



## **Career Opportunity at CARE International in Uganda**

### **About CARE International**

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.

CARE International in Uganda **seeks to recruit highly motivated and qualified development professional with genuine commitment to fill up the following position:**

**1. Initiative Training Coordinator (1 position): Location: Gulu**

### **JOB SUMMERY**

Reporting to the Senior Initiative Manager (SIM), the Initiative Training Coordinator is a technical specialist in the areas of Sexual and Gender based violence programming. She/he provides a link to country-office staff, grassroots organizations and government agencies to successfully promote and enhance gender equality in their own poverty reduction programs. Indirectly, this will impact the lives of the vulnerable women and girls that partners and CARE works with. The Initiative Training Coordinator contributes to implementation, coordination of capacity development within the country. She/he is responsible for the capacity assessment of NGOs/CBOs, identifying gaps, strengthening and together with the cross country thematic leaders for Psychosocial Support, Engaging Men & Boys and Women leadership; design appropriate strategies according to National and international conventions and human rights standards. She/he will work with other CARE colleagues, communities, partner organizations and relevant government departments, building and nurturing relationships with the various Program stakeholders to support, plan, coordinate and implement capacity building initiatives in the area of PSS, EM&B and WL as agreed with the Senior Initiative Manager. The Initiative Training Coordinator is responsible for maintaining, monitoring and updating capacity development information, documenting specific models, achievements/best practices and dissemination of the lessons learnt. She/ He will represent CARE with collaborators, partners and communities in order to establish and maintain a high reputation. Effective coordination, networking, representation and documentation at all levels will be part of the expected deliverables of the position

### **Specific responsibilities and tasks:**

**Job Responsibility 1: Assess, facilitate and strengthen the capacity of partners, other stakeholders on gender transformative approach in accordance to Care international standards.**

- Ensure partners have in-depth knowledge of the projects' objectives and strategies;
- Ensure that partners are involved in all critical moments and events of the projects (consultancies, planning meetings, review meetings, baseline, midterm review, end line, steering committee meetings, etc.) and that all key information is shared with them in a transparent manner and in real time;
- Liaise with L4C (Learning for Change) Technical Team and other CARE projects working with the same partners.
- Ensure that other NUWEP projects benefit from the capacity development of CARE staff and partners in gender transformative-led thematic approaches that benefit the overall impact populations of NUWEP.
- Compile a resource list of organizations and services in the implementation of the L4C initiatives
- Establish and implement a plan for information dissemination for the NUWEP Impact groups on SGBV.
- Support L4C partners to integrate Women Leadership, Psychosocial Support, Advocacy and Engaging Men and Boys in other ongoing programmes.
- Together with the thematic leaders and SIM, support partners in developing own capacity building Action plans

**Job Responsibility 2: Support coordination of L4C capacity building innovation and support skills comprehension in liaison with Thematic Leads**

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- Ensure that other NUWEP projects benefit from the capacity development of CARE staff and partners in gender transformative-led thematic approaches that benefit the overall impact populations of NUWEP.
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**Job Responsibility 3: Participate in the development and maintenance of an effective SGBV information (M & E) system.**

- Participate in the continuous review of the M&E system with specific emphasis on providing support to organization development in the area of gender transformation.
- Work closely with the partners to ensure that they receive the relevant capacity support.
- Participate in evaluating progress towards achievement of program/project outcomes.
- Provide on-going support supervision and monitoring to implementing partners and community structures to ensure delivery of quality services and program quality.
- Identify, prepare and document L4C lessons learnt under the NUWEP Program implementation.

**Job Responsibility 4: Ensure effective coordination and network system at district, regional and national levels are operational, maintaining a high reputation.**

- In collaboration with the implementing partners, coordinate, support and facilitate monthly, quarterly and sub county level discussions and coordination meetings.
- Represent CARE at the Districts, Regional and with other relevant sector working group meetings as required from time to time.
- Establish and maintain cordial and professional relations with local partners and collaborators including district officials.

**Job Responsibility 4: any other duties (5% of time):**

**Level of authority**

The Initiative Training Coordinator- L4C will formally report to the Senior Initiative Manager (SIM) but liaise with L4C Technical leads. She/he has autonomy to organize his/her day-to-day work based on the agreed monthly work plans with the Senior Initiative Manager in coordination with other cross country thematic, 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 Initiative Training Coordinator L4C is responsible for the safety and custody of organization assets in her/his possession. Travel to locations outside project areas should be done and coordinated with the knowledge of the Supervisor, Senior Initiative Manager.

**Relationship and collaboration**

The Initiative Training Coordinator will work as a process-oriented support person to the L4C initiative to achieve on the capacity development and training related interventions within the Program. It will therefore be essential for this individual to develop relationships with partner organizations to ensure effective support. This requires both sensitivity and responsiveness to the capacities and needs of the different partners. S/he will also collaborate with other NUWEP related initiatives within the sub office and will be expected to provide support based on clearly and jointly agreed Programme priorities (to be agreed with the supervisor, component specialists as will be specified annually in the job holder's APAA). Teamwork is therefore a key element of the position.

**Qualifications**

- Bachelor's degree in Social work and Social development, gender and Behavioral sciences
- A Post graduate qualification in any relevant field is a **MUST**
- At least 3-5 years of hands on professional experience in community development, including experience and knowledge of working within a Post Conflict Recovery and development background.
- 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.
- Ability to link with community activists and social movements
- Knowledge and strong skills in M&E, report writing and documentation.

**Required Competencies**

- Planning
- Proactive problem solving
- Contributing to team success
- Managing work

- Building partnerships
- Communicating with impact
- Initiating action
- Information monitoring
- Adaptability
- Stress tolerance
- Respect
- Integrity
- Diversity
- Excellence
- Accountability

**Application Procedure:**

Candidates who are interested in the above jobs should submit an updated CV and Application letter giving a day time telephone contact and names, telephone contacts and email addresses of 3 (three) work related referees only through our recruitment email [ugarecruitment@care.org](mailto:ugarecruitment@care.org) clearly indicating the job title in the email subject. CVs will be received until the 10<sup>th</sup> August 2018. **Please note that when you are successful for the above position, CARE will need certified copies of your academic documents.** For any questions please call our office on **0312258100/150**

**CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER**

*Please Note that CARE International in Uganda does not ask any applicant payment for any recruitment process*