODK digital format and assist with troubleshooting when required.
- Maintain robust records of all collected data to provide a clear and transparent account of performance and take immediate action in areas of poor performance.

### **Delegated Responsibilities**

- Collaborate with the project managers, field and other advisors during planning and preparation for Household Surveys (Baseline, follow up/mid-term, end of project).
- Ensure smooth and timely flow of information from survey preparations, implementation, results sharing and report writing.
- Design enumerator training material for implementing household and other surveys as required.
- Train project field team members on M&E and survey methodologies such as LQAS and cluster sampling as part of staff capacity building.
- Responsible for advising and supervising the enumerators, reviewing the completed questionnaires, submission to the server and first descriptive line analysis.
- Oversee data entry process by designing data entry templates (when necessary) and supervise data clerk(s) during data entry.
- Analyze present data as well as communicate survey/ assessment findings with field teams.

### **Quality Management**

- Coordinate the technical aspects of field M&E operations such as obtaining latest population data to enable sampling frame preparation before a survey.
- Actively participate in designing questionnaires for surveys and assessments on digital format and assist with troubleshooting when required.
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- Ensure smooth and timely flow of information from survey preparations, implementation, results sharing and report writing.
- Design enumerator training material for implementing household and other surveys as required.
- Train project field team members on M&E and survey methodologies such as LQAS and cluster sampling as part of staff capacity building.
- Responsible for advising and supervising the enumerators, reviewing the completed questionnaires, submission to the digital server and first descriptive line analysis.
- Oversee data entry process by designing data entry templates (when necessary) and supervise data clerk(s) during data entry.
- Analyze present data as well as communicate survey/ assessment findings with field teams.

## **Qualifications**

### **Candidate Profile**

#### **Education**

- Bachelor's Degree related to statistical analysis preferred. Relevant degrees in social sciences, communication, development studies, a Post graduate Diploma in Project Planning and management or a related field will be an added advantage.

#### **Experience**

- Minimum 5-8 years' experience in setting up and implementation of MEL systems for complex programs.
- Candidate should be able to work independently – with minimum supervision and guidance from supervisors.
- Good knowledge and strong demonstrated experience in monitoring, evaluation, accountability and learning, including participatory approaches.
- Experience in and the ability to facilitate capacity building and training at different levels for MEL and Non-MEL staff.
- Work experience in East Africa is an added advantage

#### **Skills and competences**

- Excellent written and oral English and communication skills are required.
- Excellent coordination and organizational skills.
- Ability to plan workload and demonstrate accountability for outputs with minimal direct supervision.
- Ability to work under pressure, ability to prioritize and commitment to meet deadlines.
- Experience with statistical packages (e.g. SPSS, STATA) and familiarity with IT applications to support MEL and information management is an added advantage. Well-developed analytical skills.
- Ability to oversee the complete MEL needs and Data bases.
- Skill to facilitate and organize the team into a learning team.

- Be curious, open to learn and interested in change processes.
- Be gender sensitive.
- Only Female candidates must apply for this role

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## **JOB:8**

**Job Title: Senior Internal Auditor**

**Job Location: Kampala Uganda**

#### **Job Summary:**

Under the Direct Supervision of the Secretary General, The Internal Auditor will support the Internal Audit function in ensuring an independent systematic, disciplined approach to evaluate and improve the effectiveness of policies, procedures and standards designed to add value and improve operations.

- To perform a risk based audit for each audit engagement including documenting the scope letter, performing a risk assessment, audit program, fieldwork and report.
- To execute all work assigned in line with approved Internal Audit methodology and within the time allocated per assignment.
- Identify and evaluate significant risk exposures in the control processes and make appropriate recommendations for improvement.
- Ability to identify audit areas where Computer Assisted Audit Techniques (CAATS) can be utilized.
- Adequately document all the work performed in evaluating the effectiveness and efficiency of the internal control systems in the Organization.
- To adhere to the timelines as stipulated in the methodology in terms of completion, reporting and submission of quality audit work (QAR).

- To adhere to appropriate audit processes and methodology in place and continuously be improved.
- Support the on-going development, training and personal growth of the team.
- Keep abreast of relevant changes and trends related to Internal Auditing.
- Ensure that all client queries are dealt with proactively, accurately and within agreed timeframes.
- To document, discuss and clear audit findings in conjunction with the manager.
- Communicate results in writing including, objectives, scope, applicable conclusions, recommendations, and action plans.
- To supervise and mentor assistants on specific audits.
- To assist in the preparation of reporting packs for senior management.
- To assist/execute adhoc assignments when the need arises.
- To perform and develop a risk based audit approach for each audit engagement.
- Any other assignment as delegated/assigned

### **Qualifications, Skills and Experience:**

- The applicant should hold a first degree preferably in B.Com (Accounting/BBA (Accounting)/ Business Management/ /Finance/Economics/Statistics.
- Level II professional qualifications of ACCA, PEACE AND CHILD PROTECTIONA or CIA.CISA/CFE professional qualifications & Certificate in risk-based auditing will be an added advantage.
- Hold a valid membership with a professional body.
- At least three years of external or internal audit experience in a reputable organization.
- Working knowledge of audit procedures, including planning, techniques, test and sampling methods.
- Working knowledge of computerized accounting and auditing systems
- Good interviewing skills
- Good investigative skills
- Excellent report writing skills
- Excellent oral and written communication skills
- Good Interpersonal skills – tactful in dealing with people
- Good analytical skills
- Good negotiation skills
- Evidence of a non-judgmental approach regarding race, religion, culture, sexuality and lifestyle is critical.
- Female Candidates are preferably encouraged to apply for this position.

### **How to apply:**

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# **JOB:9**

## **Job Title: Senior Procurement and Logistics Manager**

**Job Station:** Kampala Uganda

**Job Summary:** The Procurement and Logistics Manager is responsible for the efficient coordination and management of procurement functions for HWI-Uganda's office. Supply Chain must be able to rapidly procure Program supplies, services and equipment, whilst ensuring best practices and maintaining audit-compliant records.

### **Key Duties and Responsibilities:**

- The implementation and / or maintenance of standard HWI-Uganda procurement policies and procedures.
- Ensuring that procurement is carried out in accordance to HWI-Uganda and donor-specific policies.
- Attend all the procurement committee meetings.
- Coordination with Finance, Admin and program departments to ensure integrated internal controls, timely payment of vendors and full, audit able support documentation.
- Ensuring that a transparent and responsive procurement process is implemented and maintained.
- Routine communication, coordination and planning with the relevant requesting staff / programs regarding the order and delivery of supplies.
- Ensuring that all Supplies, services and equipment required are delivered in time.
- Establishment and maintenance of ethical, professional working relationships with suppliers.
- Maintain supplier information for regularly purchased items, and be informed of current local market conditions.
- Support and provide the appropriate training for procurement and program staff as required.
- Manage Procurement staff (Assistant etc).
- Advise the programme Coordinator and Program Managers on procurement-specific issues or improvements.
- Any other duties or tasked delegated by the senior responsible officer (SRO).

### **Qualifications, Skills and Experience:**

- The applicant must hold a BA (Procurement and Supply Chain /Logistics Management)
- Five years of experience in the same field.

- At least three years work experience in procurement, at least one year in a supervisory capacity.
- Strong sense of personal integrity.
- Attention to detail.
- Strong supervisory skills.
- Ability to multi-task.
- Team spirit and problem solving abilities.
- Knowledge of generic procurement procedures and practices (HWI-Uganda or NGO experience advantageous).
- Familiarity with major donor and local regulations / laws advantageous.
- Competent in spoken and written English
- Good mathematical skills.
- Competent use of PC especially spreadsheets.

The HWI-Uganda workers must adhere to the values and principles outlined Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the HWI-Uganda operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation

#### How to apply:

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## INTERGRATED HEALTH PROGRAMME

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# JOB:10

## REPRODUCTIVE HEALTH

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**Job Title:** Reproductive Health Program Manager

**Department:** Programmes

**Reports To:** Programmes Coordinator

### **Essential Job Duties/Scope of Work:**

International Medical Corps is a global, humanitarian, non-profit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, non-political, non-sectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

### **PROGRAM BACKGROUND**

HWI-UG runs an integrated humanitarian response including health, nutrition, mental health, psychosocial, physical rehabilitation, WASH, NFI, and protection programming for conflict affected individuals.

### **JOB SUMMARY**

The primary functions of the Reproductive Health Manager includes implementation and oversight of reproductive health services in camp and community settings serving the displaced population including implementation of the Minimum Initial Service Package (MISP), support to facilities providing emergency obstetric services and Maternal Neonatal and Child Health (MNCH) services; supervision and capacity building of staff; ensuring quality of services with training, supportive supervision, on-the-job training and standard quality assurance tools; internal and external coordination, and day-to-day administration of overall Sexual and Reproductive Health (SRH) program activity.

### **ESSENTIAL RESPONSIBILITIES**

- Manage all aspects of the Reproductive Health Program including recruitment, supervision and capacity building of all RH staff; review project proposal materials and develop a detailed implementation and monitoring plan and adapt program to changing context as needed. Discuss and agree with health program staff, RH service providers and other stakeholders on proposed activities, implementation and monitoring plan, roles and responsibilities of each team member.
- Ensure that all grant required activities, indicators and objectives are successfully met within the project timeframe and allocated budget
- Work with team on timely procurement and delivery of required commodities to avoid stock-outs
- Work with finance, logistics, HR/admin and security to ensure smooth implementation of project activities
- With the TEAM, develop ideas/proposals for new activities in SRH
- Work with Cluster Managers and Project Officers closely to update project monitoring plans and discuss challenges/solutions
- Design and conduct surveys and assessment to inform program strategy and approach
- Schedule regular site visits for monitoring and supervision where possible to ensure quality of services, accurate data collection and verify consumption rates of pharmaceuticals and supplies
- Guide Data Manager on compiling RH data and RH reports
- Regularly analyze data in conjunction with RH staff in order to build their skills in tracking

reproductive health trends and developing appropriate responses.

- Review RH MIS tools for any gaps in data collection and reporting
- Regularly update training schedule and ensure trainings are conducted as proposed to the donors
- Ensure appropriate treatment of beneficiaries in general, and mainly those requiring clinical RH services within IMC health program and ensure that the system for referral cases is developed and functioning efficiently and with optimal results
- Coordinate with other program departments to ensure integrated implementation of RH and gender base violence (GBV) services
- Attend coordination meetings and work closely with other partners in RH ensuring access to the services and to avoiding duplication of efforts
- Adhere to IMC Code of Conduct and internationally accepted humanitarian principles
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within HWI-Uganda and amongst beneficiaries served by HWI-UG

### **Qualifications:**

- Medical doctor, nurse or midwife with Bachelors in Public Health
- Must have at least 5 years professional experience in implementing reproductive health projects
- Must have at least 5 years' experience working with INGOs in humanitarian or development contexts previous emergency response, conflict/post-conflict experience preferred
- Must be able to provide hands on technical support to health providers
- Must be able to analyze and interpret data and to track performance against program indicators
- Must be fluent in written and spoken English; knowledge of local language is preferred
- Must be skilled in Microsoft Office
- Must be able to travel to field sites
- Must have excellent organizational skills and ability to handle multiple tasks in a dynamic environment

### **How to apply:**

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## WATER, SANITATION & HYGIENE PROJECT MANAGER

# JOB:11

**Job Title:** WASH Program Manager

**Department:** Programmes

**Reports To:** Programmes Coordinator

### MAIN OBJECTIVE

The Water, Sanitation & Hygiene (WASH) Program Manager (PM) is responsible for running and supervising water, sanitation and hygiene programs at all stages of the project management cycle. He/she is also responsible for accomplishing the program objectives and outcomes within the contextual constraints. The PM ensures the overall success of the program by making sure the WASH team completes the defined activities while adhering to internal standards and contractual obligations; and that the program is completed on time, within budget and with acceptable quality.

Further objectives for the WASH PM concern the capacity building and mentoring of staff; humanitarian needs identification through monitoring of the evolving situation; context analysis to contribute to the development of future programs; and internal coordination to reinforce AAH's integrated approach. Depending on the size and organizational structure of the mission, the WASH program manager reports to either the Programmes Coordinator.

### RESPONSIBILITIES

- Develop a program plan, ensure its smooth implementation, and manage the team's performance of project tasks and activities that may include, but are not limited to:
  - Construction or rehabilitation of water networks, gravity flow systems, wells or boreholes.
  - Implementation of latrines or other sanitation facilities.
  - Hygiene promotion and education.
  - Creation and training of management structures.
  - Cholera prevention campaigns.
  - Water treatment.
  - Water trucking and emergency water supply.

- Water provision for irrigation.
- Carrying out of assessments and post-implementation monitoring.
- Geophysical analysis.
- Capacity building of partners.
- Monitoring of sub-contractor work.
- Ensure appropriate design, construction and implementation of WASH hardware according to technical standards, as well as proper maintenance and use of WASH equipment.
- Develop and ensure the use of appropriate techniques and materials for hygiene promotion and training.
- Manage the WASH team human resources and provide technical support, training and capacity building.
- Manage the program budget through the passing of timely orders, the preparation of monthly forecasts and the monitoring of expenditure.
- Track the progress of activities, ensure the collecting of program indicators and provide on-time internal status reports and external donor reports.
- Identify and monitor risks, constraints or escalating issues, and inform the hierarchy accordingly.
- Ensure that all data and information is updated, well organized and easily accessible; and that lessons learnt and best practice are capitalized.
- Coordinate with other technical departments to ensure a common approach, synergy and sharing of information.
- Represent HWI externally and collaborate/coordinate with local authorities, counterparts, partners and stakeholders.
- Analyze and report on the evolving humanitarian needs and provide clear recommendations for interventions.
- Develop appropriate targeting criteria and mechanisms to ensure the needs of identified vulnerable groups are met.
- Participate in the development of new proposals and the HWI-UG annual country strategy.

## QUALIFICATIONS

- Degree in WASH related studies (engineering, public health, geology, etc.)
- Further qualifications in engineering in development related contexts preferred.
- Working knowledge of at least English necessary.
- Familiarity with GIS, data analysis software and water modeling software preferred.
- Professional, motivated, open, creative,, mature, responsible, flexible, culturally sensitive.

## **EXPERIENCE**

- Two years relevant work experience essential.
- Previous overseas experience essential.
- Experience in managing teams essential.

### **How to apply:**

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## NUTRITION PROGRAM

### **JOB:12.**

**Job Title:** Nutrition Program Manager

**Department:** Programmes

**Reports To:** Programmes Coordinator

#### **Job Purpose**

The Nutrition Project Manager, will lead administrative tasks of planning, organizing, supervising, and implementation of a medium sized nutrition programme. The Nutrition Project Manager will mentor, and supervise the Nutrition team to promote high quality nutrition implementation approaches. They will conduct various trainings on nutrition protocols, SMART surveys, and supportive supervision activities. They will perform assigned management duties closely working with other internal departments, to coordinate nutrition programme activities.

#### **Distinguishing Characteristics**

This is a professional middle management position that works very closely with the Programme Coordinator, with a focus on comprehensive implementation of nutrition project activities. The Nutrition Project Manager is a programme team member who will fully participate in key decision making for the nutrition program. The role has a significant administrative focus on comprehensive planning and quality delivery of nutrition activities.

#### **Key Accountabilities**

##### Technical

- ❖ Ensure quality and timely field level implementation of the Nutrition programme (OTP and TSFP), against set objectives, targets, work plans.
- ❖ Draft supervision guidelines to ensure quality delivery of Outpatient treatments for SAM and MAM in children under five years of age
- ❖ Draft and review Malaria Consortium treatment protocols and ensuring that implementation is in accordance national guidelines
- ❖ Conduct field assessments, identifying potential needs, designing and implementing response plans
- ❖ Mentor and coach the nutrition teams in treatment protocols, conducting supportive supervision, and provide refresher trainings on CMAM
- ❖ Coordinate with the Monitoring and Evaluation Manager on trainings and implementation for
- ❖ Nutrition Surveys (e.g. SMART, SQUEAC, KPC)

- ❖ Support regular nutrition programme evaluations, rapid assessments identifying needs and making practical recommendations on how to address them.
- ❖ Coordinate with the Referral Programme officer to establish mechanism for tracking referrals
- ❖ Enhance integration of nutrition activities with other key health programs and coordinate with
- ❖ The health communications officer on establishing strong BCC and outreach activities.
- ❖ Facilitate the conducting of focus group discussions with relevant communities for feedback on Programme activities

### **Project management**

- ❖ Lead the nutrition team, and working with the Nutrition Project Officers supervise nutrition programme implementation;
- ❖ Oversee nutrition job description reviews, recruitment, orientation and performance reviews for the nutrition team.
- ❖ Develop nutrition activity work plans based on the program annual work plan and implement activities in a timely manner.
- ❖ Ensure that implementation of nutrition activities is well coordinated with HWI activities
- ❖ Coordinate with the Monitoring and Evaluation Manager in compiling monthly nutrition reports quarterly analysis trends and how to improve quality of reporting
- ❖ Coordinate with the Monitoring and Evaluation Manager to review nutrition reporting indicators and reporting tools.
- ❖ Coordinate with the Logistics Manager to improve supply chain management and accountability for nutrition supplies
- ❖ In consultation with technical leads, contribute to development of nutrition project proposals and project budgets.
- ❖ Participate in relevant coordination meetings, collaborate and build strong relationships with other implementing partners in Uganda.
- ❖ Support local programme supervision visits from donors, MoH or authorities or any other relevant parties as assigned by the Programmes Coordinator.

### **PERSON SPECIFICATION**

#### **Qualifications and Experience:**

##### **Essential:**

- ❖ Nutritionist with Advanced degree in public health or related discipline preferred.
- ❖ Demonstrated 3 years plus in program and budget management experience
- ❖ Experience in conduction nutrition surveys (SMART surveys)
- ❖ High competency with Microsoft Excel, other packages such as ENA.
- ❖ Experience working with donor-funded project
- ❖ Previous experience working in a developing country, particularly in either a nutrition or health program in a remote location

- ❖ Excellent interpersonal and teambuilding skills
- ❖ Ability to work in a challenging environment with few support services
- ❖ Excellent organizational skills
- ❖ Excellent written and spoken communication in English
- ❖ Willingness to work in a remote area of South Sudan, with common incidences of insecurity, and basic amenities
- ❖ Patience and flexibility when working with people
- ❖ Desirable:
- ❖ Knowledge in basic security & communications training
- ❖ Positive attitude
- ❖ Interest in capacity building

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## COMMUNITY RESILIENCE AND LIVILIHOOBS

# JOB:13.

### **Purpose of the position:**

Contribute to achieving Hope Worldwide International-Uganda's (HWI-U) child wellbeing targets in designated intervention clusters through planning, monitoring and implementing the Community Resilience & Livelihood programme in line with applicable technical approaches and HWIU national strategy. Oversee roll out of best practices and models in a manner that promotes ownership, sustainability.

### **Key Outputs/Responsibilities.**

#### **Project planning and implementation**

- Manage all aspects of the Community Resilience & Livelihood Program including recruitment, supervision and capacity building of all CRLH staff; review project proposal materials and develop a detailed implementation and monitoring plan and adapt program to changing context as needed.
- Discuss and agree with programmes Coordinator, and other stakeholders on proposed activities, implementation and monitoring plan, roles and responsibilities of each team member.
- Supervise and monitor ongoing activities under the Community Resilience & Livelihood projects
- Ensure quality in the roll out of project models ensuring sufficient funds allocated to particular activities in annual plans
- Coordinate and oversee Community Resilience & Livelihood projects being implemented by partners and technical resource persons.
- Initiate and participate in Production and food production district Advocacy initiatives

- Liaise with the National office technical specialists for quality implementation of Community Resilience & Livelihood projects.
- Ensure cross cutting themes are mainstreamed in Community Resilience & Livelihood projects.
- Ensure operational integration with other HWI sectors in intervention areas such as Health, education and child protection.

Work with CSDAs to ensure Registered Children and their households are participating and benefiting from health programme interventions.

### **Technical support and training**

- Identify local level capacity needs and support capacity building activities for HWIU staff and partners to improve the quality of resilience & Livelihoods
- Participate in development /adaption of training curriculum/manuals for implementation in the program area
- Mobilization and conducting trainings to build capacities of staff and partners on Resilience & Livelihood models
- Provide mentoring and coaching to Farmer organizations helping in strengthening their organizational and institutional capacities
- Identify technical experts to train partner with in training farmer organizations and community groups
- Liaise with the National Office technical specialists on staff capacity building in community Resilience & Livelihood programming

### **Partnership and networking**

- Identify and build strategic linkages, relations, collaborations and networks with partners and other stakeholders in implementation at the District level.
- Participate and represent HWIU in key donor engagements and technical working forums at district, Region and National level when applicable
- Act as a Point of contact for consultation on issues to do with Community Resilience and Livelihood program.
- Work closely with District initiatives through the District Cooperative alliance and Production department Office

### **Research, Documentation and Evidence building**

- Effectively document all information related to project successes, innovations and promising practices and disseminate through appropriate mechanisms.
- Responsible for capturing child well-being indicators related to Resilience and Livelihood projects in the cluster
- Ensure identification of research areas, conduct research and document key learning
- Conduct information needs assessments in sustainable agriculture, value addition and marketing
- Spear head the Cluster Resilience & livelihood output & outcome monitoring processes
- Support processes of project baselines and evaluation of Resilience & Livelihood projects and interventions.

### **Quality Implementation**

- Track and manage budgets allocated for the projects across assigned APs

- Produce timely, accurate, compliant and quality reports
- Participant in Cluster management meetings and reflection forums
- Support implementation of grants and PNs in area of operation

### **Resource Acquisition**

- Identify and initiate viable funding proposals for resource acquisition to support Community Resilience & Livelihood programme interventions.
- Participate in resource mobilization through concept papers/proposal writing for fund raising and market them with support offices and other donors

### **Qualifications: Education/Knowledge/Technical Skills and Experience**

- A Bachelor's Degree in BSC Agriculture
- 5 years practical experience in food security programming including Natural resource management. At least three of which must have been involved in program planning, implementation, monitoring and evaluation.
- Good Training facilitation and coordination skills
- Experience in development of Proposals/concept papers development for fund raising
- Excellent Research, monitoring and evaluation skills
- Experience in conducting Needs assessment and report writing
- Must be a committed Christian, able to stand above denominational diversities.
- Highly motivated to achieve quality results and service
- Demonstrated accountability and integrity
- Ability to communicate effectively
- A good team player

- Ability to work with communities

#### How to apply:

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## EDUCATION PROGRAM

# JOB:14

### Description

Position: Program Manager-Education

Report to: Programmes Coordinator.

Location: Kampala – National Office

Purpose of the position:

As a technical program manager in Hope Worldwide International-Uganda, you will be responsible for operationalization of the technical program priorities. Provide overall leadership, oversight and management support for all aspects of education technical programming in operations divisions. Ensure technical program implementation is managed effectively and contribute to child well-being outcomes in line with national office strategic priorities and meets community and donor accountability in line with world vision's policies and standards.

### Key Outputs/Responsibilities.

Technical Programme Implementation Management

Provide strong and positive leadership to the field education technical program (TP) officers ensuring competent and motivated staff are hired and retained.

Support professional and personal development of education technical staff through on-the-job coaching, identification of learning and training needs and opportunities.

Ensure that education technical programme is managed and executed well as per plans within time, cost and budgets, meeting donor and community accountability.

Provide support to the regional program managers and cluster managers to monitor operations budgets, funding, expenditures and execution.

Ensure education technical program and all related projects achieve child well-being outcomes in line with the organization's priority framework and development approach, and national office (NO) strategic priorities and programme designs.

## Skills

- ✓ Training or certification in Portfolio and/or Programme Management with accredited institutions such as PMI, or IPMA.
- ✓ Ability to engage at a strategic level
- ✓ Good report writing skills is a prerequisite.
- ✓ Strong budgetary and financial management skills.
- ✓ Good project proposal writing skills
- ✓ Good interpersonal, organizational and time management skills.
- ✓ Ability to maintain performance expectations in diverse cultural contexts, stressful environments and physical hardship conditions with limited resources.
- ✓ Able to work on a cross-cultural environment with a multi-national staff.
- ✓ Ability to solve complex problems and to exercise independent judgment.
- ✓ Computer literate in Microsoft Office, Lotus Notes or similar database, email and internet programs.
- ✓ Ability to travel within country, regional and internationally.

## Experience Requirements

Minimum of 5 years managerial experience in Portfolio and Program Management with a thorough understanding of all areas of project management cycles in a complex, international development organization.

## Education Requirements

- ❖ Bachelors degree in Education , Management or other field applicable to developing country context
- ❖ Post Graduate Qualification in Project Planning management is preferred

## How to apply:

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# PEACE AND CHILD PROTECTION

## JOB:15

### ROLE PURPOSE:

The Senior Child Protection Program Manager will ensure the effective management and coordination of multi-area and multi-funded child protection projects. The Manager will lead the operational implementation of child protection projects while coordinating technical needs and overseeing related advocacy and emergency portfolio, The Peace and Child Protection Program Manager will ensure effective management of the overall grant with particular attention to contractual compliance, donor and the provision of proactive support to the Area Offices as required.

The role will maintain a coherent overview of implementation and performance against key Child well being indicators, monitor budgets and have forecasting oversight of overall grants and ensure appropriate, timely and accurate sharing of information with programmes Coordinator , and donors.

### SCOPE OF ROLE:

#### **KEY AREAS OF ACCOUNTABILITY:**

Programme Management (60%)

Manage and lead program-related strategic liaison with donor, area offices, Program

Support project Offices to meet agreed targets. To include regularly reviewing cross-programme performance data and programme management arrangements on a monthly basis, identifying and agreeing residual actions and mitigation activities with key project stakeholders and Hope Worldwide International Uganda members to ensure performance is maintained

Ensure the development and application of common standards, tools and practices for programme planning, implementation, monitoring, learning and reporting across the projects

Provide review of identified key risks, triggers and contingency plans related to the programme, and verify and support Area Offices to ensure risks are being effectively managed

Ensure the effective planning and implementation of activities that cut across the programme, including assessments, studies, capacity building initiatives, setting up and running of centralized data management, evidence and knowledge management, and dissemination activities

Work with the members, MEAL Technical Advisor, and MEAL Managers and other technical advisors, to establish effective monitoring systems in relation to programme activities, budget allocations and financial expenditure.

Review work plans, procurement approaches and key programme elements, including contributing to effective programming and accountability to the donor.

Work closely with colleagues at the Area Office to maintain an accurate and timely budget analysis of the awards detailed oversight of forecasting and financial performance, to support and ensure grant components forecast effectively

Maintain detailed understanding of budget flows, and the impact of this on budget forecasting

Hold monthly calls with each component's implementation team to discuss financial performance and review.

Lead discussions on necessary and timely budget realignments, and provide oversight of budget revisions with Area Offices.

### **Technical Support and Coordination (20%)**

Ensure communications with the Peace and Child Protection program donors as needed but in consultation with the secretary general and Programmes Coordinator.

Facilitate and support productive lesson learning across the Peace and Child Protection programs and liaise with the MEL team for documentation.

Maintain regular communications with the members to update on progress, financial performance, early identification of any issues, and communicate any delivery support required.

### **Reporting (10%)**

Institute a practice of producing a harmonized quality programme reports by the areas office for Peace and Child Protection programs, develop relevant tools and training of staff

Ensure the production of a consolidated, evidence-based and high quality technical/narrative and financial reports to be submitted to the donor

Ensure adherence to all Hope Worldwide International Uganda reporting requirements

### **Advocacy (10%)**

Advocate on key and sensitive Peace and Child Protection concerns in key events and coordination structures Collect information needed to support HWI-UG's advocacy strategy

Maintain a strong relationship with Peace and Child Protection field officers and Programmes Coordinator to ensure timely and accurate advocacy activities.

### **General**

Comply with Hope Worldwide International Uganda policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures

### **SKILLS AND BEHAVIOURS**

#### **Accountability:**

Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling the Hope Worldwide International Uganda values

Holds partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

#### **Ambition:**

Sets ambitious and challenging goals for themselves and takes responsibility for their own personal development

Future orientated, thinks strategically and on a global scale Collaboration:

Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, members and external partners and supporters

Values diversity and different people's perspectives, able to work cross-culturally

#### **Creativity:**

Develops and encourages new and innovative solutions

Cuts away bureaucracy and encourages an entrepreneurial approach

#### **Integrity:**

Honest, encourages openness and transparency, builds trust and confidence

Displays consistent excellent judgment

### **QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:**

## Required

At least 5 years of management experience in emergency, fragile state or development programmes at national level

Management experience implementing capacity building programmes in complex settings

Management experience in one or more of the following programmes: child protection, partnerships, institutional capacity building or organizational development

Experience of remote managing programmes in complex settings

Proven capacity to supervise, and coach staff and partners on both technical and programme management skills

Experience of and commitment to, working through partners and contributing to partnership strategies at large

Ability to analyze information, evaluate options and to think and plan strategically

Ability to write clear and well-argued assessment and project reports

Proven ability to represent the organization to donors and other stakeholders

A team player who is able to work collaboratively and with people of diverse backgrounds

Politically and culturally sensitive with qualities of patience, tact and diplomacy

A high level of written and spoken English

## How to apply:

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# **JOB:16**

## **Records Analyst Assistant**

**Reports to: Monitoring, Evaluation and Learning Manager**

### **Job Summary**

Under moderate supervision, performs and coordinates department records and information management function. Conducts inventories and analysis to determine departmental record-keeping requirements. Develops and administers retention schedules. Consults with County departments and the public in matters related to both active and inactive records. Creates and maintains computerized records and electronic tracking systems, and implements office procedures for these systems. Coordinates transition of inactive records to final disposition.

### **DISTINGUISHING CHARACTERISTICS:**

This is the second in a series of four records analyst-related job classifications within the Professional Support job family. This classification performs duties pertaining to records analysis, storage and management and also performs other routine office duties. This classification is distinguished from the Records Analyst in that incumbents typically have less experience, do not act in a supervisory capacity and perform other routine office duties requiring a lower level of knowledge, skills and abilities.

### **Duties and Responsibilities**

- Monitors daily RMS transactions and performs quality assurance checks to ensure system accuracy and integrity.
- Conducts record inventories and analysis to determine departmental record-keeping requirements.
- Maintains and administers retention schedules. Consults with department's divisions in matters related to both active and inactive records. Coordinates daily transactions pertaining to records stored with offsite storage vendor. Assists in the transition of inactive records to final disposition.
- Maintains computerized databases, spreadsheets and electronic records management system. Performs various clerical and administrative tasks involving processing of forms, letters, data entry/retrieval, equipment maintenance and inventory control.
- Serves as primary back up for department's Mail Services.
- Receives, authenticates, maintains, disseminates, and tracks departmental records and information. Assigns, oversees, and documents the sealing or destruction of records as mandated by establishing procedures. Provides plain or certified copies of records upon request. Interacts with the general public by handling records requests. Responds to requests in person, by mail, and by telephone in accordance with established policies, procedures and regulations.

- Examines and evaluates records-management systems to improve existing methods for efficient handling, protection, and disposition of records and information. Reviews records and reports to determine proper media (paper, microfilm), reproduction processes, and electronic data processing required. Recommends changes or modifications in procedures, utilizing knowledge of departmental processes, uniform coding systems and filing methods. Provides policy, procedural, and technical advice on less complex records management issues.
- Conducts inventories and performs analysis to determine departmental recordkeeping requirements. Evaluates and assesses long-term security of departmental documents and document management systems, implements security goals and objectives in the development and enhancement of electronic workflow and filing systems.
- Coordinates the conversion of digital images to microfilm and the maintenance of microfilm libraries and inventory. Prepares documents for imaging, operates electronic scanning equipment, and converts scanned material to digital format. Performs image validation to ensure all documents are imaged and indexed correctly. Ensures safety, security, and confidentiality of digitized records.
- Compiles and maintains statistical reports to track data, extracting and compiling data from multiple databases. Maintains production reports. Edits and inspects documents to ensure the integrity of the document. Implements quality control procedures for all records.
- Reviews records retention policies and schedules to determine timetables for transferring active records to inactive or archival storage, for reducing paper records to micrographic form, or for destroying obsolete or unnecessary records. Monitors the storage and disposition of records according to approved retention schedules and to ensure compliance with all applicable Federal, State and Local regulations. Coordinates off-site records storage, including contracts with storage providers. Makes technical recommendations relating to the design and operations of off-site records storage.
- Coordinates special projects (disaster recovery, inventories), serving on committees, as required. May train others in records management procedures.
- May perform various clerical and administrative tasks involving processing of forms, letters, data entry/retrieval, equipment maintenance and inventory control.
- Performs other job-related duties as assigned.

### **Minimum Requirements**

#### **Education and Experience:**

Bachelor's degree in Records Management, Public Administration, Business Administration, Library and Information Sciences;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Preferred:

Prefer experience in the following

- Records inventory, appraisal and analysis for retention purposes.
- Operating a records management software system.
- Converting paper documents to digital images. Includes use of scanning equipment and software.
- Proficient using Microsoft Office Access (tables, query, and reports)
- Maintaining a large volume paper-based filing system

### **Knowledge, Skills, and Abilities:**

#### **Knowledge of:**

- Aware of Local and Country laws, rules, regulations and guidelines applicable to records management.
- Sources of information and records, including public databases, governmental statistical data, and official States, County, and City data.
- Standard practices and techniques of records management, including file management techniques.
- Principles and procedures of record keeping.
- Records and Information Management technologies.
- Computer equipment to include word processing, spreadsheets, databases and records management software applications.
- Business letter writing, grammar and punctuation, and report preparation.

#### **Skill in:**

- Interpreting a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Using basic arithmetic, including calculating figures such as proportions, percentages, areas and volume.
- Evaluating value and type of documents.
- Problem-solving and decision-making.
- Conducting records inventory.
- Conducting research.
- Interacting with the public and providing customer service.
- Both verbal and written communication.

#### **Ability to:**

- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulation.
- Communicate effectively, present information and respond to questions.
- Maintain databases.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Apply concepts of basic algebra and geometry.

- Compile and analyze data, and to write clear and comprehensive reports, business correspondence, and procedure manuals.
- Establish and maintain effective working relationships with departmental support staff, other County employees and officials, representatives of outside agencies, clientele, attorneys, judges and the general public.

#### How to apply:

You may download the Job Application Form from the organization website: [www.hopeworldwideuganda.org](http://www.hopeworldwideuganda.org). Visit Resources, in it you will be redirected to Jobs where you can access our Application Form, fill it and attach your personal testimonials as one PDF Document and send back to us using the email [info@hopeworldwideuganda.org](mailto:info@hopeworldwideuganda.org). N.B: No hand delivery application will be accepted. Deadline: 28<sup>th</sup> February 2020. At mid night hours.