



## 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 **internally recruit** highly motivated and qualified professionals to fill the following positions:

### **1. GBV Coordinator; 2 Positions, Locations: Imvepi Refugee Settlement – Terego District and Kyangwali Refugee settlement-Kikuube District.**

#### **Job Summary:**

CARE International has taken a bold step to functionalize the localization of the humanitarian aid agenda by deliberately ensuring that CARE GBV in an emergency is delivered in a localized manner. This means that CARE's GBV Coordinator will be responsible for programmatic coordination, partner development and timely implementation of activities in a localized manner. This role will further ensure that GBV prevention and response highly integrates Women Lead in Emergency, Engaging Men and Boys and makes the role of partners visible while capturing CARE'S program quality markers within the project locations.

Further, they will be responsible for the proper functionality of the CARE Women and Girls Safe Spaces (WGSS), ensuring supplies/resources are requested on a timely basis and are efficiently utilized. They will work closely with the MEAL team to ensure synergy in implementation, timely and quality reporting, accountability, and documentation of learning.

The staff will Engage proactively and represent CARE at field level coordination platforms related to protection and SGBV. This includes collaborating effectively and maintaining good working relationships with UNHCR, OPM, protection actors, and the communities we serve.

They will supervise CARE staff directly, provide technical support supervision to the local partner staff, and report to the GBV and Protection Advisor.

#### ***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](mailto:ugarecruitment@care.org)), indicating **GBV Coordinator and the preferred location** 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.*

CARE INTERNATIONAL IN UGANDA		JOB DESCRIPTION			
Job Position Title	GBV Coordinator				
Name of Job Holder	TBC				
Date of Hire	TBC				
Job Grade and Step	D2				
Department/Program	APEAL IV –Emergency Program				
Duty Station	Staff 1. Imvepi Refugee Settlement – Terego District Staff 2. Kyangwali Refugee settlement-Kikuube District				
Supervisor	Field Manager With dotted line to GBV and Protection Advisor				
Supervisees	GBV CASE MANAGEMENT Officers				
Status of JD	<input type="checkbox"/>	New	<input checked="" type="checkbox"/>	Revised	<input type="checkbox"/> No Change
Expected travel time	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Date submitted to HR	29/03/2022				

#### **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).

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Further, she/he will be responsible for the proper functionality of the CARE Women and Girls Safe Spaces (WGSS), ensuring supplies/resources are requested on a timely basis and are efficiently utilized.

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## **SPECIFIC RESPONSIBILITIES**

### **Responsibility #1: APEAL GBV/Protection activities planning and implementation (20%)**

- 1.1 Work closely with the GBV and Protection Advisor, Advocacy Specialist, sub-office and country level senior management, field staff and partner staff to ensure delivery of CARE's GBV protection component.
- 1.2 Provide inputs to the strategic direction, undertake analysis of GBV trends, gaps in services, and utilize CARE's capacities to better address needs in the settlement in collaboration with GBV/Protection Advisors and or GBV TA.
- 1.3 Contribute to program design and oversee the preparation of concept notes and proposals.
- 1.4 Contribute to ongoing programmatic assessments, quarterly and annual reporting maintaining evidence of work done on ground.
- 1.5 Compile weekly, monthly, and quarterly project reports and ensure that they are of high quality.
- 1.6 Ensure CARE models (Engaging men and boys, Women Lead in Emergency, and girl shine) and partnership principles are integrated in GBV programming and tracked on a regular basis.

### **Responsibility #2: Technical support (Question & Answer) to local partners on GBV/Protection/RMMB/WLiE (20%)**

- 2.1 Lead the implementation of GBV Prevention and Response: Psychosocial Support (PSS), Women Lead in emergencies (WLiE), and Engaging Men & Boys (EMB). This includes providing technical support to National/local partners subcontracted by CARE to implement GBV and protection components.
- 2.2 Promote synergy during implementation with other models e.g., VSLA, SASA and Menstrual Hygiene Management (MHM) through national/ local partner support.
- 2.3 Identify program gaps, areas of growth, and strategies and support in adapting program design to effectively meet beneficiary needs, the changing context, and other factors.
- 2.4 Provide required information, and facilitate community consultation meetings when required, to support development of concept notes and proposals relating to protection/GBV activities.
- 2.5 Ensure that all activities implemented in the Women and Girls Safe Spaces (WGSS) promote safety and dignity of women and girls.
- 2.6 Develop and implement GBV capacity building plans for partners and conduct regular capacity assessments to bridge skills and knowledge gaps.
- 2.7 Conduct regular team meetings with the GBV staff, maintaining synergy and cooperation with the Sexual Reproductive & Maternal Health (SRMH) and Women Lead staff within the project.
- 2.8 Ensure that quality project strategies, gendered operational plans are developed and implemented in a participatory manner as well as guaranteeing that project resources (including financial) are used effectively and transparently to further the project goals.
- 2.9 Collaborate with the protection and GBV service providers, UNHCR and government institutions in ensuring proper functioning and accessible referral pathway for the survivors.
- 2.10 Work closely with structures formed by CARE, facilitate and organize training workshops for skills building, sensitization and capacity building for the relevant stakeholders, implementing partners/structures and target communities for appropriate prevention and response to gender based violence. This will include specific and targeted response training with health workers, police, other authorities, and community leaders.
- 2.11 Along with GBV Officers, actively promote PSHEA (Prevention of Sexual Harassment, Exploitation, and Abuse) among beneficiaries.

**Responsibility #3: GBV case Management Support, Support to local partner case works and development and maintenance of an effective GBV information (M&E) system (20%).**

- 3.1 Participate in the continuous review of the M&E system with specific emphasis on providing support to the management of the GBV IMS database.
- 3.1 Train CARE, National/local partner staff to use the existing data collection tools effectively and efficiently such as the incident report forms, client action plan, referral forms and monthly data collection forms as per international standards.
- 3.2 Ensure that community structures/ partner organizations are functioning and submitting reports to CARE.
- 3.4 Participate in evaluating progress towards achievement of project outcomes.
- 3.5 Provide on-going support supervision and monitoring to community structures to ensure delivery of quality services.
- 3.6 Identify, prepare, and document protection and GBV lessons learnt under the GAC Project and as requested by the supervisor.
- 3.7 Organize and lead relevant trainings on GBV and protection whenever required.
- 3.8 Take the lead in information-sharing related to GBV data stored in the GBVIMS.

**Responsibility #4: Technical representation at Field/Settlement/ National TWG's ensuring effective coordination and operationalization of a network system maintaining a high reputation (10%)**

- 4.1 In collaboration with UNHCR, OPM, Key protection partners and community structures, coordinate, support and facilitate monthly, quarterly and settlement level SGBV coordination meetings.
- 4.2 Establish and maintain cordial and professional relations with local authorities, humanitarian actors, national partners and collaborators including refugee settlement leadership, district officials and sub county leaders.
- 4.3 Build strong coordination within APEAL Consortium and between/across Protection, GBV, and other relevant actors at field level.
- 4.4 Represent CARE in protection and GBV coordination TWGs at settlement level, and outside settlement when required.
- 4.5 Support in building referral mechanisms and protection mainstreaming within the sector and service providers.
- 4.6 Support development of linkages between program teams to facilitate technical support and consistency of program standards.

**Job Responsibility 5: Monitoring, Evaluation, Accountability and Learning (MEAL) and Reporting for APEAL (15%)**

- 5.1 Ensure GBV components within the project achieves results based on Monitoring, Evaluation, Accountability, and Learning (MEAL) system with SMART indicators.
- 5.2 Support the Field Manager and MEAL Coordinator in developing the project's integrated MEAL framework, including a common beneficiary database that can be used by other consortia for GBV referrals of beneficiaries
- 5.3 Ensure that project data collected are sex and age disaggregated, as well as vulnerability where relevant.
- 5.4 With the support of the MEAL Coordinator, keep track of project participants in each component ensuring all CARE subcontracted partners put their data in the common beneficiary database.
- 5.5 Write and support direct reports to write briefs, human interest stories and papers that can be used for advocacy or information purposes.
- 5.6 Ensure CARE subcontracted partners including CARE produce timely and quality reports on their sector of intervention, ensure reports are a true reflection of implementation, and coordinate process of consolidation of GBV components in reports for internal purposes as well as donor reports, as per guidelines of the donor.
- 5.7 Conduct frequent and regular field activity monitoring to ensure quality monitoring of interventions.

**Responsibility #6: Promote Gender Equity and Diversity and Safeguarding Practices (5%)**

- 6.1 Practice a behavior consistent with CARE's core values, and promotion of gender equity and diversity goals.
- 6.2 Plays a leadership role in identifying and implementing initiatives that enhance CARE's commitment to gender and diversity.
- 6.3 Ensure that CARE Safeguarding policies and procedures are adhered to by all and the staff that S/he supervisors both directly and indirectly.
- 6.4 Ensure that staff and related personnel under your jurisdiction 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,
- 6.5 Exploitation and Abuse and Child Abuse, The anti-discrimination and harassment policy, The code of conduct and the organizations Values.

**Responsibility #7: Human Resources Management (5%)**

- 7.1 Assist in recruitment and support of qualified program staff as needed.
- 7.2 Support in performance management by supervising, mentorship, and coaching Case Management Officers and GBV officers daily.
- 7.3 Fill in for the Field Managers and advisors as needed during any periods of absence, including support and supervision of program teams.
- 7.4 Conduct staff performance reviews.
- 7.5 Leave management of supervised staff.
- 7.6 Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within CARE, among consortium partners and beneficiaries.

**Responsibility #8: Any other duties as assigned by the supervisor (5%)**

**Level of authority**

The GBV Coordinator will formally report to the Field Manager with dotted line to the GBV and protection Advisor. She/he has autonomy to organize his/her day-to-day work based on the agreed monthly work plans in coordination with other Coordinators, partners, and stakeholders. She/he has no authority to enter into formal partnership agreements, nor any formal financial authority, apart from standard expenses for day-to-day activities. The GBV Coordinator is responsible for the safety and custody of organization assets in their possession. Travel to locations outside project areas should be done and coordinated with the knowledge of Field manager, GBV Advisor and the Consortium Manager.

**Relationships and collaboration.**

The GBV Coordinator will work as a process-oriented support person-ensuring CARE models are understood by partners and staff within the APEAL Project to achieve the GBV protection related interventions within the project. It will therefore be essential for this individual to develop relationships with the partner organization to ensure effective support. This requires both sensitivity and responsiveness to the capacities and needs of the different partners. She/he will also collaborate with other GBV / Protection related initiatives within the sub office and will be expected to provide support based on clearly and jointly agreed Project priorities (to be agreed with the supervisor, component specialists as will be specified annually in the job holder's APAA).

All CARE staff must adhere to and model CARE's core values, commitment to gender equity, diversity, and safeguarding policies, as well as promote the various complaints, feedback, and reporting mechanisms.

**Work conditions**

**Position 1** is based in West Nile and will operate from Imvepi/Omugo - Rhino camp field office with frequent movements to Arua Sub – Office as required for meetings, training events, etc.

**Position 2** is based in Southwest and will operate from Kyangwali refugee settlement with frequent travel to Kyaka, Sebagoro, Bubukwanga.

**Minimum qualification and experience**

- Bachelor's degree in Gender and women Studies, Social work and social development, Law, Behavioral Arts/Sciences, or any other related field of humanities.
- Relevant Post Graduate diploma is a MUST.
- At least 5 years of hands-on professional experience in community development and emergency response.
- Working knowledge in West Nile/ Southwest region is an added advantage.
- Experience working in a humanitarian setting is preferred.
- Proven experience implementing programs on Gender, Gender based violence and male engagement.
- Experience working with large teams with multiple deliverables.
- Strong inter-personal communication skills; sound judgment and decision-making skills.
- Ability to network, build relationships and establish collaboration with different partners, agencies local and international networks.
- Knowledge and strong skills in M&E, report writing and documentation.
- Timely decision making, effectively leading teams, problem solving, functional/ technical skills.

#### **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 analyzing 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 everyone'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.

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#### **SIGNATURES:**

**I have read, fully understood, and accept the requirements and responsibilities of this Job Description**

**Name of Job Holder:**

**Signature:**

**Date:**

**Name of Supervisor:**

**Signature:**

**Date:**