



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

#### **Job Summary:**

As a member of the APEAL Consortium, the WEE coordinator is responsible for providing technical support and coordination for the economic strengthening component of the project. The focus will be on women's economic and social inclusion, Enterprise development, Agribusiness, referral, and private sector development. S/he will be responsible for ensuring that the WEE target beneficiaries benefit from other ECHO funded consortia and keep track of which services have been shared across the different consortia. This role requires a dynamic person who can make quick adaptations to the program based on the identified needs.

The work under WEE will apply a strong basic needs approach and integrate GBV, Engaging Men and Boys, Women Lead in Emergencies and keep track of CARE Program quality markers. The incumbent will provide technical support in identifying relevant and potential livelihood opportunities for APEAL target beneficiaries, support partners on the project to refer target beneficiaries to better livelihood options and monitor the success of the referral for livelihood. H/she will be responsible for mapping key market players for collaboration and ensuring that appropriate technical skill-building interventions and access to market and business networks are integrated, especially for vulnerable women and girls in the project area. They will deliberately explore opportunities for collaboration with other CARE livelihoods technical teams, document lessons learnt, and use the lessons to inform the adaptation of the project.

#### ***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 the **WEE 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 about the job.***

## JOB DESCRIPTION

<b>Job Position Title</b>	Women Economic Empowerment (WEE)Coordinator					
<b>Name of Job Holder</b>	TBD					
<b>Date of Hire</b>	TBD					
<b>Job Grade and Step</b>	D2					
<b>Department/Program</b>	APEAL IV - Emergency Program					
<b>Duty Station</b>	Staff 1. Imvepi Refugee Settlement – Terego District Staff 2. Kyangwali Refugee settlement- Kikuube district					
<b>Supervisor</b>	Field Manager with Dotted line to GBV and protection Advisor					
<b>Supervisees</b>	None					
<b>Status of JD</b>	X	New	<input type="checkbox"/>	Revised	<input type="checkbox"/>	No Change
<b>Expected travel time</b>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<b>Date submitted to HR</b>	29th March 2022					

### PROJECT SUMMARY

CI under APEAL Consortium is delivering a comprehensive, evidence-based, and people-centred 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

As a member of the APEAL Consortium, the WEE coordinator is responsible for providing technical support and coordination for the economic strengthening component of the project. The focus will be on women economic and social inclusion, Enterprise development, Agribusiness, referral, and private sector development. S/he will be responsible for ensuring that the WEE target beneficiaries benefit from other ECHO funded consortia and keep track on which services have been shared across the different consortia. This role requires a very dynamics person who can make quick adaptations to the program based on the needs identified.

The work under WEE will apply a strong basic needs approach, and integrate GBV, Engaging Men and Boys, Women Lead in Emergencies and keep track of CARE Program quality markers. The incumbent will provide technical support in identifying relevant and potential livelihood opportunities for APEAL target beneficiaries, support partners on the project to refer target beneficiaries to better livelihood options and monitor the success of the referral for livelihood. H/she will be responsible for mapping key market players for collaboration, and ensuring that appropriate technical skill-building interventions, access to market and business networks are integrated into the project, especially for vulnerable women and girls in the project area. She/he will deliberately explore opportunities for collaboration with other CARE livelihoods technical teams, document lessons learnt and use the lessons to inform adaptation of the project.

This role involves supporting a local partner and the job holder will need to ensure that they adhere to the principles of partnerships as stipulated in the charter for change and CARE partnership paper.

### SPECIFIC RESPONSIBILITIES

#### **Responsibility #1: APEAL Livelihood referral activities planning and Implementation: (20%).**

- 1.1 Lead the implementation of WEE within the APEAL project, ensuring synergies across the implementation of other components such as WLIE, GBV response, menstrual hygiene management t.
- 1.2 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.
- 1.3 Provide required information and facilitate community consultation meetings to support development of concept notes and proposals relating to women economic empowerment.
- 1.4 Ensure that all the WEE activities implemented at/through the women and girls' centers are well coordinated and meet the expected standards of WEE

- 1.5 Assess the capacity of partners and prepare and implement a capacity strengthening plan to bridge the gap in knowledge and skills they have while ensuring the best utilization of budgets.
- 1.6 Conduct regular meetings with the partners that receive the referred persons of concern to track quality of series, completion of referrals and documentation of successes.
- 1.7 Collaborate with the protection and GBV service providers and government institutions in ensuring the proper functioning and accessible referral pathway for the survivors.
- 1.8 Provide inputs to the strategic direction, undertake analysis of economic empowerment, food security trends within the targeted operational areas and advise CARE on the next course of action
- 1.9 Compile weekly, monthly and quarterly activity and project reports, on time and with accurate data
- 1.10 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: Provide Technical Support, Question & Answer to National/Local partners on Livelihoods/ WEE/RMMB/WLiE (20%).**

- 2.1 Define the WEE model that APEAL could use in addressing the livelihood and food security needs of POCs
- 2.2 Provide technical skill-building and business coaching for women and girls, especially those with low literacy and at risk of GBV.
- 2.3 Organize Y/VSLA groups representing the targeted local entrepreneurs (women and girls) by organizing them around commodities of common interest, and enhance their capacity in terms of governance, leadership skills, problem-solving, risk management, marketing, value addition, and preparation of simple business plans.
- 2.4 Develop mechanisms to establish linkages between producer organizations and Agri enterprises supporting both input and output markets, micro, small and medium enterprises, traders, and rural financial institutions through provision of financing for simple business plans generated by project beneficiaries.
- 2.5 Support project implementing partners in integrating PSHEA, protection mainstreaming, EMB and WLiE in their programs.

**Responsibility # 3: Livelihoods hands-on support (Questions & Answers) to National/local partners on livelihoods referral work (20%)**

- 3.1 Support Consortium partners to profile beneficiaries of Disability Inclusion, GBV, Child Protection, Menstrual Health Management (MHM). Mental Health and Psychosocial Support (MHPSS) to access livelihoods through referrals.
- 3.2 Ensure Basic Needs Approach (BNA) is implemented to support achievement of livelihood objectives. This includes participation of individuals/households in sustainable livelihood activities.
- 3.3 Support Consortium partners to strengthen referral mechanisms with livelihood actors in the settlement. This includes facilitating referrals and following up on the progress.
- 3.4 Document internal and external referrals of beneficiaries referred to access livelihood services and collaborate with the MEAL coordinator for the data to be included in the project indicator tracker.
- 3.5 Analyse unintended impacts livelihood activities such as Youth/Village Savings and Loans Associations (Y/VSLA) that may contribute to negative coping mechanisms.
- 3.6 Map livelihood opportunities in the settlement and support Consortium partners to refer beneficiaries to age and gender appropriate livelihood opportunities.
- 3.7 Advocate for inclusive livelihood programming in all sectors providing humanitarian services in the settlement.
- 3.8 Support the Consortium to monitor beneficiaries referred internally or externally who report that they are satisfied with the referral services.
- 3.9 strengthening referral mechanisms among APEAL partners, as well as with third actors.

**Responsibility # 4: Monitoring, learning, documentation, and project reporting (20%)**

- 4.1 Identify key performance indicators as well as develop and maintain a monitoring system to ensure effective information sharing, provision of feedback and elaboration of top-quality progress reports
- 4.2 Monitor progress of implementation of activities and budget using individual beneficiary data monitoring tools.
- 4.3 Work closely with the MEAL unit to ensure women economic empowerment activities of APEAL are measured using CARE's tools and are reported into PIIRS.
- 4.4 With support from MEAL team, train implementing partners in achievements through the WEE interventions.
- 4.5 Review the M&E systems/ key women's economic empowerment indicators and support team to monitor the quality and impact of their implementation.
- 4.6 Contribute to generating and documenting lessons learnt and knowledge on all women's economic empowerment activities.

**Responsibility # 5: Partnerships, Networking and Technical representation at field/settlement and national Technical Working Groups (TWGs) as requested (10%)**

- 5.1 Provide technical expertise and capacity building of APEAL team on Women's Economic Empowerment component of the project.
- 5.2 Work in close collaboration with other Specialists in the project, especially the Gender and GBV Specialist, Advocacy Specialist in delivery of Women Economic Empowerment interventions.
- 5.3 In coordination with the consortium Manager, represent CARE Uganda and the Project in relevant livelihoods, enterprise development, and business forums.
- 5.4 Collaborate with relevant Civil Society, Private sector, and Government including settlement Livelihood coordination and working groups for market systems strengthening for project beneficiaries.
- 5.5 Conduct stakeholders' analysis to identify main actors of the various livelihood opportunities and how they interact with each other, and the project beneficiaries.

- 5.6 Participate in relevant CARE livelihoods, financial inclusion, and enterprise development platforms.

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

- 6.1 Practice a behavior that is 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 Adhere to CARE Safeguarding policies and procedures, Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse, The anti-discrimination and harassment policy, The code of conduct and the organizations values are adhered to at all times.
- 6.4 Along with Officers, actively promote PSHEA (Prevention of Sexual Harassment, Exploitation, and Abuse) among beneficiaries.

**Job Responsibility # 7 Any other duties assigned from time to time (5%)****JOB AND PERSON SPECIFICATION (REQUIREMENTS)**

- Bachelor's degree in Economics, Agribusiness, or Rural development or relevant field. Relevant Post Graduate diploma is a MUST.
- At least 3 years practical experience working with Micro, Small and Medium Enterprises (MSME) providing either business development services, training and/or technical assistance.
- Experience in managing market-led value chain development and market systems development.
- Very good knowledge of enterprise business development policies, procedures including a range of business support services such as financing, sales, marketing, etc.

- Very good professional experience in market systems development and facilitation, facilitating stakeholders' engagement, assessment of incentives and capacities, and specifically private sector involvement.
- Demonstrated experience in value addition and market access at processor and household levels.
- Demonstrated experience on Women, Social and Economic Empowerment.
- A good knowledge of local, national, and international marketing issues.
- Excellent interpersonal, negotiation, communication, and writing skills.
- Strong commitment to Gender Equity and Diversity (GED).
- Knowledge of protection and GBV in emergencies.

#### **CARE'S COMPETENCIES**

- **Respect** - Behaving in a manner that reflects a true belief in and appreciation for the dignity and potential of all human beings. Gaining other people's confidence and setting an environment of trust and openness.
- **Integrity** - Maintaining social, ethical, and organizational norms; firmly adhering to codes of conduct and ethical principles inherent to CARE.
- **Commitment to Service** – this competency is woven throughout all aspects of the employee's performance
  - **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.
  - **Adaptability-** Expected to well adjust with the country, the Cooperating 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

**SIGNATURES:**

<b>I have read, fully understood, and accept the requirements and responsibilities of this Job Description</b>		
<b>Name of Job Holder:</b>	<b>Signature(s):</b>	<b>Date:</b>
<b>Name of Supervisor:</b>	<b>Signature(s):</b>	<b>Date:</b>