

## CARE Uganda

### Job Description

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<b>Job Title:</b>	<b>Emergency Response Manager - DRC</b>
<b>Program:</b>	<b>Humanitarian Program</b>
<b>Location:</b>	<b>TBC</b>
<b>Grade:</b>	<b>E</b>
<b>Step:</b>	<b>3</b>
<b>Supervisor:</b>	<b>Western Uganda Emergency Team Leader</b>

#### Overall summary of post

The Emergency Response Manager (ERM) is responsible for managing the Emergency Response project(s) responding to the DRC refugee influx emergency response, in partnership with local partners where relevant. S/he seeks guidance from other Specialists on the team for other technical components, such as Protection, Gender Based Violence (GBV), Engaging Men and Boys (EMB, Role Model Men (RMM) shelter, livelihood, and Sexual and Reproductive Health and Rights (SRHR). The Emergency Response Manager may manage a number of initiatives depending on funding, and the number will vary over time. The ERM is responsible for managing all aspects of the project(s), including Human Resource Management of staff assigned to particular project(s), planning and timely and quality implementation of the initiative(s) in line with approved proposal(s) and work plan(s), financial management of grant(s) in line with approved budget(s), overall compliance of project(s) in line with organizational and specific donor rules and regulations, management of assets assigned to the project(s), monitoring, evaluation and reporting. The ERM reports to the Country Director in the meantime and will thereafter report to the Western Uganda Emergency Team Leader once on board.

#### Specific responsibilities and tasks:

##### Responsibility 1: Management of initiative(s) (30%)

- 1.1. Drawing from the objectives and agreed upon key activities in the project proposal(s), develop implementation plan(s) and related budgets while ensuring synergies between the different initiatives where applicable;
- 1.2. Ensure DIPs (Detailed Implementation Plans) are followed and closely monitored for each initiative to ensure timely implementation of activities and within available resources, and immediately report any problems or deviations from plans;
- 1.3. Ensure logistics for all training, capacity building, research and other events have been prepared and organized in line with CARE's & donors' internal procedures and to create the best possible environment and conditions for participants in these different events;
- 1.4. Responsible for monitoring the initiative(s)' budget, reviewing monthly expenditure reports and ensuring budgets are used in accordance with CARE's and the donors' rules and regulations. This involves planning and designing activities in ways that fit the available budgets, reviewing monthly expenditure reports, working closely with finance to prepare accurate and timely donor financial reports and ensuring allocation of expenses to the right budget lines, preparing quarterly projection of needed funds, pipeline projections, etc.
- 1.5. Responsible for preparing procurement plans for all goods and services related to these initiatives, according to approved budgets and activity plans and in line with both CARE and the donors' procurement rules and policies
- 1.6. Ongoing identification of staffing needs in managed initiative(s), recommends changes of staffing structure as needed and develops / adapts job descriptions as needed;
- 1.7. Direct supervision of staff assigned to initiatives under direct management, which includes development of annual performance objectives and proactive management of performance through day to day guidance and coaching, formal mid-term and annual performance reviews and support to staff to achieve their personal and professional development objectives.

- 1.8. Ensures synergy across the supervised initiatives as well as efficient use of resources across initiatives and also with other initiatives under CARE's Humanitarian Program;

**Responsibility 2: Monitoring, Evaluation, Accountability and Learning (MEAL) and Reporting for initiative(s) under direct management (20%)**

- 2.1. Ensure initiative(s) under direct management have results based monitoring and evaluation system in place with SMART indicators, with the engagement of local partners and the development of a learning system that not only generates quantitative data but allows for ongoing collection of participants views on the programs' relevance and success;
- 2.2. Ensure that project indicators are sex disaggregated and gender sensitive;
- 2.3. Ensure each project has a database to allow keeping track of project participants in each component, without double counting across components;
- 2.4. Ensure CARE and partner staff are trained on the developed monitoring and evaluation system;
- 2.5. Coordinate and manage the design of the base line, midterm review and end line and final evaluation; ;
- 2.6. Facilitate and document regular project reviews with key partners and ensure these reviews inform project implementation and are used to improve project quality;
- 2.7. Writes and support direct reports to write briefs, human interest stories and papers that can be used for advocacy or information purposes;
- 2.8. Supports team members and partners to write reports on their sector of intervention and coordinates process of consolidation of reports for internal purposes as well as donor reports, as per guidelines of the donor; It is critical to ensure reports are a true reflection of implementation and reflect progress as well as challenges and lessons learnt;
- 2.9. Ensure learning products are developed in coordination with relevant colleagues;
- 2.10. All the above is in close collaboration with and technical support from the MEAL Humanitarian Advisor.

**Responsibility 3: Management & capacity building of humanitarian partners (20%)**

**Key Tasks:**

- 3.1. Identify local partners with capacity and interest in emergency programming in our humanitarian area of operations and collaborate with Grants and Contracts to conduct due diligence and organizational capacity assessments in line with policies before signing MOUs with them;
- 3.2. Ensure selected partners who will implement activities with CARE as sub grantees have clear MOUs, Scopes of Work and detailed budgets as per policy and are very clear about their role;
- 3.3. Ensure partners' capacity development plans are developed based on findings of due diligence and capacity assessments; Ensure on-going capacity building at institutional, organizational and technical level, including attention to Gender Equity and Diversity;
- 3.4. Manage relationships with these partners to ensure deliverables are met timely and with the required quality; In cases where partners also work with CARE's long term development program team, this may involve coordinating with colleagues in other parts of CARE Uganda;
- 3.5. Ongoing review and assessment of partners performance and provision of support as needed through development, implementation and monitoring of partners' capacity development plans and close tracking of progress against scopes of work, work plans and budgets;
- 3.6. Propose revisions of SOWs, work plans and budget of partners as needed;
- 3.7. Ensure partners' reports, both financial and narrative, are submitted timely and analysed and that feedback is shared with partners;
- 3.8. Ensure all partners' agreements are in line with CARE's sub agreement policy;
- 3.9. Ensure partners have in-depth knowledge of the projects' objectives and strategies;
- 3.10. Ensure that partners are involved in all critical moments and events of the projects (design phase, consultancies, planning meetings, review meetings, baseline, midterm review, endline, steering committee meetings, etc.) and that all key information is shared with them in a transparent manner and in real time;

**Responsibility 4: Quality assurance and program development of gender, youth and conflict sensitive interventions (25%)**

**Key Tasks:**

- 4.1. Support team to develop, resource (through proposal writing) and implement innovative interventions with a view of building the refugee community self-reliance, increase their resilience, and increasing their protection (including the reduction of GBV risks);
- 4.2. Ensure proposed interventions:
  - Promote gender equity;

- Reduce the risk exploitation and abuse, including of GBV by offering dignified and enhancing opportunities to vulnerable groups, with a focus on refugee women and girls;
  - Are at least environmentally friendly and if possible even have a positive impact on the environment;
  - Do not exacerbate the risk of conflict between groups of refugees and between refugees and hosting communities;
  - Focus on youth and take the specific needs and potential of women, girls, men and boys into account;
  - Lead to Women and Girls Economic Empowerment and resilience;
  - Promote innovations including use of cash, use of ICT and mobile technology, pilot new ideas;
  - Build on CARE Uganda's strengths in Women's Economic Empowerment and on relationships with existing partners;
- 4.3. The ERM will supervise all studies, assessments, and research in all his/her project(s). This may include identifying research needs, developing TORs for consultants, protocols for research, supervising consultants, etc.
- 4.4. Ensure coordination with other actors in the Western region, with a focus on areas of operations, including representation of CARE in relevant technical working group coordinated by UNHCR and any other relevant coordination platforms;

**Responsibility 5: Any other duties (5%)**

**Relationships and Collaboration:**

This is a middle level management position in CARE and it is therefore important that the position holder exercises both sensitivity and responsiveness to the needs of the program, staff and partners, as well as the mission, program directions, policies, procedure and core values of CARE International. S/he will have close and joint planning, coordination and collaboration with Humanitarian staff in the region, and implementing partners. In addition, collaboration will be required with governmental (OPM, Local district governments) and non-governmental counterparts (other INGOs) and stakeholders (UNHCR). The ERM will directly supervise staff assigned to projects under his / her supervision. S/he will coordinate relevant activities of implementing partners with other CARE programs when relevant.

**Work conditions**

The position is based in the West/South West region of Uganda and will operate from CARE's Field office (TBD) in the region. A significant amount of time (at least 50%) is expected to be spent in the refugee settlements and hosting communities, liaising with partners, local government and other stakeholders within the area of operations. It is essential that the ERM maintain a close effective presence in the field to ensure proper management supervision guidance and leadership on field activities. However, s/he will be required to travel to Kampala and elsewhere, including potentially abroad, from time to time for meetings, training events, etc

**Minimum Qualification and experience:**

The ERM will have a suitable combination of experience and relevant training in the following technical and programmatic requirements for the post

- Bachelor's degree in Economics, Rural Development, Agriculture or related field (though a Master's degree is preferred)
- Expert level knowledge and at least five years practical experience in humanitarian programming in rural Uganda, preferably with refugee and / or displaced populations;
- Experience in GBV and/or Protection
- Experience in the use of ICT in humanitarian programs required;
- Experience with youth livelihood programs preferred;
- Advanced knowledge and at least 5 years of proven practical project management experience (managing at least three different grants at once), including strong skills and experience in M&E, report writing, participatory planning, financial management, Human Resource Management.
- People manager with proven experience managing diverse teams and individuals' performance for success,
- Excellent verbal and written communication skills in English.
- Computer literate (email, word processing, spreadsheets,)
- Personally committed to gender equality and women and girls' empowerment with ability to lead to organizational change processes that aim at making organizations more gender aware, gender committed and gender competent.
- Both a team player as well as able to work independently with minimum supervision.

**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
- Committed to CARE's GED Values

**Job Holder's Name & Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Name & Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_