CARE INTERNATIONAL IN UGANDA

VACANCY

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 seeks to recruit highly motivated and qualified individual to fill the following position:

1. Consortium Manager: 1 Position: Location - Kampala

Job Summary

The Consortium Manager will be responsible for managing Eco systems Disaster Risk Reduction consortium of three international NGOs (CORDAID, Wetlands International) led by CARE and also including local implementing partners, targeting Districts of Abim, Kotido, Agago, Aleptong and Otuke in Uganda. S/he will facilitate an integrated participatory approach in project management, supervision, coordination, planning, and implementation among Consortium members and partners, across the various locations of operation with a focus on cross-learning, 360 degrees’ accountability, and monitoring integration aspects. S/he will oversee all project management, administration, procurement, financial and human resource management according to CARE and donor rules and regulations. S/he will ensure effective implementation of project’s visibility and communication plan. S/he will communicate regularly with CARE Netherlands, the CARE Member Partner (CMP) holding the donor contract about progress and challenges. The Manager will act as CARE’s and the Consortium primary representative for the project in local, national, and international level fora. S/he will facilitate smooth coordination between the Consortium members and local implementing partners and other agencies from central and Local Governments as well as agencies such as UNMA and Climate Change Department. The employee shall fully comply with all relevant policies, procedures and strategies of CARE Uganda and the donor and will model CARE’s core values and particularly CARE’s commitment to Gender Equity and Diversity and ensure CARE’s Anti-fraud and anti-corruption policies and Safeguarding policies are upheld by all Consortium Members and stakeholders engaging with the Project. The Consortium Manager will ensure effective reporting to donors both financial and narrative, development of work plans and budgets, undertake staff performance appraisals and ensure effective monitoring of Programme spending particularly burn rates.

Job Responsibilities

Responsibility 1: Overall management of Programme implementation: Provide leadership to the Programme, staff and partners. Oversee achievement of objectives. Ensure that Programme principles are upheld and applied 30%
- Responsible for the overall management of the project to facilitate integrated programming through the development and monitoring of a joint Detailed Implementation Plan for the project, drawn from each consortium member and implementing partner's own DIP;
- Monitor overall project implementation and propose adaptations in a timely manner to ensure objectives are met;
- Ongoing guidance to team members to fulfil the project’s strategic goals and objectives.
- Ensure compliance with EU DEVCO rules and regulations both for CARE as well as consortium members and implementing partners;
- Responsible for producing quality consolidated reports, including establishing joint reporting tools and mechanisms and quality and timely donor reporting, in close cooperation with relevant staff of Consortium partners
- Model CARE Organizational values and ensure they are understood by all staff and partners in the Consortium;
- Responsible for ensuring CARE’s Anti-Fraud and Anti-Corruption policy, CARE’s Anti-Discrimination and Sexual Harassment Policy and CARE’s Sexual Exploitation and Abuse (SEA) and Child Protection policy are applied through the entire Consortium and Implementing Partners with an effective Complaints, Reporting and Feedback in place for the whole project staff and beneficiaries; Provide overall leadership to the consortium partners
- Lead in organizing all project start up, closure and M&E processes including but not limited to; meetings with stakeholders, inception,
- Identify and facilitate strategic linkages amongst Programme partners and stakeholders, climate change networks, gender working groups and technical working groups under OPM.
- **Management of the partnerships and approval of partnership agreements under CARE Uganda:** Ensure quality of projects proposed by implementing partners selected by CARE Uganda. Develop the SOW for national implementing partner, work with the grants and contracts team to undertake the due diligence, undertake capacity assessments and corresponding capacity improvement plans. Ensure the sub grantee implements the agreements in accordance with CARE sub grants policy 2016 by ensuring timely delivery of outputs including reporting. Undertake period monitoring implementation of activities by partners and mentor the partner.
- **Manage staff:** Directly supervise CARE staff working on the project, which includes managing staff performance, developing and tracking annual performance plans, agreement and assessments, providing mentoring, coaching as required, address conduct issues as relevant, etc.
- **Oversee Programme, budgets, accounts and funding flows:** Oversee agreed budgets and work out budget revisions when required at CARE and coordinate with alliance members to ensure demands if any from EU DEVCO have been adhered to. Oversee consolidation of Programme reports, spending levels and funds requests. In collaboration with the finance and administration units ensure that financial and administrative norms and standards are maintained. Lead in timely donor reporting and effective impact documentation.

*Responsibility 2: Provide technical guidance to the Ecosystem Disaster Risk Reduction team a 25%*

- Oversee and guide CARE Implementing partner(s) and staff to identify and clarify Climate Change Adaptation tools and approaches, Ecosystems Management actions and Disaster Risk Reduction principles.
- Guide partners and staff on appropriate spaces for engagement, national and international Programmes of action related to Disaster Risk Reduction.
Ensure there is cross learning and synergies between ECO DRR, PfR and STRENPO.

Disseminate viable models and tools appropriate for project implementation based upon learning from the CARE Resilience framework, the PATHWAYS Programme, Adaptation, Learning and Practice, the National Climate Smart Agriculture Programme and Other Government programmes.

Responsible for gender responsiveness in all actions and decisions within Consortium (e.g. use of CARE Gender Marker)

Provide technical oversight, conceptual guidance to strengthen integrated risk management and inclusive risk governance by supporting development.

**Responsibility 3: Consortium Management and Coordination 20%**

- Ensure effective mechanisms for joint planning, integrated implementation, joint & participatory monitoring and management between consortium members;
- Support effective mechanisms for information sharing and cooperation among Consortium members and implementing partners at all levels.
- Act as secretary for the initiative steering committee.
- Support Institutional strengthening actions of the catchment Management organization: lead in organizing meetings of the Catchment Management Organization, write Minutes and ensure coordination of activities.
- Organize thematic and quarterly project coordination meetings with CORDAID, Wetlands International and CARE and implementing partners.

**Responsibility 4: Ensure Programme quality and Learning 20%**

- Lead the knowledge management and documentation of program work such as developing policy briefs, proposals and campaign materials based upon research.
- Responsible for developing the project’s integrated Monitoring, Evaluation, Accountability, and Learning (MEAL) framework, with support from the MEAL specialist, including a common beneficiary database that can be used by other consortia for referrals of beneficiaries;
- Ensure the project base line, MTR, end line and final evaluation are conducted in a timely and quality manner;
- Ensure joint field missions to support and assess the delivery of the integrated aspects of programming
- Ensure that learning workshops are regularly held and well documented, at which field staff can share successes and seek to resolve challenges & ensure regular learning products are developed;
- Responsible for ensuring visibility across all project areas as per donor’s policies.
- Ensure the CO dash board, PIIRs are done on time.

**Responsibility 4: Any other duties as assigned by the Supervisor 5%**

- Represent CARE on steering committees, working committees and task forces where nominated.
- Externally, Manager will maintain regular contact and dialogue with the programme's strategic partner organizations, key Government Ministries. Regular contact, information sharing and collaboration will also be nurtured with other key stakeholders working within the sector; both at national, regional and international level.

Any other task as needed.

**Contacts/Key Relationships/Collaboration:** The Manager will report to Programme Manager WENG. S/he will keep daily contact with the staff members as well as with staff members in the Country Office that
provide management, financial and administrative support to the Programme. The Manager will have frequent discussions and consultations with CARE Netherlands, concerning key developments and decisions in ECO DRR. Close interaction with Consortium Members

**Authority:** The Manager has the overall responsibility for planning and implementing the ECO DRR Project as per his / her Authority Signatory Form and CARE Uganda policies, equivalent to a Project Manager

**Working Conditions:** This Position will be based at CARE’s Country Office in Kampala and have occasional field visits in Uganda and participation in regional and international activities. The expected time spent travelling is 60%.

**Qualifications:**

- A Bachelor’s degree in Environmental sciences, Natural resources management forestry, agriculture, and development studies, agriculture, nature conservation, and any other related discipline.
- A Master’s degree is preferred.
- A minimum of 7 years of management experience in development work preferably within Environment and Natural resources or agriculture sectors and with a gender lens;
- Demonstrated evidence of understanding of gender issues / barriers in the natural resources management sector and ability.
- Experiences in climate change adaptation programmes and ecosystems management
- At least 3 years working experience with an international organization.
- Experience in implementing projects in Disaster risk reduction.
- Computer literate (email, word processing, spreadsheets, PowerPoint)
- Strong financial management, budgeting and account procedures, management
- Experienced people manager;
- Excellent communication skills, both written and oral;
- Experience with fundraising and proposal development
- Good interpersonal skills are also desirable for the job.
- Experience in developing and nurturing partnerships and civil society strengthening.
- Team player
- Strong facilitation, coaching and mentoring skills.

**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 5th July, 2019. 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