CARE INTERNATIONAL IN UGANDA

JOB ADVERT

POSITION: Field Manager (2 positions: 1 for Kyaka and 1 for Kyangwali)

LOCATION: Kyangwali & Kyaka II

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 a highly motivated and qualified professional to fill the position of Field Manager.

JOB SUMMARY

Reporting to the Consortium Manager, the Field Manager will be responsible for;

- The overall coordination of consortium partners and activities in the area of operation.
- S/he will be responsible for and facilitate an integrated participatory approach in project management, supervision, coordination, planning, and implementation among consortium members and partners, in the location of operation with a focus on cross-learning and harmonization of common activities.
- S/he will oversee all project management, administration, procurement, financial and human resource management as required, according to CARE and donor rules and regulations.
- S/he will ensure effective implementation of project’s visibility and communication plan.
- S/he will also help facilitate the integration and alignment of the project(s) with CARE’s longer-term and humanitarian programming.
- The Field Manager will act as CARE’s primary representative in settlement and regional level fora.
- S/he will facilitate smooth coordination between the consortium members and other agencies such as the Government (OPM and local district), UNHCR, and other INGOs, active in the delivery of all relevant interventions to avoid duplication, leverage comparative strengths, and contribute to joint advocacy.
- The employee shall fully comply with safety and security procedures of CARE and should be accountable for it.
S/he will model CARE’s core values, commitment to Gender Equity and Diversity, and Safeguarding policies, and ensure they are upheld by all consortium members and stakeholders engaging with the project.

QUALIFICATIONS AND EXPERIENCE PREFERRED

- BA in management, development or humanitarian studies, or related field
- Master’s degree desired but a BA or BSc with sufficient proven experience is acceptable

SPECIFIC REQUIREMENT/SKILLS

- Experience with refugee protection and gender based violence programs required;
- Advanced knowledge and at least 5 years of proven practical complex humanitarian programs management experience 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.

Application Procedure:

Interested candidates should submit their application letters and most updated CVs including the names, day time telephone contact and email addresses of three work related referees through our recruitment email (ugarecruitment@care.org) by 27th March, 2020.

*Please indicate the job title in the email subject line.*

CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER.

*Please Note that CARE does not ask any applicant payment for any recruitment process.*

*For any questions please call our office on 0312258100/150*

N.B: Refer to the Job description below for more details about the job
CARE INTERNATIONAL IN UGANDA
JOB DESCRIPTION

Job Title: Field Manager
Program: Humanitarian Program
Location: Kyangwali & Kyaka II
Grade: E
Supervisor: Consortium Manager
Date Employed: April 1, 2020

Overall summary of post:

The Field Manager (FM) will be responsible for overall coordination of consortium partners and activities in the area of operation. S/he will be responsible for and facilitate an integrated participatory approach in project management, supervision, coordination, planning, and implementation among consortium members and partners, in the location of operation with a focus on cross-learning and harmonization of common activities. S/he will oversee all project management, administration, procurement, financial and human resource management as required, according to CARE and donor rules and regulations. S/he will ensure effective implementation of project’s visibility and communication plan. S/he will also help facilitate the integration and alignment of the project(s) with CARE’s longer-term and humanitarian programming. The FM will act as CARE’s primary representative in settlement and regional level fora. S/he will facilitate smooth coordination between the consortium members and other agencies such as the Government (OPM and local district), UNHCR, and other INGOs, active in the delivery of all relevant interventions to avoid duplication, leverage comparative strengths, and contribute to joint advocacy. The employee shall fully comply with safety and security procedures of CARE and should be accountable for it. S/he will model CARE’s core values, commitment to Gender Equity and Diversity, and Safeguarding policies, and ensure they are upheld by all consortium members and stakeholders engaging with the project.

This position will report to the Consortium Manager, as well work closely with the emergency response field staff, the Program Manager for Emergencies, and other CARE Uganda programs.

SPECIFIC RESPONSIBILITIES AND TASKS

Job Responsibility 1: Project management oversight (40% of time)

1.1. Drawing from the objectives and agreed upon key activities in the project proposals, develop quarterly detailed implementation plans (DIP) and related budgets while ensuring synergies between the different initiatives;

1.2. Ensure DIPs 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. Support the Consortium Manager 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. Develop CARE action plans, procurement plans, cash projections in a timely manner to allow for appropriate cash flow and goods and services timely availability, in line with both CARE and the donors’ rules and policies;

1.6. Ensures efficient management and use of the project’s resources in line with donor and CARE regulations;

1.7. Support the Consortium Manager in ensuring compliance with ECHO rules and regulations both for CARE as the prime as well as consortium members and implementing partners;

1.8. Ensure work plans and budgets are reviewed and revised from time to time to address any emerging issue.

**Job Responsibility 2: Supervise a team of CARE staff as per CARE HR policies**

2.1. Direct supervision of staff assigned to initiatives under direct management;

2.2. Development of annual performance objectives for each direct supervisee;

2.3. Proactive management of performance through day to day guidance and coaching, formal mid-term and annual performance reviews;

2.4. Support staff to achieve their personal and professional development objectives;

**Job Responsibility 3: Monitoring, Evaluation, Accountability and Learning (MEAL) and Reporting for APEAL (25%)**

3.1. Ensure the project achieves results based on Monitoring, Evaluation, Accountability, and Learning (MEAL) system with SMART indicators;

3.2. Support the Consortium Manager and MEAL Advisor in developing the project’s integrated MEAL framework, including a common beneficiary database that can be used by other consortia for referrals of beneficiaries

3.3. Ensure that project data collected are sex and age disaggregated, as well as vulnerability where relevant;

3.4. With the support of the MEAL Advisor, keep track of project participants in each component ensuring all partners put their data in the common beneficiary database;

3.5. Support the coordination of the base line, midterm review and end line evaluation in your respective locations;

3.6. Organise, lead, and document regular project reviews and learning meetings with consortium partners and ensure these reviews inform project implementation and are used to improve project quality;

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

3.8. Ensure consortium members produce timely and quality reports on their sector of intervention, ensure reports are a true reflection of implementation, and coordinate process of consolidation of reports for internal purposes as well as donor reports, as per guidelines of the donor;

3.9. Conduct frequent and regular field activity monitoring to ensure quality monitoring of interventions.

**Job Responsibility 4: Representation and coordination (35%)**

4.1. Represent the best interest CARE overall, and APEAL in the allocated work locations at all times and during inter-agency and safety and security related coordination meetings;

4.2. Nurture and manage excellent relationships with key partners including OPM, UNHCR, local district and sub-county authorities, and key partners;
4.3. Ensure APEAL is represented in relevant settlement and regional level technical working groups, i.e. protection, SGBV, legal, MHPSS, etc.

4.4. 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;

4.5. Ensure effective coordination and synergy across APEAL partners and implementation;

4.6. Ensure timely feedback on project reports or implementation is shared with partners;

4.7. Ensure all partners’ agreements and general operations are in line with CARE’s sub agreement policy;

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

4.9. Ensure all partners are trained on the consortium’s complaints feedback and reporting mechanism reporting, and provide reports in timely manner.

Job 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 OPM, UNHCR, and partners. The Manager will directly supervise staff assigned to APEAL project under his / her supervision. S/he will coordinate relevant activities of implementing partners with other CARE programs when relevant.

Work conditions:

The positions are based in Kyangwali and Kyaka II settlements. A significant amount of time (at least 80%) is expected to be spent in the field operational areas, liaising with partners, local government and other stakeholders within the area of operations. It is essential that the manager maintains a close effective presence in the field to ensure proper management supervision guidance and leadership on field activities.

Minimum Qualification and experience:

The manager will have a suitable combination of experience and relevant training in the following technical and programmatic requirements for the post

- BA in management, development or humanitarian studies, or related field
- Master’s degree desired but a BA or BSc with sufficient proven experience is acceptable
- Experience with refugee protection and gender based violence programs required;
- Advanced knowledge and at least 5 years of proven practical complex humanitarian programs management experience 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.

Required Competencies
• Timely decision Making
• Problem Solving
• Strategic Agility
• Gross Cultural Sensitivity
• Functional/Technical Skills
• Building Effective Team

Signed: ___________________, date: _________________

Field Manager
Signed: ___________________, date: _________________

Consortium Manager