

**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. Our ambition is to reach 2 million people through lifesaving and gender transformative programs for the next five years. CARE International in Uganda seeks to recruit a highly motivated and qualified professional to fill the following position:

**1. Program Manager-Gender Justice; 1 Position, Location: Kampala with 50% field travel**

**Job Summary:**

The Program Manager (PM) provides overall leadership of the **Gender Justice Program.** **The** **Gender Justice program has progressively grown over the past five years and is anticipated to continue to grow over the next five years.** The program focuses on ensuring gender equality, eliminating gender-based violence and enabling women and girls and men and boys, equal enjoyment of their sexual and reproductive health rights and a life free from violence. The PM is responsible for defining the strategic direction of the program, securing funding for the program, ensuring effective program delivery, budget, and grants management. The PM is responsible for program quality and learning (PQL) oversight and strategic engagement, networking, and partnerships to grow the impact, visibility and influence of the program. The PM is responsible for team leadership and management to ensure the program is properly resourced with a team of competent, motivated, and high performing staff and volunteers.

**Application Procedure:**

**Candidates who are 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 to be sent via CARE’s recruitment email: (****ugarecruitment@care.org****) indicating Program Manager-Gender Justice in the email subject. The deadline for submitting applications is 14th November 2021. 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 money for recruitment.**

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

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| **CARE INTERNATIONAL IN UGANDA JOB DESCRIPTION** |

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| **Job Position Title** | **Program MANAGER, Gender JUSTICE**  |
| **Name of Job Holder**  | **TBD** |
| **Date of Hire**  | **November 2021** |
| **Job Grade and Step** | **G3** |
| **Department/Program** | **Gender JUSTICE** |
| **Duty Station**  | **Kampala with 50% field travels** |
| **Immediate Supervisor** | **Program Director** |
| **Supervisees** | Project Managers  |
| **Status of JD** |  | **New**  | **X** | **Revised** |  | **No Change**  |
| **Expected travel time** |  |  | **50%** |  |  |  |
| **Date submitted to HR** | **October 2020** |

**PROGRAM SUMMARY**

CARE Uganda’s 5-year Business Plan focuses on four complimentary programs: Economic Justice, Climate Justice, Gender Justice and Humanitarian Action. All our programs are designed to strengthen gender equality, increase resilience and inclusive governance. We implement our programs across several districts in Southwest, Karamoja, West Nile and Northern Uganda. Our annual program portfolio is in the range of $10-12 million, funded by a diverse network of public and private donors. CARE is keen on localisation, and while it remains connected to its vast global footprint and skills base, the organisation is locally led. CARE also implements its programs in partnership with Government of Uganda line ministries, district local governments, Ugandan civil society organisations and private sector enterprises.

**JOB SUMMARY**

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**SPECIFIC RESPONSIBILITIES**

1. **Program FUNDING & Business DEVELOPMENT (20%)**

The Program Manager (PM) is responsible for developing the program strategy including program focus, theory of change, delivery approaches and models. The PM is responsible for developing position papers and profiling the program to potential donors and partners. The PM is responsible for establishing strategic relationships, partnership, networks and gathering intelligence on upcoming funding opportunities. The PM is responsible for establishing winning consortia, developing competitive proposals, and securing viable funding for the program estimated at averagely $3M per year. This will require the PM to deliver high quality results from current programs, establish good relationships with current and potential donors and be first to know and capture upcoming funding opportunities. The PM should be able to influence funding priorities of donors by pro-actively sharing emerging learning and innovations from ongoing programs with current and potential donors. The PM should constantly review the program focus, approaches, and models to ensure the program is protecting and empowering women and girls and aligned with government of Uganda priorities, regional and global development goals (SDGs) and CARE International vision 2030.

1. **Program Management Oversight (20%)**

The PM is responsible for ensuring timely delivery of planned deliverables across all projects as per approved project proposals, budgets, and grant agreements. This will require the PM to ensure all Initiative Managers (IMs) secure required staffing, partners, consultants, volunteers, equipment, and other resources in a timely manner. This will require the PM to provide effective oversight for planning, implementation and regular reviews of all project work plans and budget projections, providing timely remedial actions. It will require the PM to ensure proper management of sub-granting process and supervision of implementing partners as per CARE’s award and sub-award policy. It will require the PM to ensure effective budget and grants management oversight including effective budget forecast and monitoring of budget utilisation for all projects to ensure a culture of zero tolerance to overspends, underspends and ultimately, No-Cost Extensions (NCEs). It will require the PM to ensure effective risk management measures across all projects, where risks are clearly defined and managed by IMs using appropriate risk management system and tools.

1. **Program QUALITY and LEARNING (20%)**

The PM is responsible for program quality assurance, accountability and learning across all projects, ensuring that all projects deliver high quality results empowering women and girls. This will require the PM to embrace and embed CARE’s quality markers (gender, resilience, governance) across all projects cycle (design to closure), regularly monitoring and reporting progress of all projects using the established MEAL system including program dashboards and PIIRS reporting system. It will require the PM to maintain a solid PQL field footprint and consistent field presence across all locations where the program is implemented across the country. It will require the PM to establish and implement effective reporting mechanisms which allows all projects to report progressively and account for their resources to donors, government of Uganda, beneficiaries, and CARE: this will include individual monthly reports from IMs and PMs as well as quarterly project reports to donors. The PM will establish a reporting mechanism that ensures quality, timeliness, and consistency of these reports. The PM will ensure quality engagement of all projects at various PQL platforms including monthly Program Review Meetings (PRMs) and quarterly PQL learning workshops. To ensure continuous learning, the PM will define the research, evaluation and learning agenda for the program and ensure that the research is robust, evaluations are rigorous, and learning is continuous across the program. It will require the PM to effectively manage a growing body of knowledge and credible evidence generated through research, evaluation, and learning, and to use the knowledge and evidence to inform the design of new projects, inform strategic discourse/debate and influence development policy, practice, and programs. It will require the PM to ensure robust communications and visibility across different platforms including CARE shares, media and social media using high quality content from current program results, knowledge, and evidence. The PM will establish and maintain a CO level coordination mechanism for Gender Justice and provide Gender TA to all CARE programs supporting respective PMs to integrate gender transformative approaches across their programs.

1. **Strategic ENGAGEMENT and INFLUENCING (15%)**

The PM is responsible for external engagement, networking, and representation to influence systemic change at the highest level through different platforms, networks, and coalitions. This will require the PM to regularly represent the program within CARE global networks and across different external platforms including Technical Working Groups, INGO coordination mechanisms and Women and Youth Organisations and networks at national and international level. It will require the PM to regularly engage with and maintain strategic relationships with current and potential donors, relevant GOU line ministries, INGOs and Local/National CSOs implementing similar programs. It will require the PM to regularly engage with and maintain strategic relationships with research, evaluation and learning partners. It will require the PM to engage and maintain influential relationships with advocacy coalitions, mainstream media, and social media platforms. It will require the PM to bring credible knowledge and evidence from the program to inform strategic discourse/debate, policy debate and advocacy initiatives positioning CARE as evidence-based and data-driven actor within the sector. It will require the PM to produce think pieces, research papers and publications to inform and influence strategic and technical debates/discourse within the sector and especially on how the program is contributing to gender transformation and empowerment of women and girls. This will require the PM to establish a structure for strategic engagement and mechanism for reporting back to ensure feedback is shared and applied across CARE.

1. **Team LEADERSHIP and People MANAGEMENT (15%)**

The PM is responsible for hiring, training, and retaining a competent, motivated and high performing team of professional staff, consultants and volunteers by establishing a collaborative team culture, high team performance standards and transparent team performance management practice using appropriate combination of reward, recognition and reprimand. As CARE ambassador, the PM is required to ensure gender equity and diversity within the team and nurture CARE’s core values and code of conduct. The PM will promote continuous learning and professional development of the team through on-job learning, relevant exposures, and appropriate stretch assignments. The PM will ensure transparent and visible workflow and task management across the team through various tools including Microsoft TEAMs, Outlook Calendar etc. The PM will ensure that annual performance goals and regular reviews and annual evaluations are concluded in time.

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| 1. **Promote Gender Equity & Diversity and Safeguarding Practices (5%)**
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* Practice a behaviour that is consistent with CARE’s core values, and promotion of gender equity and diversity goals.
* Plays a leadership role in identifying and implementing initiatives that enhance CARE’s commitment to gender and diversity.
* Ensure that CARE Safeguarding policies and procedures are adhered to by all and the staff that S/he supervisors both directly and indirectly
* 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, Exploitation and Abuse and Child Abuse, The anti-discrimination and harassment policy, The code of conduct and the organizations Values.
1. **Any other duties assigned from time to time (5%)**
* Step in and cover for Program Director from time to time
* Take on stretch assignments assigned from time to time

**PROBLEM SOLVING**

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| *There are three levels of problem-solving: Please indicate which of the above levels of problem-solving this position will face, and why the position falls into that category.**Level 3: Why things are done is known, but what must be done and how to do it are not defined. Situations are variable and the incumbent’s response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring.* |

**EDUCATION, EXPERIENCE, SKILLS AND KNOWLEDGE**

**Essential:**

1. Master’s degree from a reputable institution in Public Health, Gender and Women Studies, Development, Political Science, Public Administration, Social Sciences, or related field
2. At least 10 years of relevant professional working experience with reputable international organisations managing similar programs with similar complexity and context.
3. Experience in implementing gender, GBV and SRH programs in development context.
4. Extensive experience in gender transformative approaches including specific experience in working with and empowering women and girls in development & emergency context.
5. Experience in developing gender, GBV and SRH (including adolescent and youth SRH) program strategies, approaches, and models.
6. Experience in gender, GBV and SRH program design, proposal writing and resource mobilisation.
7. Experience in managing a diverse & complex team of gender, GBV and SRH professionals.
8. Experience in networking, representation, and strategic relationships management
9. Conceptual abilities, strategic thinking, and analytical writing skills.
10. Good communication, presentation, public speaking, discussion, and negotiation skills.
11. Good research, evidence-generation, policy debate and advocacy skills.
12. Organizing skills and capacity to multi-task in rapidly changing & fast-paced environments.
13. Knowledge of and demonstrated personal commitment to relevant organizational codes of conduct, including anti-fraud and anti-corruption, safeguarding etc.
14. Leadership and interpersonal skills and proven experience influencing others without necessarily directly managing them.

**Desired:**

1. Professional training and experience in project management, Monitoring and Evaluation.
2. Professional training in budget management, people management and communications.
3. Professional training in research, analytical writing, advocacy, and policy influencing.
4. Professional training and experience in gender equality, women, and girls’ empowerment
5. Professional experience in working with young people, displaced & refugee communities.
6. Good understanding/knowledge and experience of humanitarian-development nexus
7. Good understanding/knowledge of urbanisation and emerging urban programming.

**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

**SIGNATURES:**

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