POSITION: Livelihoods Coordinator

LOCATION: Kotido

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 Livelihoods Coordinator.

JOB SUMMARY

Reporting to the Livelihoods Specialist, the Livelihoods Coordinator will be responsible for;

I. For planning, designing, implementing, monitoring and reporting the Village Savings and Loan Associations (VSLAs) and Financial Linkages (FL) components of the project.

II. S/he will design strategies for selecting new VSLAs, YSLAs, strengthening existing VSLAs, and linkages of mature VSLAs to formal financial institutions and other private sector institutions.

III. The Coordinator will provide technical oversight in all capacity development interventions, needs assessment, mentorship and support supervision to partners on VSLAs and financial inclusion of the DINU project.

IV. The position holder will work with the Livelihood Specialist to build capacities of consortium members and relevant local government staff to promote successful delivery of the core aspects of the project.

V. S/he will ensure periodic project reviews, documentation, and timely reporting. The position holder is expected to have in-depth understanding of the financial inclusion sector in Uganda and more specifically Karamoja region.
VI. S/he shall be a dynamic team player with strong technical skills in entrepreneurship and economic empowerment.

VII. S/he must be familiar with the plight of girls and the inherent social norms and traditions that tend to marginalise their economic capacity and capabilities.

VIII. S/he must have a passion for youth and girls’ economic empowerment, promoting gender equality and diversity, engaging men and boys and curbing gender based violence.

IX. S/he will have strong mobilisation, networking and relationship building skills and familiar with working in various partnership frameworks at local Government and National levels.

X. S/he will work closely with the livelihood specialist and SRH to strengthen coordination and team work.

QUALIFICATIONS AND EXPERIENCE PREFERRED

- Degree in micro finance, business administration, business development, adult or relevant Postgraduate qualification

SPECIFIC REQUIREMENT/SKILLS

- Advanced knowledge and at least five years of proved practical experience technically supporting financial inclusion programs.
- Experience and skills in effectively delivering and supervising technical implementation of the DINU targeted financial inclusion interventions.
- At least 5 years of hands on professional experience in financial inclusion, community development work.
- Experience working in consortiums and large 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.

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 24th 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: Livelihoods Coordinator

Program: Development Initiative for Northern Uganda (DINU)

Location: Kotido

Grade: D

Supervisor: Livelihood Specialist

Date Employed:

JOB SUMMARY

The Livelihoods Coordinator position will be based in Kotido district under the DINU project. The position holder is responsible for planning, designing, implementing, monitoring and reporting the Village Savings and Loan Associations (VSLAs) and Financial Linkages (FL) components of the project. He/she will design strategies for selecting new VSLAs, YSLAs, strengthening existing VSLAs, and linkages of mature VSLAs to formal financial institutions and other private sector institutions. The Coordinator will provide technical oversight in all capacity development interventions, needs assessment, mentorship and support supervision to partners on VSLAs and financial inclusion of the DINU project. The position holder will work with the Livelihood Specialist to build capacities of consortium members and relevant local government staff to promote successful delivery of the core aspects of the project. He/She will ensure periodic project reviews, documentation, and timely reporting. The position holder is expected to have in-depth understanding of the financial inclusion sector in Uganda and more specifically Karamoja region. He/she shall be a dynamic team player with strong technical skills in entrepreneurship and economic empowerment. He/She must be familiar with the plight of girls and the inherent social norms and traditions that tend to marginalise their economic capacity and capabilities. He/She must have a passion for youth and girls’ economic empowerment, 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. He/she will work closely with the livelihood specialist and SRH to strengthen coordination and team work.
RESPONSIBILITIES AND TASKS:

R1: To Plan, organize and coordinate Village Savings and Loan Associations and Financial Linkages (FL) work with partners (30%)

Tasks.

- To develop quarterly and annual workplans for implementation of the VSLA, YSLA and FL components of the project
- To develop strategies and concepts to guide consortium members during the implementation of the VSLA, YSLA and FL
- Conduct the participatory identification and capacity assessment of the existing Y/VSLA groups and encourage formation of new ones. Develop the Y/VSLA and youth economic empowerment capacity building strategy for DINU consortium.
- Review and customize training materials and conduct TOTs in Y/VSLA methodology, enterprise skills development and Financial Literacy
- To develop and implement strategies for conducting formal financial linkages and product development that suits the Y/VSLA categories of beneficiaries
- To develop and implement strategies for Digital access to financial services and Financial Education to address the day to day needs of different target groups.
- Facilitate linkages of farmer groups to Y/VSLA and ensure this is also linked to key program aspects like market access, value chain development and agro-processing.
- Together with Livelihood Specialist conduct joint planning and reflection sessions with consortium members in relation to harmonization of approaches and strategies for implementation and tracking of the VSLA, YSLA and FL including all other economic empowerment components.
- Work with local government head of department for commerce and marketing, production and nutrition to enhance coordination and provision of timely guidance from the mandated departments.

R2: To train, coach, mentor and build capacity of consortium members and other partners (30% of time)

Tasks.

- Conduct the partners’ organization capacity assessment to identify capacities gaps in relation to VSLA, YSLA and FL including other program outcomes about economic empowerment.
- To lead and guide the selection of community-based trainers, extension staff, and financial linkages officers that will facilitate knowledge transfer to the farmer group and Y/VSLA members.
- Together with Livelihood Specialist, develop and operationalize capacity-building plans for the implementing partners & staff members including selecting community-based trainers/facilitators, extension staff as ToTs.
- Develop tailor made training and project delivery formats, manuals and guides to consortium members and staff necessary to improve project quality.
- Develop and implement mentorship and coaching plans for the consortium members in relation to VSLA, YSLA, and FL.
• Together with Livelihood Specialist, support partners’ to develop, and follow-up through their implementation plans aimed at assessing progress and providing technical backstopping and necessary mentoring and coaching.

R3 Document, gather evidence and report Y/VSLA and FL performance (25 % of time):

Tasks.

• Lead in the development and or revision of tools and checklists for documenting and tracking progress on the Y/VSLA and FL
• Work with the MEAL project staff, to design and implement informative monitoring and evaluation systems in relation to the core deliverables of the DINU Project.
• Participate in the development and continuous review of the overall project M&E systems.
• Train all program partners on the primary Financial Inclusion M&E tools as well as ensure operationalization of the global MIS/SAVIX.
• Develop and timely submit activity, monthly, and quarterly quality, accurate and to standard reports.
• Participate in the preparation of annual reflection and implementation plans and reporting
• Provide Technical support to CARE Uganda projects involved in V/YSLA methodology and specifically contribute to the integration and synergy between other CARE projects
• Document and prepare briefs for stories of change, lessons learnt and organize sharing of the documented lessons

R4 Partnerships (10%): Ensure a high level of coordination and nurtured relationships with and between DINU Consortium members, Local Government private sector entities and ensure clarity in program implementation, learning, sharing and information dissemination.

Tasks.

• Participate in Food Security and Economic Empowerment platforms in Karamoja region and beyond when need arises
• Develop and support a collaborative and transparent working relationship between DINU consortium members on the ground based on effective and timely communication
• Support the partners and staff to identify structural constraints that can only be addressed by an advocacy intervention and bring them to the attention of the Consortium Manager.
• Effectively represent the program and CARE International in Uganda at other relevant fora
• Engage with the key stakeholders that underpin the economic empowerment of the targeted project beneficiaries such as banking sector, micro finance sector, agricultural sector, and other financial inclusion stakeholders.
• Support and facilitate linkages and networking between the implementing partners and other stakeholders in the private and public sector.

R5 Any Other duties: Engaging on broader CARE Uganda programme initiatives 5% allocation of time
Tasks

- Ensure consortium members and staff including all relevant stakeholders are compliant to CARE’s core values and gender transformative programmatic approach & PSEA that emphasizes gender equity diversity & protection of our beneficiaries.
- Take part in WAYFIP and other relevant country office programme events
- Represent CARE in other relevant events and functions aimed at harmonizing integration of programs
- Contribute to fundraising and resource mobilization for the DINU and WAYFIP program and other programs with focus on Financial Inclusion
- Take part in the Country Office Program quality activities.

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 key Program Partners, DINU Program staff and Consortium members.

WORK CONDITIONS

The position is based in Kotido although a significant amount of time (70%) will be spent on traveling within the greater Karamoja region, Katakwi and Kitgum to support delivery of the program on financial inclusion.

ELIGIBLE REQUIREMENTS FOR THIS POSITION Job and Person Specification (requirements)

- Degree in micro finance, business administration, business development, adult or relevant Postgraduate qualification.
- Advanced knowledge and at least five years of proved practical experience technically supporting financial inclusion programs.
- Experience and skills in effectively delivering and supervising technical implementation of the DINU targeted financial inclusion interventions.
- At least 5 years of hands on professional experience in financial inclusion, community development work.
- Experience working in consortiums and large 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.

Signed: ______________________________  Date: ______________________
Signed: ______________________________  Date: ______________________
Consortium Manager

Signed: ______________________________  Date: ______________________
Program Director