CARE INTERNATIONAL IN UGANDA

CAREER OPPORTUNITY

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.

As part of the on-going reorganisation at CARE Uganda, the organisation has undertaken a review of its program-support function and is seeking to recruit highly competent professionals with a passion to support the most vulnerable women and girls. If you are Ugandan, and you believe in gender empowerment, as well as integrity, innovation and excellence at work, please consider joining a winning team in any of the jobs below. We seek to recruit Ugandan professionals who are 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. Field Operations Officer, 3 Positions, Location: South Western, Arua and Gulu

Job Summary

The Field Operations Officer is in charge of managing the daily business activities and administrative tasks in the field office. He/She executes daily financial, administrative, logistics and HR support in order to enable the field office to efficiently and effectively deliver its mandate. The holder will also be expected to use initiative in problem solving and help out in project activities when requested to do so.

Application Procedure:

Candidates who are interested in the above job 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) clearly indicating the job title in the email subject. CVs will be received until 17th July, 2020. 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

N.B: Refer to the Job description below for more details about the job
1. **JOB SUMMARY**

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**RESPONSIBILITIES AND TASKS**

**Responsibility 1: Logistics and Assets Management**

- Responsible for sub office inventory including all receipt and issuance. Assure accuracy of all documentation;
- Provide the needed logistics support to program activities ensuring they are seamless.
- Liaise with suppliers and transport companies and receive feedback; monitor the quality of services provided in the sub office;
- Coordinate training, supervision and monitoring plan to ensure that logistics policies and procedures are adhere to by sub office staff;
- Support assessments and creation of implementation plans for sub office Disaster Response needs and assure appropriate use of logistics resources for all activities;
- Maintains and updates inventory records and provides quarterly reports on inventory, stock levels and distribution records. Organizes and supervises the physical stock taking of inventories.
- Arrange accommodations for workshops, client meetings and trainings,
- Timely manage and update all logistics reports and information as required by the organization.
- Ensure efficient inventory management systems are in place and ensure that all procured items are accounted for and quality/quantity controlled in stock reports and asset inventory management systems.
• Keep an inventory list of equipment, assets and means of transport, and the relevant contracts and leases,

Responsibility 2: Sub office Administration and Fleet Management
• Oversee the maintenance and repair of sub office vehicles, motorcycles and generators, inclusive of monitoring maintenance schedules, fuel consumption, registration and insurance. Also, monitor maintenance and fuel usage costs to ensure cost-efficiency.
• Ensure proper management, maintenance and usage of sub office telephone.
• Ensure that Sub-Office administrative tasks are completed per policy and procedures, reports are accurate and timely, and activities are efficient and cost-effective. Ongoing monitoring, analysis, and follow-up as required.
• Develop and implement recommendations to reduce costs in the Sub-Office administrative areas.
• Coordinate all administrative activities of the sub office including efficient integration of administrative and program activities.
• Fleet management across the field office to ensure safe and reliable transportation for all projects, including monitoring of transport reports, vehicle servicing plans are cost effective.
• Continuously organize vehicle and equipment maintenance/repair schedule and value-for-money services to the vehicle fleet/equipment.
• Actively monitor and keep records of the fleet/motorcycles/generators fuel consumption through weekly reports.
• Ensure maintenance of sub office, utilities and other properties.
• Correct, report and disseminate information of a safety and security nature as per policy guidelines

Responsibility 3: Procurement
• Participating in operational planning for the field office to ensure procurement planning is included.
• Collating procurement requests into a plan that will result in most cost-effective purchasing
• As a member of the Procurement Committee, preparing all necessary documentation for tender evaluation meetings
• Keeping users informed concerning the status of procurement requests and anticipated delivery times, especially in the case of delays or problems
• Reviewing and updating the approved suppliers list to ensure that the database on the existing and potential sources for procurement of the items and services required by the sub office are up-to-date.
• Support the Pre-Qualification, Evaluations and Vendor Management process ensuring that the best and qualified suppliers are identified to deliver goods and services to CARE Uganda.
• Liaising with the project managers and event organizers to collate their requirements and needs so as to be specific while compiling request for Quotations.
• Taking the lead in the development and preparation of the bid documents to ensure that the most technical and financial sound supplier is identified to provide services to the sub office
• Participating in the pre-qualification and selection of suitable competitive suppliers that will result is technically competent suppliers work with CARE Uganda
• Conducting market surveys to identify supply source of items, evaluation of the quotations, negotiating with suppliers
• Reviewing and analyzing supplier performance against LPO / requirements to establish relevance and performance so as to provide performance feedback to the supplier.
• Support placing orders for goods, works and services and following up to ensure timely and accurate delivery.
• Consulting with internal customers in order to fully understand their requirements, advising them as appropriate
• Purchasing goods and services, completing all documentation according to CARE’s procedures; passing all contracts to the Operations Coordinator for verification and approval
• Manage and maintain all required procurement documentation at the sub office ensuring that its filed (soft and hard copies), accurately referenced and stored for easy access.

Responsibility 4: ICT
• Support maintenance and upgrading of ICT equipment at the sub office, plus support to users
• Ensure conformity to the (HQ and regional) ICT guidelines and procedures
• As designated by the Sub-Office Coordinator, represent CARE and CARE activities at meetings and other occasions when required
• Play an active role in project activities when requested to do so, for example, but not limited to, monitoring project activities and outputs.

Responsibility 5: HR Administration
• Maintain an attendance and absence register for the Sub Office,
• Support the various recruitment processes like downloading CV & long listing, administering written and oral interviews held in the sub office area
• Support HR officer to follow up staff on monthly CO PAR bookings with in the specified time
• Manage the rest/ safe area for lactating, pregnant mothers and any staff that might need to utilise rest in case there is no lactating mother (applicable in offices with this space)
• Support the HR officer in orientation processes of new staff and deployment
• Work with the HR Officer to organise events and staff meeting and seminars at Sub office level

Responsibility 6: Finance and Grants Administration
• Familiarize with relevant grant budgets, their translation to the relevant grant document as per the project management procedures, all donor requirements, reporting dates & formats.
• Support recording of sub office financial transactions according to instructions of the Finance Lead, project management procedures and CARE accounting procedures, into PeopleSoft system and identify and address any bottlenecks in processing
• Support to ensure all financial transactions of the sub office are done according to donor and CARE authorizations and procedures, especially the procurement regulations.
• Oversee management of sub-office petty cash and supplier payment in the sub office

Responsibility 7: Safety and Security Protocols and Preparedness
• Be the focal point for the sub office safety and security
• Coordinate quarterly security awareness training for the sub-office.
• Timely update and roll out of Safety and Security Protocols for the sub-office.
• Coordinate Safety and Security assessments for the sub-office location before deployment.
• Ensure the sub offices are fitted with appropriate Safety & Security tools/equipment/ware like fire extinguishers, burglar doors, guards, cameras, security communication tree, key management policy, etc.

Job Responsibility 8: Promote Gender Equity and Diversity and Safeguarding practices
• Practice a behaviour that is consistent with CARE’s core values, and promotion of gender equity and diversity goals;
• Plays a champion/change agent role in identifying and implementing initiatives that enhance CARE’s commitment to gender and diversity.
• Be a champion /change agent and ensure CARE Safeguarding policies and procedures are adhered to by our partners and the staff that S/he works with both directly or indirectly
• Where possible make appropriate recommendations to CO management on enhancing prevention strategies. This could include collecting and analysing information on actual/potential risk factors for vulnerability to sexual harassment, exploitation and abuse and elaborating measures to address them

Job Responsibility 9: Perform Other Duties as Assigned (including)
• Perform other duties as assigned by supervisor.

III) 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 analyzing 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

**IV) Qualifications (Know-How)**

**Required:**
Ideal candidate should be able to resolve problematic situations efficiently and have excellent communication and organizational skills with strong knowledge of computer technology and general office equipment.

**b) Education/Training**

**Required**
- A university degree with a bias in Business Administration, Procurement and Logistics, or in any other relevant field from a recognized university;

**c) Experience**

**Required**
- Minimum 3-4 years of experience in a related field with a reputable organisation.

**Desired**
- Experience working in international NGO and Experience within the area of operation is desired;
- Working knowledge of PeopleSoft ERP or any other Financial management software is an added advantage;

**d) Technical Skills**

**Required:**
- Proven ability to achieve and maintain a compliant organizational culture by partnering to provide practical standards of compliance that can be implemented and adhered to;
- High level of integrity at work
- An approach to mirror our core values: commitment, accountability, respect, effectiveness and diversity;
- Ability to work and communicate with a range of stakeholders
- Operational experience including planning, development and implementation of operational activities;
- Demonstrated experience with donor rules and regulations in relation to risk management and mitigation
- Proficient in Computer with knowledge in Microsoft Office Suite, Internet usage; but technical knowhow would be an added advantage
- Excellent written and oral communication skills, with a fluent writing style and good knowledge and practical use of English.
- Firm belief in teamwork, gender equality, sensitivity to HIV/AIDS, conceptual understanding of participatory approach and sustainable development.
- Demonstrated ability to plan and monitor workflows and performance in a complex environment
- Ability to produce high quality work and balance competing priorities within demanding timeframes
- Excellent planning, organizational, analytical and decision making skills;
• Management of complex administrative section requiring quick problem definition and development of solutions.
• Good planning, time management, and prioritization skills
• People management skills both at work and local community.
• Flexibility and willingness to learn at all times
• A generalist approach to issues at work as the position will fulfill roles both in program support and program

V. FREEDOM TO ACT
A) General Accountability
The incumbent’s decisions are contributory in terms of maintaining organizational policies and procedures.

VI. CONTACTS/KEY RELATIONSHIPS.
The incumbent is expected to work in close collaboration with the Finance and Grants team, Staff in Program, program support and vendors from time to time.

VII) Working Location.
The position is based in any assigned CARE Field Office (i.e. Arua, Gulu & South West)

VIII) Expected percentage of time travelling
Travel to other parts of the country is estimated at 20% of work time for this position. Occasional travel outside Uganda may be necessary.

Job holder’s Signature: ____________________________ Date: ________________

Immediate Supervisor’s Signature: ___________________ Date: ________________

Next Level Supervisor Signature: ___________________ Date: ________________