Career Opportunity at CARE International in Uganda

About CARE International

CARE International has been active in Uganda since 1969 and working in the country continuously since 1979, implementing a diverse portfolio of programs and projects ranging from emergency services to economic development and civil society building. Our current programming targets Women, Girls and youth as well as vulnerable groups such as the extreme poor, internally displaced people, children to provide assistance and opportunities for empowerment and sustainable development through addressing the underlying causes of poverty grounded on careful and thorough analysis of power relations between different groups in society and the local context in which they live and work. Our programming is guided by our core values of transformation, Integrity, Diversity, Equality and excellence.

CARE International in Uganda seeks to recruit highly motivated and qualified humanitarian and development professionals with genuine commitment to fill up the following positions of:

1. Emergency Response Manager- Re advertised (1 position): Location: Kyangwali

Please note that whoever applied in the first advert was not successful.

JOB SUMMARY

The Emergency Response Manager (ERM) is responsible for managing the Emergency Response project(s) responding to the DRC refugee influx emergency response, in partnership with local partners where relevant. S/he seeks guidance from other Specialists on the team for other technical components, such as Protection, Gender Based Violence (GBV), Engaging Men and Boys (EMB, Role Model Men (RMM) shelter, livelihood, and Sexual and Reproductive Health and Rights (SRHR).

The Emergency Response Manager may manage a number of initiatives depending on funding, and the number will vary over time. The ERM is responsible for managing all aspects of the project(s), including Human Resource Management of staff assigned to particular project(s), planning and timely quality implementation of the initiative(s) in line with approved proposal(s) and work plan(s), financial management of grant(s) in line with approved budget(s), overall compliance of project(s) in line with organizational and specific donor rules and regulations, management of assets assigned to the project(s), monitoring, evaluation and reporting.

Specific responsibilities and tasks:

Responsibility 1: Management of initiative(s) (30%)

1.1. Drawing from the objectives and agreed upon key activities in the project proposal(s), develop implementation plan(s) and related budgets while ensuring synergies between the different initiatives where applicable.
1.2. Ensure DIPs (Detailed Implementation Plans) are followed and closely monitored for each initiative to ensure timely implementation of activities and within available resources, and immediately report any problems or deviations from plans.

1.3. Ensure logistics for all training, capacity building, research and other events have been prepared and organized in line with CARE’s & donors’ internal procedures and to create the best possible environment and conditions for participants in these different events.

1.4. Responsible for monitoring the initiative(s)’ budget, reviewing monthly expenditure reports and ensuring budgets are used in accordance with CARE’s and the donors’ rules and regulations. This involves planning and designing activities in ways that fit the available budgets, reviewing monthly expenditure reports, working closely with finance to prepare accurate and timely donor financial reports and ensuring allocation of expenses to the right budget lines, preparing quarterly projection of needed funds, pipeline projections, etc.

1.5. Responsible for preparing procurement plans for all goods and services related to these initiatives, according to approved budgets and activity plans and in line with both CARE and the donors’ procurement rules and policies.

1.6. Ongoing identification of staffing needs in managed initiative(s), recommends changes of staffing structure as needed and develops / adapts job descriptions as needed.

1.7. Direct supervision of staff assigned to initiatives under direct management, which includes development of annual performance objectives and proactive management of performance through day to day guidance and coaching, formal mid-term and annual performance reviews and support to staff to achieve their personal and professional development objectives.

1.8. Ensures synergy across the supervised initiatives as well as efficient use of resources across initiatives and also with other initiatives under CARE’s Humanitarian Program.

2.1. Ensure initiative(s) under direct management have results based monitoring and evaluation system in place with SMART indicators, with the engagement of local partners and the development of a learning system that not only generates quantitative data but allows for ongoing collection of participants views on the programs’ relevance and success.

2.2. Ensure that project indicators are sex disaggregated and gender sensitive.

2.3. Ensure each project has a database to allow keeping track of project participants in each component, without double counting across components.

2.4. Ensure CARE and partner staff are trained on the developed monitoring and evaluation system.

2.5. Coordinate and manage the design of the base line, midterm review and end line and final evaluation.

2.6. Facilitate and document regular project reviews with key partners and ensure these reviews inform project implementation and are used to improve project quality.

2.7. Writes and support direct reports to write briefs, human interest stories and papers that can be used for advocacy or information purposes.

2.8. Supports team members and partners to write reports on their sector of intervention and coordinates process of consolidation of reports for internal purposes as well as donor reports, as per guidelines of the donor; It is critical to ensure reports are a true reflection of implementation and reflect progress as well as challenges and lessons learnt.

2.9. Ensure learning products are developed in coordination with relevant colleagues.

2.10. All the above is in close collaboration with and technical support from the MEAL Humanitarian Advisor.

3.1. Identify local partners with capacity and interest in emergency programming in our humanitarian area of operations and collaborate with Grants and Contracts to conduct due
diligence and organizational capacity assessments in line with policies before signing MOUs with them.

3.2. Ensure selected partners who will implement activities with CARE as sub grantees have clear MOUs, Scopes of Work and detailed budgets as per policy and are very clear about their role.

3.3. Ensure partners’ capacity development plans are developed based on findings of due diligence and capacity assessments; Ensure on-going capacity building at institutional, organizational and technical level, including attention to Gender Equity and Diversity.

3.4. Manage relationships with these partners to ensure deliverables are met timely and with the required quality; In cases where partners also work with CARE’s long term development program team, this may involve coordinating with colleagues in other parts of CARE Uganda.

3.5. Ongoing review and assessment of partners’ performance and provision of support as needed through development, implementation and monitoring of partners’ capacity development plans and close tracking of progress against scopes of work, work plans and budgets.

3.6. Propose revisions of SOWs, work plans and budget of partners as needed.

3.7. Ensure partners’ reports, both financial and narrative, are submitted timely and analyzed and that feedback is shared with partners.

3.8. Ensure all partners’ agreements are in line with CARE’s sub agreement policy.

3.9. Ensure partners have in-depth knowledge of the projects’ objectives and strategies.

3.10. Ensure that partners are involved in all critical moments and events of the projects (design phase, consultancies, planning meetings, review meetings, baseline, midterm review, end line, steering committee meetings, etc.) and that all key information is shared with them in a transparent manner and in real time;

Responsibility 4: Quality assurance and program development of gender, youth and conflict sensitive interventions (25%) Key Tasks:

4.1. Support team to develop, resource (through proposal writing) and implement innovative interventions with a view of building the refugee community self-reliance, increase their resilience, and increasing their protection (including the reduction of GBV risks).

4.2. Ensure proposed interventions: • Promote gender equity; Reduce the risk exploitation and abuse, including of GBV by offering dignified and enhancing opportunities to vulnerable groups, with a focus on refugee women and girls; • Are at least environmentally friendly and if possible even have a positive impact on the environment; • Do not exacerbate the risk of conflict between groups of refugees and between refugees and hosting communities; • Focus on youth and take the specific needs and potential of women, girls, men and boys into account; • Lead to Women and Girls Economic Empowerment and resilience; • Promote innovations including use of cash, use of ICT and mobile technology, pilot new ideas; • Build on CARE Uganda’s strengths in Women’s Economic Empowerment and on relationships with existing partners.

4.3. The ERM will supervise all studies, assessments, and research in all his/her project(s). This may include identifying research needs, developing TORs for consultants, protocols for research, supervising consultants, etc. 4.4. Ensure coordination with other actors in the Western region, with a focus on areas of operations, including representation of CARE in relevant technical working group coordinated by UNHCR and any other relevant coordination platforms;

Responsibility 5: Any other duties (5%)
Relationships and Collaboration: This is a middle level management position in CARE and it is therefore important that the position holder exercises both sensitivity and responsiveness to the needs of the program, staff and partners, as well as the mission, program directions, policies, procedure and core values of CARE International. S/he will have close and joint planning, coordination and collaboration with Humanitarian staff in the region, and implementing partners. In addition, collaboration will be required with governmental (OPM, Local district governments) and non-governmental counterparts (other INGOs) and stakeholders (UNHCR). The ERM will directly supervise staff assigned to projects under his / her supervision. S/he will coordinate relevant activities of implementing partners with other CARE programs when relevant.

Work conditions The position is based in the West/South West region of Uganda and will operate from CARE’s Field office (TBD) in the region. A significant amount of time (at least 50%) is expected to be spent in the refugee settlements and hosting communities, liaising with partners, local government and other stakeholders within the area of operations. It is essential that the ERM maintain a close effective presence in the field to ensure proper management supervision guidance and leadership on field activities. However, s/he will be required to travel to Kampala and elsewhere, including potentially abroad, from time to time for meetings, training events, etc.

Minimum Qualification and experience: The ERM will have a suitable combination of experience and relevant training in the following technical and programmatic requirements for the post.

**Academic Qualifications**

- Bachelor’s degree in Economics, Rural Development, Agriculture or related field (though a Master’s degree is preferred)
- Expert level knowledge and at least five years practical experience in humanitarian programming in rural Uganda, preferably with refugee and / or displaced populations.
- Experience in GBV and/or Protection
- Experience in the use of ICT in humanitarian programs required.
- Experience with youth livelihood programs preferred.
- Advanced knowledge and at least 5 years of proven practical project management experience (managing at least three different grants at once), including strong skills and experience in M&E, report writing, participatory planning, financial management, Human Resource Management.
- People manager with proven experience managing diverse teams and individuals’ performance for success.
- Excellent verbal and written communication skills in English.
- Computer literate (email, word processing, spreadsheets,)
- Personally committed to gender equality and women and girls’ empowerment with ability to lead to organizational change processes that aim at making organizations more gender aware, gender committed and gender competent.
- Both a team player as well as able to work independently with minimum supervision.

**Required Competencies**

- Planning
- Proactive problem solving
- Contributing to team success
- Managing work
- Building partnerships
- Communicating with impact
- Initiating action
- Information monitoring
- Adaptability
- Stress tolerance
- Respect
- Integrity
- Diversity
- Excellence
- Accountability
- Committed to CARE’s GED Values.
2. **Agribusiness Coordinator-Re advertised (1 position): Location: Gulu**

*Please note that whoever applied in the first advert was not successful.*

**JOB SUMMERY**

The Agri Business Coordinator will be a dynamic team player with strong technical skills in Climate SMART agriculture, the gender intersection with agriculture, food insecurity and land ownership and farmer field business schools. He/She will be responsible for leading the strategic development, and mainstreaming of gender & SRHR in the agricultural component of the WAY program. This entails conducting gender analysis of the farmer groups and village savings and loan associations (VSLAs) in the eight districts of West Nile and Northern Uganda namely; Moyo, Adjumani, Arua, Agago, Amuru, Aleptong, Pader, Kitgum and Lamwo. He/She will be familiar with the development and humanitarian nexus and a passion for economic empowerment of women, promoting gender equality and diversity, engaging men and boys and curbing gender based violence. He/she will have strong mobilisation, networking and relationship building skills and familiar with working in various partnership frameworks at local Government and National levels. The Agri business coordinator will provide technical oversight in all capacity development interventions, needs assessment, mentorship and support supervision of the farmer groups. The position is based in Gulu. The Key Responsibilities for the position is to lead the design and roll out of the engendering of the agricultural elements of the WAY program, first and foremost. Provide advisory support and guidance to the initiative manager and the rest of the team. Roll out the Gender-Sensitive Livelihood Security approach, gender integration in farmer empowerment processes, build capacities of farmer groups gender justice and equality. He/She will also ensure periodic project reviews, documentation, and timely reporting.

**Responsibilities and tasks:**

**Responsibility 1: Technical support to IPOs (50 % of time): Assess, facilitate and strengthen the Capacity of partner organizations of NURI.**

**Tasks**

- Lead the gender analysis and SRH assessment of all the NURI Farmer groups, VSLA, District Agricultural extension personnel and partners.
- Develop capacity strengthening plans to adopt gender transformative programmatic approach that emphasizes gender equity and diversity.
- Conduct an extensive mapping of health care facilities and volunteers who need training in Gender equity and diversity and SRHR.
- Train identified NURI groups and partners in Gender mainstreaming and SRHR.
- Develop quarterly and annual implementation plans for the agricultural component of this program.
- Produce qualitative and quantitative monthly, quarterly and annual reports for this component which are evidence based.
- Provide tools, formats, manuals and guides to NURI partners to improve project quality e.g. story telling guides, project review guides, GBV toolkit, Gender self-assessment tools.
- Conduct TOTs in GED methodology, SRH, RMM among others
- Mentor, coach and monitor the progress of the NURI partners and groups
- Support partners to achieve timely project targets and outputs.
- Ensure that partners submit timely and quality reports
- Share monitoring progress reports on a regular basis.
Responsibility 2: Partnerships (25%) | Ensure a high level of coordination and nurtured relationships with partners and between partners to exploit learning, sharing and dissemination opportunities

- Develop and support an excellent and transparent working relationship between CARE & NURI implementing partners based on effective and timely communication
- Foster linkages and networking between CARE, health facility workers and other SRH partners in the private and public sector.
- Effectively represent the programme at relevant fora

Responsibility 3 Monitoring and Evaluation (20 % of time) | Work with the program staff, IPOs and the M&E unit/ to design and implement monitoring and evaluation systems

Tasks
- Participate in the development and continuous review of the overall project M&E systems
- Train partners on the operationalisation of the global MIS among the IPOs
- Contribute to the designing of monitoring and evaluation tools to collect relevant program information
- Participate in the preparation of annual implementation plans and project implementation reports
- Ensure accurate and timely reporting by partners.
- Provide Technical support to CARE Uganda projects involved in the NURI program.
- Participate in the preparation and documentation of lessons learnt and organize sharing of the documented lessons

Responsibility 4 Technical Support to WENG/WCC and Other CO programs: (5% of time): Work with WENG team to ensure technical implementation of gender mainstreaming interventions:

- Conduct capacity assessment studies intended to establish capacities needs of program components
- Develop capacity building strategies.
- Conduct TOTs in gender integration methodology, SRH for farmer groups among others
- Mentor, coach and monitor the progress of the staff

RELATIONSHIPS AND COLLABORATION
- This is a mid-level position in CARE and requires a degree of clear headedness, integrity, sensitivity and responsiveness to the needs of the program, mission and program directions of CARE International in Uganda.
- The jobholder is required to consult and make collective decisions on major operational issues, and procedural changes with the Enterprise skills Development Specialist.

AUTHORITY
The Agribusiness Coordinator works directly with NURI partners and will manage these partnerships according to CARE Uganda Cooperative agreement obligations and program work plans.
WORK CONDITIONS
The position is based in Gulu but a significant amount of time (70%) will be spent on traveling in support of the program in the other 8 districts of the program.

Job and Person Specification (requirements)
- Master’s degree in agro economics, gender studies, adult education, climate change and climate SMART agriculture or relevant Post graduate qualification.
- Advanced knowledge and at least five years of prove practical experience technically supporting gender transformative approaches.
- Experience and skills in effectively supervising technical specialists and managing performance for success in technical support teams with a focus on gender transformative approaches.
- At least 5 years of hands on professional experience in community development work (including working with institutions, understanding their culture, breaking taboos in conversations, ability to discuss sensitive topics such as masculinity and sexuality in a sensitive but direct way) with experience implementing gender transformative programs a must.
- Experience working with large, cross cultural teams with multiple deliverables is desirable.
- Strong inter-personal communication and facilitation skills; sound judgment and decision making skills.
- Ability to network, build relationships and establish collaboration with different partners, agencies local and international networks.
- Ability to link with community activists and social movements
- Knowledge and strong skills in M&E, report writing and documentation.
- Unshakable commitment to gender equality.
- Knowledge of languages used in the participating districts are considered an added value

3. Emergency Team Leader (1 position): Location: Arua

JOB SUMMARY
The Emergency Team Leader (ETL) is the leader of the Emergency Response Team, responsible and accountable for developing, coordinating and managing all emergency activities. The Team Leader is responsible for the quality and effectiveness of CARE's emergency response within his/her designated area of responsibility. S/He will spearhead the development of project operational plans, guidelines and approaches necessary for the effective delivery of project interventions. The Team Leader is accountable for project impact as laid out in the program logical framework. S/He will monitor the quality of project implementation and work closely with sector and project managers and coordinators in ensuring that projects are implemented within CARE’s programming principles and humanitarian accountability framework. The Emergency Team Leader has the overall responsibility for the security and wellbeing of emergency staff. The ETL will help position CARE Uganda to raise its reputation as a credible humanitarian actor, with a focus on Gender Based Violence prevention, care and support but also gender in
emergencies more generally as standalone components and / or integrated in other sectors (Shelter, protection).

**JOB RESPONSIBILITY 1: Assessment, Program Design and Planning (10%)**

- Ensure emergency assessments are conducted when necessary to complement existing data and understanding on the situation and to inform CAREs emergency response strategy based on the evolution of the situation; An immediate need and expectation from this position is to develop a Humanitarian strategy for the Country Office; Ensure all assessments are as much as possible conducted jointly with UNHCR, OPM and other relevant actors, as per country practice and expectations of Government;
- Ensure that CARE International Members receive regular situational reports and are aware of humanitarian developments and CARE’s response to them.
- Coordinate the development of all project implementation plans and budgets within the framework of the agreed emergency response program strategy.
- Assist and advise the Country Director and Program Director with securing donor funding for emergency projects.
- Oversee project design and proposal preparations for institutional and public funding. Develops and manage budgets as well as all needed documents / annexes for proposals.

**JOB RESPONSIBILITY 2: Project Management and Implementation of the Emergency Program (20%)**

- Maintain ongoing surveillance of the developing humanitarian emergency and adjust activities accordingly.
- Ensure adequate monitoring, reporting and acquittal of emergency response activities in accordance with CARE International’s humanitarian accountability framework, relevant SPHERE standards, and essential environmental mitigation measures.
- Ensure restricted funds from donors are used as per approved proposals, budgets and workplans; Actively monitor progress on implementation (timeliness, quality and impact) as well as burn rates and compliance with donor rules and regulations in general; Ensure timely and quality donor reporting (both financial and narrative) for all emergency response grants;
- Oversee management of the M&E system used by CARE Uganda, strengthen it as needed with a focus on records of beneficiaries by settlement, clusters, sex, age, family size but also record keeping on the volunteers we work with, the trainings they receive, how they report to CARE, the records on project outputs, etc
- Ensure that different sectoral activities are implemented in a coordinated and integrated manner.
- Ensure all emergency personnel understand and carry out their duties in accordance with humanitarian principles, core values, the Code of Conduct and SPHERE.

**JOB RESPONSIBILITY 3: Staff Management and Leadership (15%)**

- Monitor ongoing human resources issues and make recommendations and adjustments accordingly.
- Ensure CI RED members receive thorough briefings and information.
- In liaison with the HR staff make sure staff have suitable rest, relaxation and that wellbeing is addressed.
• Model all CARE’s core values with specific attention for Gender Equity and Diversity so that the team is inspired and motivated to also live and lead with these values;
• Create the conditions to ensure effective teamwork and morale.
• Ensure all HR policies (R&R, CTO) are followed and appropriate for an emergency response context, to ensure a rapid response while maintaining an acceptable level of accountability in regards to the recruitment.
• Conduct performance appraisals of emergency staff, ensure regular feedback and mentoring on individual performance.
• Promote a productive work environment respectful of the Code of Conduct with zero tolerance for verbal and physical abuse or discrimination against other persons on the grounds of race, color, sex or creed. Support the emergency team to establish a report compliant mechanism that is accessible and easy to use for the people served by the response as well as our partners, vendors, etc.

JOB RESPONSIBILITY 4: Representation and Public Relations and Media (10%)

• In coordination with CD and Program Director, establish and maintain constructive working relationships with other NGO’s, UN agencies, host government (Office of the Prime Minister, District leaders), bilateral and multilateral donors, and other principle stakeholders including the Refugee Welfare Council, the Police and / or military where present and if necessary.
• Ensure CARE’s representation and active participation in meetings organized by above actors at the local level (sectoral cluster meetings, District Coordination meetings, etc.)
• Support the Country Director and Media Officers (if so existing) to ensure positive coverage and the timely provision of situation reports and fundraising material to National Member Headquarters and the CARE International Secretariat. In doing so, ensure that the protocol for hosting journalists is strictly adhered to (licence obtained first from Minister, etc.)
• Ensure all information, publicity and fundraising material recognizes and respects the dignity of disaster victims, with particular attention, to victims of GBV (and adhere to CI specific communication guidelines for GBV survivors)

JOB RESPONSIBILITY 5: Safety and Security (5%)

• Ensure all emergency staff are fully briefed on all aspects of security, social and cultural norms and local conditions and behavior.
• Ensure all personnel understand individual and collective responsibilities for safety and security.
• Liaise with the Cl Great Lakes Security Officer (whether in-country or not) to ensure compliance with CARE International Security Guidelines and their effective application in the local context.
• Monitor the operational environment with respect to increased level of threat and advise the Country Office, Cl Great Lakes Security Officer staff, CARE International on additional measures required.
• Keep the Secretariat and other interested CARE members advised of changes and threats to the security of CARE staff, assets and operations in consultation with CD.
JOB RESPONSIBILITY 6: Program Support (20%)

- Ensure that program support functions are established and maintained in accordance with CARE International policies and procedures.
- Ensure the establishment and maintenance a functional procurement and supply chain management system.
- Ensure with the Logistics Officer the timely and appropriate establishment of all logistics infrastructure (warehousing / transport / distribution) and associated operating /monitoring systems.

JOB RESPONSIBILITY 7: Financial Management and Planning (15%)

- Ensure with the Finance Manager the establishment and maintenance of CARE International financial management and accounting systems for all CI RED assessment and response activities and assets.
- Ensure compliance with all donor regulations and reporting procedures

JOB RESPONSIBILITY 8: Knowledge Management (5%)

- Foster an environment where learning, and knowledge sharing are norms.
- Oversee transformation of knowledge management and dissemination system and promote an organizational culture of storytelling.
- Track innovations within and outside CARE to assure that organizationally CARE remains up-to-date and indeed cutting-edge in our approaches and ability to achieve scale and impact in CARE’s humanitarian work.
- Oversee and frame the identification and scaling of innovations; including cash programming, in humanitarian action that broaden our scope and impact on crisis affected populations; particularly women and girls.

Qualifications

Masters Degree

Experience/Technical Skills

- Minimum of 5 years humanitarian aid experience in complex and natural disasters.
- High level of all aspects of managerial experience.
- Experience in complex decision making and leading a multi-disciplinary, multi-national team under difficult circumstances, including partnership management.
- The highest level of expertise in representation and negotiation with governments and donors.
- Strong understanding of the humanitarian emergency operating context, including Sphere, the humanitarian system, donors, security, civil military liaison and program management.
- Relevant language skills for the country of deployment (English).
Experience in Emergency and Humanitarian programs management, policy & evaluation
Leadership, organizational development & strategy skills.
Planning, budgeting and financial management experience & skills
Internal communications, teamwork and collaboration skills
Shared and strong values of Gender Equity and Diversity in GBV programming

Competencies
- Leading with vision and values
- Strategic thinking
- Operational decision making
- Communicating with impact
- Collaboration
- Dealing with Ambiguity
- Motivating others
- Team building

Application Procedure:
Candidates who are interested in the above jobs should submit an updated CV and Application letter giving a day time telephone contact and names, telephone contacts and email addresses of 3 (three) work related referees only through our recruitment email ugarecruitment@care.org clearly indicating the job title in the email subject. CVs will be received until the 22nd June 2018. Please note that when you are successful for any of the above positions, CARE will need certified copies of your academic documents. For any questions please call our office on 0312258100/150

CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER
Please Note that CARE International in Uganda does not ask any applicant payment for any recruitment process