



## CARE INTERNATIONAL IN UGANDA

### JOB ADVERT

#### Consortium Manager- ECHO HIP

**Application Deadline: 6<sup>th</sup> January, 2020**

CARE International in Uganda seeks to **recruit** a highly motivated and qualified professional to fill the position of Consortium Manager- ECHO HIP. All interested candidates, especially female staff, who meet the requirements for this position are strongly encouraged to apply.

### JOB SUMMARY

Reporting to the Program Manager Emergency, the Consortium Manager ECHO- HIP will be responsible for;

- The Consortium Manager will be responsible for managing a protection / GBV consortium of three international NGOs led by CARE and also including local implementing partners, targeting South Sudanese and Congolese refugees in Uganda.
- S/he will facilitate an integrated participatory approach in project management, supervision, coordination, planning, and implementation among Consortium members and partners, across the various locations of operation with a focus on cross-learning, 360 degrees accountability, and monitoring integration aspects.
- S/he will oversee all project management, administration, procurement, financial and human resource management according to CARE and donor rules and regulations. .
- S/he will ensure effective implementation of project's visibility and communication plan.
- S/he will communicate regularly with CARE Denmark, the CARE Member Partner (CMP) holding the donor contract about progress and challenges.
- S/he will also help facilitate the integration of the project with CARE's longer-term and humanitarian programming. The CM will act as CARE's and the Consortium primary representative for the project in local, national, and international level fora.
- S/he will facilitate smooth coordination between the Consortium members and local implementing partners and other agencies from Government as well as the UN and other INGOs, active in the delivery of Protection and GBV 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 should be accountable for it.
- S/he will model CARE's core values and particularly CARE's commitment to Gender Equity and Diversity and ensure CARE's Safeguarding policies are upheld by all Consortium Members and stakeholders engaging with the Project.

**NB: Please refer to the JD attached for more details**

## **Qualifications**

### **Required Education and Training**

#### **Required Qualifications**

- BA in management, development or humanitarian studies, or related field.
- Master's degree desired but a BA or Bsc with sufficient proven experience is acceptable

### **Experience**

#### **Required**

- At least 5 years proven management experience of complex humanitarian programs, of which a minimum of three as Consortium Manager or leading / managing a team of partners;
- Experience with refugee protection and gender based violence programs required;
- Personal commitment to gender equality demonstrated by personal actions;

#### **Desired**

- Experience with advocacy related to GBV and Protection is preferred;
- Strong understanding of the political and legal issues related to asylum seekers and refugees;
- Experience in donor reporting and development of position/ briefing papers; iv) Ability to work under pressure with minimum supervision required;
- Cultural sensitivity and proven experience working in humanitarian context in the East and Central Africa region.

## **Application Procedure:**

Interested internal candidates should submit their application letter and most updated CV including the names, day time telephone contact and email addresses of three work related referees through our recruitment email (ugarecruitment@care.org) by **6<sup>th</sup> January, 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*



**CARE International in Uganda**  
**Job Description**

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**Job Title:** Consortium Manager-  
**Project Name:** ECHO-HIP  
**Program:** Humanitarian Program  
**Location:** Kyenjojo  
**Grade :** G  
**Supervisor:** Program Manager Emergency  
**Date Employed:** January 2020

**Brief Project Background:**

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.

**Overall summary of position**

The Consortium Manager will be responsible for managing a protection / GBV consortium of three international NGOs led by CARE and also including local implementing partners, targeting South Sudanese and Congolese refugees in Uganda. S/he will facilitate an integrated participatory approach in project management, supervision, coordination, planning, and implementation among Consortium members and partners, across the various locations of operation with a focus on cross-learning, 360 degrees' accountability, and monitoring integration aspects. S/he will oversee all project management, administration, procurement, financial and human resource management according to CARE and donor rules and regulations. S/he will ensure effective implementation of project's visibility and communication plan. S/he will communicate regularly with CARE Denmark, the CARE Member Partner (CMP) holding the donor contract about progress and challenges. S/he will also help facilitate the integration of the project with CARE's longer-term and humanitarian programming. The CM will act as CARE's and the Consortium primary representative for the project in local, national, and international level fora. S/he will facilitate smooth coordination between the Consortium members and local implementing partners and other agencies from Government as well as the UN and other INGOs, active in the delivery of Protection and GBV 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

should be accountable for it. S/he will model CARE's core values and particularly CARE's commitment to Gender Equity and Diversity and ensure CARE's Safeguarding policies are upheld by all Consortium Members and stakeholders engaging with the Project.

### **Specific Responsibilities/Tasks**

#### **Responsibility 1: Project Management - (30%)**

- i) Responsible for the overall management of the project to facilitate integrated programming through the development and monitoring of a joint Detailed Implementation Plan for the project, drawn from each consortium member and implementing partner's own DIP;
- ii) Monitor overall project implementation and propose adaptations in a timely manner to ensure objectives are met;
- iii) Ongoing guidance to team members to fulfil the project's strategic goals and objectives.
- iv) Ensure compliance with ECHO rules and regulations both for CARE as the prime as well as consortium members and implementing partners;
- v) Ensure project start up and close out meetings with all consortium members, implementing partners and internal to CARE as per CARE Award and Sub Award policy;
- vi) Responsible for producing quality consolidated reports including establishing joint reporting tools and mechanisms, in close cooperation with relevant staff of Consortium partners
- vii) Model CARE Organizational values and ensure they are understood by all staff and partners in the Consortium; Also responsible for ensuring CARE's Anti Fraud and Anti-Corruption policy, CARE's Anti Discrimination and Sexual Harassment Policy and CARE's Sexual Exploitation and Abuse (SEA) and Child Protection policy are applied through the entire Consortium and Implementing Partners with an effective Complaints, Reporting and Feedback in place for the whole project staff and beneficiaries;

#### **Responsibility 2: Project Quality and Learning - (25%)**

- i) Provide strategic guidance in unifying approaches and models between consortium members in different geographical areas with support from Technical Advisors and Specialists.
- ii) Responsible for developing the project's integrated Monitoring, Evaluation, Accountability, and Learning (MEAL) framework, with support from the MEAL specialist, including a common beneficiary database that can be used by other consortia for referrals of beneficiaries;
- iii) Ensure the project base line, MTR, end line and final evaluation are conducted in a timely and quality manner;
- iv) Ensure measures for cross-learning, 360degrees accountability, and monitoring of integration aspects are put in place and utilized, including Shared monitoring tools and accountability minimum standards will be develop

- v) Ensure joint field missions to support and assess the delivery of the integrated aspects of programming
- vi) Ensure that learning workshops are regularly held and well documented, at which field staff can share successes and seek to resolve challenges & ensure regular learning products are developed;
- vii) Responsible for ensuring visibility across all project areas as per donor's policies
- viii) Responsible for gender responsiveness in all actions and decisions within Consortium (ieg.use of CARE Gender Marker, CARE Gender in Emergencies approaches, etc)

**Responsibility 3: Operational, Human, Financial and Administrative Management - (15%)**

- i) Responsible for the overall management of all the project's resources, be it human, financial and assets in line with donor and CARE relevant rules and regulations;
- ii) Directly supervise a team of CARE staff as per CARE HR Manual (setting goals, giving feedback, conducting performance assessments, coaching, mentoring) and potentially supervise staff from other consortium members seconded to CARE;
- iii) Ensure project develops costed action plans, procurement plans, cash projections in a timely manner to allow for appropriate cash flow and goods and services timely availability;
- iv) Create or adapt management systems in line with CARE's standard operating procedures, ensuring consistency with project needs.
- v) Oversee flows of funds to consortium members and CARE Uganda by CARE Denmark and review reports both financial and narrative from consortium members to CARE DK, in close coordination with the CARE Finance Director
- vi) Oversee sub grants to local implementing partners managed by CARE Uganda together with Grants and Contracts team;
- vii) Ensure adherence of Consortium partners to approved budgets, regularly collect and report to the Program Management Unit and Project Steering Committee on overall burn rates, and prepare proposals (if needed) on budget reallocations with Consortium members;
- viii) Ensure abidance by CARE and donor financial and procurement procedures with maximum cost effectiveness.

**Responsibility 4: Consortium Management and Coordination - (15%)**

- i) Ensure effective mechanisms for joint planning, integrated implementation, joint & participatory monitoring and management between consortium members;
- ii) Support effective mechanisms for information sharing and cooperation among Consortium members and implementing partners at all levels (national and settlement and field levels);
- iii) Act as Chair of the Program Management Unit (PMU) and ensure regular meetings take place, are well documented and agreed upon actions followed-up;

- iv) Ensure CARE CD calls for Steering Committee meetings at Kampala levels with heads of consortium agencies; support CD to prepare and document meetings and to follow up on agreed upon action at Steering Committee level;
- v) Ensure effective mechanisms for information sharing and cooperation with other complementary Consortia with which CARE's consortium will collaborate (e.g. cash actors, etc), including organizing regular coordination meetings with them at settlement;

**Responsibility 5 Coordination with various authorities and other actors - (10%)**

- i) Responsible for developing and / or strengthening excellent working relations with the Office of the Prime Minister (OPM) at District and settlement level, ensuring OPM is closely involved in approving and planning the intervention;
- ii) Responsible for ensuring good relationships as well with Local District Government and relevant local councils and Refugee Welfare Council authorities;
- iii) Responsible for closely coordinating with UNHCR and UNHCR's implementing partners in charge of Protection, including Child Protection, General Protection and GBV and ensure the consortium is well represented in the various technical working groups on Protection and GBV at settlement and district level;
- iv) Build and maintain productive working relationships with CARE Denmark who is managing the contract.
- v) In agreement with CD and NEC, engage with ECHO Representation in Uganda to prepare monitoring visits, participate in meetings, send regular updates, etc
- vi) Responsible for all external representation of the Consortium at meetings, events, conferences, and other for a, to key stakeholders, providing them with information about project objectives, risks, constraints and progress

**Responsibility 6: Other assigned duties – (5%)**

**Required Qualifications**

- BA in management, development or humanitarian studies, or related field
- Master's degree desired but a BA or Bsc with sufficient proven experience is acceptable

**Experience**

- At least 5 years proven management experience of complex humanitarian programs, of which a minimum of three as Consortium Manager or leading / managing a team of partners;
- Experience with refugee protection and gender based violence programs required;
- Personal commitment to gender equality demonstrated by personal actions;

**Competencies**

- Timely decision Making
- Problem Solving
- Strategic Agility

- Gross Cultural Sensitivity
- Functional/Technical Skills
- Building Effective Teams