



CARE INTERNATIONAL IN UGANDA

About CARE International

CARE is a global leader within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakeable commitment to defending the dignity of people. CARE works around the globe to save lives, defeat poverty, and achieve social justice. We seek a world of hope, tolerance, and social justice, where poverty has been overcome, and all people live with dignity and security. We put women and girls at the Centre of our work because we know we cannot overcome poverty until all people have equal rights and opportunities. CARE has been working in Uganda for over 50 years. We aim to reach 2 million people through lifesaving and gender transformative programs for the next five years (2021 to 2025). CARE International in Uganda seeks to recruit a highly motivated and qualified professional to fill the following position:

1. Field Manager; 1 Position, Locations: Imvepi Refugee Settlement – Terego.

Job Summary:

The Field Manager (FM) will be responsible for the overall coordination of CARE Interventions in Imvepi. The role includes coordination of Consortium partner's activities around operation. S/he will be responsible for and facilitate an integrated participatory approach in project management, supervision, coordination, planning, and implementation within CARE and among consortium partners in Imvepi, focusing on cross-learning and harmonization of common activities. According to CARE and donor rules and regulations, S/he will oversee all project management, administration, procurement, financial and human resource management as required. S/he will ensure effective implementation of the 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.

Application Procedure:

Candidates interested in the above job should submit an updated CV and Application letter. Also, please provide a daytime telephone contact and email addresses of 3 (three) work-related referees. All information is sent via CARE's recruitment email: (ugarecruitment@care.org), indicating **Field Manager** in the email subject. **The deadline for submitting applications is 17th April 2022. For any questions, please call our office on 0312258100/150.**

CARE IS AN EQUAL OPPORTUNITIES, GENDER-SENSITIVE EMPLOYER; IT.'S ALSO CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT.

Please Note that CARE International in Uganda does not ask applicants to pay for recruitment. Kindly note that effective 1st January 2022, CARE International requires that all its staff are fully vaccinated with COVID 19 to access any CARE office premises.

N.B.: Refer to the job description below for more details about the job.

CARE INTERNATIONAL IN UGANDA		JOB DESCRIPTION				
Job Position Title	Field Manager - Imvepi					
Name of Job Holder						
Date of Hire						
Job Grade and Step	F1					
Department/Program	Emergency program					
Duty Station	Imvepi Refugee Settlement – Terego District					
Supervisor	Consortium Manager dotted to Program Manager-Emergency					
Supervisees	Thematic Coordinators					
Status of JD	<input checked="" type="checkbox"/>	New	<input type="checkbox"/>	Revised	<input type="checkbox"/>	No Change
Expected travel time	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Date submitted to HR	29 th March 2022					

PROJECT SUMMARY

CI under APEAL consortium intends to deliver a comprehensive, evidence-based, and people-centered Protection, Gender-Based Violence, Mental Health, and Psychosocial Support response for refugees from DRC and South Sudan as well as host communities in Uganda (Southwestern Uganda and West Nile).

JOB SUMMARY

The Field Manager (FM) will be responsible for overall coordination of CARE Interventions in Imvepi. This includes coordination of Consortium partners activities around operation. S/he will be responsible for and facilitate an integrated participatory approach in project management, supervision, coordination, planning, and implementation within CARE and among consortium partners in Imvepi 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 will 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: APEAL Project Management (20%)

- 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 narrative and 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.
- 1.9. Support implementation and management of local/national partners subcontracted by CARE operating in Imvepi settlement. This includes holding onsite project review meetings

Job Responsibility 2: Team Leadership/People Management as per CARE HR policies (15%)

- 2.1. Oversight of CARE staff assigned to initiatives within the settlement.
- 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.
- 2.5. Oversight and management of APEAL Consortium staff at the settlement through providing guidance on Consortium's priorities.
- 2.6. Nurture the spirit of teamwork through team and cohesion amongst CARE and Consortium staff

Job Responsibility 3: Technical leadership in Gender/GBV/SRHR (15%)

- 3.1. Define, refine, and update technical models implemented by CARE. This includes promoting the models in stakeholder forums in the settlement.
- 3.3 Train care and partner staff on technical models in collaboration with technical persons employed by CARE who are implementing the models.
- 3.4 Provide hands on field support to implement models
- 3.5 Engage CARE global TWG/COPs on developing, rolling out, contextualization and implementation technical models.

Job Responsibility 4: Monitoring, Evaluation, Accountability and Learning (MEAL) and Reporting for APEAL (15%)

- 4.1. Ensure the project achieves results based on Monitoring, Evaluation, Accountability, and Learning (MEAL) system with SMART indicators.
- 4.2. 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
- 4.3. Ensure that project data collected are sex and age disaggregated, as well as vulnerability where relevant.
- 4.4. 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.
- 4.5. Support the coordination of the base line, midterm review and end line evaluation in your respective locations.
- 4.6. Organise, lead, and document regular project reviews, Joint Field Monitoring and learning meetings with consortium partners and ensure these reviews inform project implementation and are used to improve project quality.

- 4.7. Write and support direct reports to write briefs, human interest stories and papers that can be used for advocacy or information purposes.
- 4.8. 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.
- 4.9. Conduct frequent and regular field activity monitoring to ensure quality monitoring of interventions.

Job Responsibility 5: Field Coordination and Representation (20%)

- 5.1. Represent CARE, APEAL Consortium and Donor interests in the allocated work locations always. This includes participating in coordination meetings such inter-agency and safety and security related meetings.
- 5.2. Manage and nurture excellent relationships with key partners including OPM, UNHCR, local district and sub-county authorities.
- 5.3. Ensure APEAL is represented in relevant settlement and regional level technical working groups, i.e., protection, SGBV, legal, MHPSS, etc.
- 5.4. 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.
- 5.5. Ensure effective coordination and synergy across APEAL partners and implementation.
- 5.6. Ensure timely feedback on project reports or implementation is shared with partners.
- 5.7. Ensure all partners' agreements and general operations are in line with CARE's sub agreement policy.
- 5.8. Ensure partners have in-depth knowledge of the projects' objectives and strategies.
- 5.9. Ensure all partners are trained on the consortium's complaints feedback and reporting mechanism reporting and provide reports in timely manner.
- 5.10. Support rolling out and operationalization of Basic Needs Approach (BNA) through monitoring internal and external referrals.
- 5.11. Ensure communication and visibility plans for CARE, APEAL Consortium and donors is well implemented in the settlement.

Responsibility #6: Human Resources Management (5%)

- 6.1 Assist in recruitment and support of qualified program staff as needed.
- 6.2 Support in performance management by supervising, mentorship, and coaching Coordinators and daily.
- 6.3 Support stepping in for the Consortium Manager to implement project tasks as needed during any periods of absence, including support and supervision of project teams.
- 6.4 Conduct performance reviews of staff stationed at the field location.
- 6.5 Leave management of supervised staff in the settlement.

Responsibility #7: Promote Gender Equity and Diversity and Safeguarding Practices (5%)

- 7.1. Practice a behaviour consistent with CARE core values and promote gender equity and diversity goals.
- 7.2. Play a leadership role in identifying and implementing initiatives that enhance CARE's commitment to gender and diversity.
- 7.3. Ensure that CARE Safeguarding policies and procedures are adhered to by all and the staff that S/he supervisors both directly and indirectly.
- 7.4. Ensure that He / She and consortium personnel under the project are familiar with the following organizational policies and procedures and can identify when needed how these may have been breached, The CI Safeguarding policy, Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse, The anti-discrimination and harassment policy, The code of conduct and the organizations Values.

Job Responsibility #8: Any other duties assigned from time to time (5%)

- 8.1 Any other duties incidental to the role or assigned by supervisor.

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 duty station. S/he will coordinate relevant activities of implementing partners with other CARE programs when relevant.

Budget management threshold.

The position manages Budget at field level and is directly responsible for operations at field level.

Work conditions:

The position is based **in Imvepi settlement**. A significant amount of time (at least 80%) is expected to be spent in the field operational area, 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:

- A minimum of a bachelor's degree in management, development or humanitarian studies, or related field.
- Master's degree or a [post graduate diploma is a MUST.
- 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

CORE COMPETENCIES

- **Excellence:** Sets high standards of performance for self and/or others; successfully completes assignments; sets standards of excellence rather than having standards imposed; ensures interactions and transactions are ethical and convey integrity.
- **Integrity:** Maintains social, ethical, and organizational norms; firmly adheres to codes of conduct and ethical principles inherent to CARE.
- **Communicating with Impact:** Diplomatically, logically and clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the recipient / audience and helps them understand and retain their message.

- **Facilitating Change:** Supports and manages the change process at CARE Uganda by developing a culture affirmative of change; encouraging others to seek and act upon opportunities for different and innovative approaches to addressing problems and opportunities; critically analysing evolving and fluid situations; facilitating the implementation and acceptance of change within the workplace; actively engaging with resistance to change.
- **Strengthening Partnership:** Identifying and utilizing opportunities within and outside of CARE Uganda to develop effective strategic relationships between one's area and other areas/departments/units or external organizations to achieve CARE's objectives.
- *Management Excellence:* Makes the connection between values and performance. Influences the performance of others, and ultimately, the performance of the organization. Sets direction, coaches & develops, promotes staff wellness & safety, practices & promotes compliance, models gender equity & diversity, communicates effectively.
- **Developing Teams:** Using appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitates the completion of team goals.
- *Diversity* - Promoting, valuing, respecting and fully benefiting from each individual's unique qualities, background, race, culture, age, gender, disability, values, lifestyle, perspectives or interests; creating and maintaining a work environment that promotes diversity.
- **Adaptability-** Expected to well adjust with the country, the CO operating environment and with the Project team to function effectively and efficiently
- **Coaching** - Ability to demonstrate to enhance skills and capacity of staff working in the field and office for them continue to serve CARE in the future program activities

Signed: _____, date: _____

Field Manager

Signed: _____, date: _____

Consortium Manager

Signed: _____, date: _____

Program Manager - Emergency
