



Career Opportunity at 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 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 in the centre because we know that we cannot overcome poverty until all people have equal rights and opportunities. CARE has been working in Uganda for 50 years and in 2019/2020, we improved the lives of 2.6 million people (60% women). Our goal for the next five years is to reach ten million people, through our gender transformative, resilience building, and lifesaving programs

CARE International in Uganda seeks to recruit a Ugandan professional who is passionate about gender transformation, building resilience and empowering women and girls to join this noble fight against poverty and injustice by filling up the following position:

1. Disaster Preparedness and Response Manager, 1 Position, Location: Kikuube

JOB SUMMARY

The Disaster Preparedness and Response Manager will be responsible for the overall planning, coordination and implementation of the EUTF-RISE Project: through sustainable utilization of natural resources, shared environment and promote safe access to energy (fuel). The incumbent will build resilience of the target communities in disaster risk reduction, climate change adaptation and ecosystem management. S/he will proactively promote appropriate smart climate (green) technologies and approaches in collaboration with private sector and development actors. The incumbent is part of the project team and will work closely with the district local government to streamline the District Contingency Plans (DCPs). He/she will be responsible for the overall development, documentation, implementation, coordination, facilitation and dissemination of the disaster management, preparedness, and response activities under this project. Additionally, s/he will help plan organizational/district strategies and responses to humanitarian crises, actively work with various stakeholders on humanitarian issues, and provide effective liaisons with the UNHCR, OPM and district. The assignment involves providing expert analytical and advisory support on humanitarian issues for the planning, development and execution of DCPs within a broad and complex geographic or functional specialty area.

PERSON SPECIFICATIONS: EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS

- Master's degree in any of the following: international relations, human rights, Humanitarian Assistance, Development Studies, economics, disaster management, public policy, or a related field.
- Minimum 5 years' field experience in humanitarian responses working in emergency relief and humanitarian assistance and on humanitarian policy issues.
- Experience of working with, and a demonstrated understanding of, humanitarian standards and principles of good practice, including, humanitarian protection, CHS, SPHERE, HAP, LEGS, GEG, Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief & IHL instruments
- Excellent listening, communication and writing skills
- Organizational and personal management skills, with ability to prioritize work issues to meet deadlines with minimal supervision and ability to adjust to constantly changing situations while maintaining focus on delivery and follow-through
- Ability to network and build effective partnerships on programs/project activities to meet set goals and targets
- Ability to conduct gender analysis
- Ability to develop work plans and write good reports
- Proven analytical and conceptual thinking, high level research, project management knowledge and skills and experience using participatory tools and methodologies for assessment, programme identification, implementation, monitoring and evaluation
- A high level of self-awareness, initiative, sound judgement, personal energy and flexibility
- Awareness of humanitarian quality standards (Core Humanitarian Standard, SPHERE, Red Cross Code of Conduct, and others)
- A clear understanding of the disaster management cycle
- Strong leadership, planning, organizational and diplomatic skills required
- Knowledge and experience in disaster preparedness programming and understanding of the humanitarian coordination system
- Cross-cultural sensitivity, and able to work with colleagues and partners with diverse skill levels, language levels and perspectives (often through remote communication)
- Strong problem-solving abilities, strong logical analysis skills and a constructive attitude
- A proactive, diplomatic and clear communicator, including via well-structured writing
- Highly organized, proactive, able to work independently
- Ability to create/develop new standard operating procedures (SOPs) for disaster preparedness programs

Application Procedure:

Interested and suitable candidates should submit their applications and CVs including the names, daytime telephone contacts and email addresses of three work related referees to ugarecruitment@care.org by **12th June 2020**. Please indicate job title in your email subject line.

CARE IS AN EQUAL OPPORTUNITIES and GENDER SENSITIVE EMPLOYER WITH ZERO TOLERANCE TO CORRUPTION, SEXUAL EXPLOITATION AND ABUSE.

Please Note that CARE does not ask any applicant payment for any recruitment process.

For any questions please call our office on 0312258100/150

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

JOB DESCRIPTION

Job Title: Disaster Preparedness and Response Manager
Program: Emergency
Location: Kikuube field office
Grade: E
Supervisor: Program Manager - Emergency
Date Employed: TBC

Overall summary of post:

The Disaster Preparedness and Response Manager will be responsible for the overall planning, coordination and implementation of the EUTF-RISE Project: through sustainable utilization of natural resources, shared environment and promote safe access to energy (fuel). The incumbent will build resilience of the target communities in disaster risk reduction, climate change adaptation and ecosystem management. S/he will proactively promote appropriate smart climate (green) technologies and approaches in collaboration with private sector and development actors. The incumbent is part of the project team and will work closely with the district local government to streamline the District Contingency Plans (DCPs). He/she will be responsible for the overall development, documentation, implementation, coordination, facilitation and dissemination of the disaster management, preparedness, and response activities under this project. Additionally, s/he will help plan organizational/district strategies and responses to humanitarian crises, actively work with various stakeholders on humanitarian issues, and provide effective liaisons with the UNHCR, OPM and district. The assignment involves providing expert analytical and advisory support on humanitarian issues for the planning, development and execution of DCPs within a broad and complex geographic or functional specialty area.

Key tasks and responsibilities

1. Responsibility #1:

Overall project management, providing overall leadership for project planning, implementation, staffing, budgets and partners, ensuring that project principles are upheld and applied (30%)

- Work closely with the Program Manager-Emergency, to resolve issues and make decisions regarding criteria for identification, selection and verification of beneficiaries targeted for the RISE Project.
- Responsible for day to day management of the contract IPIA, in line with conditions set out in the overall project grant agreement with the donor
- Liaises with other projects in the country program, other project teams and other partners in Kyangwali to ensure there is synergy and close collaboration and complementarity between the project and other sectors of natural resources, health and Livelihood interventions to maximize effectiveness in Preparedness Programme delivery.
- In close coordination with Construction Officer and District Engineer, ensure that all project constructions conform to the ministry of health and Ministry of Education standards.
- Regularly conducts context analysis relevant to the project and make recommendations to the project team and partners on the trends and opportunities.
- The job holder will be expected to keep abreast with latest developments in the focus areas of the project.
- Lead development and review of community environment action plans in collaboration with relevant stakeholders
- Support the establishment and or functionality of local environment structures in collaboration with the district environment officer
- Works closely with the knowledge management unit to provide regular information, briefings and publicity on the RISE project activities
- Manages consultants and researchers as required, in accordance with CARE policy and procedures
- Ensures that partner project plans, proposals, work plans and budgets are developed in line with the CARE Strategy and project documents.
- Coordinate energy and environment interventions with different stakeholders including the local authorities, implementing partners and private sector.
- Takes overall responsibility for implementation of the project working closely with the project team on ground.
- Regularly conducts context analysis relevant to the project and make recommendations to the project team and partners on the trends and opportunities. The job holder will be expected to keep abreast with latest developments in the focus areas of the project.
- Oversee timely implementation of project interventions by project staff
- Ensure timely and quality Periodic Project reports from responsible staff
- Support project staff to conceptualize and understand project outcomes and manage project assets under their care
- Maintain supervisory and performance Management of Project staff

2. Responsibility #2:

Lead the process of developing Kikuube District Contingency Plan (DCP) (30%)

Provide guidance to and ensure that the District drives the process of developing the District contingency plan and provide ongoing mentoring and technical support to District staff on Emergency Preparedness as follows:

- Provide Technical Support and advice to the District to drive the process of developing the District Contingency plans and ensure ongoing mentoring to District Disaster

Management Committee and implementing partners on Emergency Preparedness and Response Mechanisms.

- Facilitate and participate in organizing periodic Coordination meetings of the DDMCs and other stakeholders at national and local levels.
- Support the district and CARE in the development, roll-out and the implementation of up-to-date DCP.
- Conduct preparedness and emergency Capacity development and mentorship for district, implementing partners and CARE staff.
- Support the DDMC in the formulation, develop and roll-out of contingency plans for the district in advance of predictable crises, and subsequent responses to the same
- Facilitate the DMMC with support for Development of Community Based disaster risk Management (CBDRM) initiatives and Pilot them through Simulations to test the effectiveness of the DCPs.
- Build institutional capacity at District level to integrate the refugee response into their mandate, plans, processes and budgets, design and implement disaster preparedness initiatives, with a focus on readiness to respond and community resilience, to mitigate, prepare for and reduce risks associated with natural and man-made disasters
- Supporting the alignment of the DDPIII and sector level working group plans with the DCP and increase public awareness of natural hazard home-owned preparedness
- Position the DMMC to monitor activities to improve preparedness in the health, education and environment sectors as per the District Development Plans and priorities
- Promote an approach that pays particular attention to accountability to communities and partners as well as to donors and other key stakeholders, that is informed by the Core Humanitarian Standards and CARE's Stakeholder Accountability Framework.
- Collaborate with other staff in the monitoring and analysis of emerging and ongoing humanitarian crises, including consideration of contextual and strategic considerations, in order to enhance both the quality of CARE and Districts capacity to respond effectively and to drive related advocacy work
- Collaborate with the Strategy and Impact Unit to continue the development and streamlining of Monitoring and Evaluation tools and quality assurance mechanisms specific to CARE humanitarian programs.
- Brief and mentor District staff on the workings of the humanitarian coordination mechanisms to enable them to fulfill their responsibilities as co-chairs of the sector working groups

3. Responsibility #3:

Support the integration and ownership process of the District Contingency Plan. (20%)

- Support the dissemination of DCP and related SOPs to all relevant District staff, UNHCR, OPM, implementing partners and key community leaders among both host community and refugees.
- Support the localization of the DCP through Community Emergency Preparedness Action Plans (CEPAP), based on scenarios in the DCP.
- Support integration of District Humanitarian Preparedness Plan into District Development Plan and budget.
- Support settlement sector level Refugee Response working groups to align their respective plans to the District Contingency Plan.

4. Responsibility #4:

Monitoring, Evaluation, Accountability and Learning (MEAL) and Reporting for project under implementation (15%)

- Work closely with the Program Manager-Emergency and the MEAL Advisor to ensure that an effective, transparent and robust MEAL system and process is in place, in line with the project's MEAL framework, to ensure that the objectives and outcomes of the RISE project are achieved.
- Closely works with the project team to mutually agree on detailed operational/implementation plans, budgets, indicators as well as monitoring, evaluation and learning framework
- Participate in the development and implementation of the project's M&E tools, project plans/budget and funding proposals
- Carries out regular monitoring visits to field and ensure that reports are written on each visit and shared with the Program Manager-Emergency.
- Contributes to the project's and organizational learning through systematic documentation, monitoring, evaluation and sharing of relevant information, lessons learnt and best practices with partners and program teams.
- Supports the accountant to monitor project financial reports and ensure that regular project audits take place (as per donor requirement).
- Works with the MEAL Advisor to ensure that the MEAL Framework is effectively adopted by the project team and that monitoring data is well managed and readily available for program quality control
- Ensures that all action points/ recommendations agreed upon with partners during project reviews are followed through during project implementation

5. Responsibility #5:

Representation and Coordination (5%)

- In close coordination with the Program Manager-Emergency, represent CARE in the district stakeholder meetings and other Inter-agency events for Coordination of Emergency Preparedness and response.
- Attend relevant meetings (Technical Working Group, coordination meetings etc.) at district and national level on Emergency Preparedness and Disaster Risk Reduction Components
- Representing CARE in relations with local authorities, partners, local and international NGOs and other relevant stakeholders
- Develop and facilitate Strategic Relationships /links with civil society (including non-implementing partners), the private sector, academic /knowledge institutions and governments, initiating contacts and building networks/ associations that can be used to enhance the objectives of the project.

6. Responsibility #6:

Other Duties (5%)

Level of Authority

The Disaster Preparedness and Response Manager will formally report to the Program Manager-Emergency. S/he will organize her/his day-to-day work based on the agreed weekly and monthly work plans with the Program Manager-Emergency in coordination with the Program Manager, Emergency. S/he has no authority to enter into formal partnership agreements, nor any formal financial authority, apart from standard expenses for day-to-day activities. S/he 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 Program Manager-Emergency.

Relationship and collaboration

The Disaster Preparedness and Response Manager will work as a process-oriented support person to CARE Emergency Program to achieve on the Emergency Preparedness interventions within the Emergency Response. It will therefore be essential for her/him 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 Country office related initiatives within the sub office and will be expected to provide support based on clearly and jointly agreed Programme priorities. In addition, collaboration will be required with governmental (OPM, Local district governments) and non-governmental counterparts (other INGOs) and stakeholders (UNHCR; Teamwork is therefore a key element of the position.

Minimum Qualification and experience:

- Masters degree in international relations, human rights, Humanitarian Assistance, Development Studies, economics, disaster management, public policy, or a related field. Possession of a post graduate is a Must.
- Minimum 5 years' field experience in humanitarian responses working in emergency relief and humanitarian assistance and on humanitarian policy issues.
- Experience of working with, and a demonstrated understanding of, humanitarian standards and principles of good practice, including, humanitarian protection, CHS, SPHERE, HAP, LEGS, GEG, Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief & IHL instruments

Understanding of a "Rights Based Approach";

- Excellent listening, communication and writing skills
- Organizational and personal management skills, with ability to prioritize work issues to meet deadlines with minimal supervision and ability to adjust to constantly changing situations while maintaining focus on delivery and follow-through
- Ability to network and build effective partnerships on programs/project activities to meet set goals and targets
- Ability to conduct gender analysis
- Ability to develop work plans and write good reports
- Proven analytical and conceptual thinking, high level research, project management knowledge and skills and experience using participatory tools and methodologies for assessment, programme identification, implementation, monitoring and evaluation
- A high level of self-awareness, initiative, sound judgement, personal energy and flexibility

Key Performance Indicators:

Necessary Competencies

- Awareness of humanitarian quality standards (Core Humanitarian Standard, SPHERE, Red Cross Code of Conduct, and others)
- A clear understanding of the disaster management cycle
- Strong leadership, planning, organizational and diplomatic skills required

- Knowledge and experience in disaster preparedness programming and understanding of the humanitarian coordination system
- Cross-cultural sensitivity, and able to work with colleagues and partners with diverse skill levels, language levels and perspectives (often through remote communication)
- Strong problem-solving abilities, strong logical analysis skills and a constructive attitude
- A proactive, diplomatic and clear communicator, including via well-structured writing
- Highly organized, proactive, able to work independently
- Ability to create/develop new standard operating procedures (SOPs) for disaster preparedness programs

Job holder's Signature: _____

Date:

Disaster Preparedness and Response Manager

Signed: _____

Date:

Program Manager-Emergency
