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 of our work 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 highly motivated and qualified professional to fill up the position of:

Initiative Manager (SRMH Specialist), 1 Position, Location: Arua

Job summary:
The Initiative Manager (SRMH Specialist) is responsible for managing all aspects of project management cycle as well as double as the SRMH Technical Advisor/ Specialist for the project. S/he seeks guidance from other Specialists on the team for other technical components, such as WLiE, SRMH, etc and s/he provides technical support to other members of the humanitarian team. Initiative Manager (SRMH Specialist) is responsible for managing all aspects of a given initiative or project, including Human Resource Management of staff assigned to that particular initiative, planning and timely and quality implementation of initiatives in line with approved proposals and work plans, financial management of grants in line with approved budget, overall compliance of initiatives in line with organizational and specific donor rules and regulations, management of assets assigned to the initiatives, monitoring, evaluation and reporting.

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. The deadline for submitting CVs is 4th September, 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
CARE INTERNATIONAL IN UGANDA

JOB DESCRIPTION-Initiative Manager (SRMH Specialist)

Program: Emergency/Humanitarian Program (GBV/SRMH)
Location: Arua Sub-Office
Grade: E

Supervisor: The Position will have a dual reporting to Senior Program Manager (Greater North) for all Operations and Administrative functions for delivery of the project and Program Manager (GBV/SRH) for Technical aspects of the project i.e GBV and SRH components

Date Employed: 1st September 2020

Project Title: lifesaving GBV, women’s leadership, and SRMH support for refugees in Uganda

The project will target **27,208 individuals (10,940 W, 5,094 G, 7,828 M, 3,346B)** through lifesaving SRMH, protection, and women’s leadership support to vulnerable refugees from South Sudan and the DRC as well as host communities. CARE will predominantly work in Rhino Camp settlement in Arua district of the West Nile region, targeting two zones: Omugo zone which hosts South Sudanese refugees and builds on the achievements of the GAC II-funded project and Ariaze II village, Rhino settlement which hosts vulnerable Congolese refugees that are in critical need of GBV, and SRH services. SRMH activities will continue to be implemented in Imvepi Settlement as was the case under GAC II funded project that phased out in March 2020.

Focus will be on ensuring that identified GBV survivors and extremely vulnerable individuals, particularly women and girls, have access to quality, appropriate and timely protection-specific services. This will be conducted through a combination of GBV response and prevention activities such as case management, provision of psychosocial support, information services on referrals, sensitization on GBV risk prevention, clinical and legal support services, and engaging men and boys as well as key community stakeholders in the fight against GBV in their communities. Services will be provided through case managers within Women and Youth Centres as well as via referrals to specialized health (SRMH) and legal services. Women Lead in Emergencies (WLiE), a 5-step approach to work with marginalized and crisis-affected women to strengthen women’s voice, leadership and representation in programming, governance and public decision-making

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Specific responsibilities and tasks:

Responsibility 1: Overall leadership for the timely, impactful and quality implementation of the project (management of all aspects for the project cycle (30% of time)

1.1. Lead the setting up, planning, implementation and management of Lifesaving GBV, Women’s Leadership, and SRMH Support for Refugees in Uganda, funded by GAC.
1.2. Serves as a subject matter expert on SRMH and other Public Health Emergencies like COVID-19 and will be CARE’s focal point person for SRMH intervention in the Greater North region.
1.3. Drawing from the objectives and agreed upon key activities in the project proposals, develop detailed yearly and quarterly implementation plans and related budgets while ensuring synergies between the different project components;
1.4. Ensure DIPs (Detailed Implementation Plans) developed, followed and closely monitored for each project component (GBV, SRMH & WLiE) to ensure timely implementation of activities and within available resources and immediately report any problems or deviations from plans;
1.5. 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;
1.6. Arrange for close out activities of the project with key stakeholders; OPM, UNHCR and District Teams.

Responsibility 2: Financial, Procurement & Management Oversight – ensure program level oversight of the project’s financial resources, while applying CARE’s policies and systems, as well as donor requirements. (20 %)

2.1 Responsible for monitoring the initiatives’ 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 fund projections, etc.
2.2 Responsible for preparing procurement plans for all goods and services related to the project components, according to approved budgets and activity plans and in line with both CARE and the donors’ procurement rules and policies

Responsibility 3: Human Resource management and team cohesion, performance and effectiveness (15% of time)

3.1 Ongoing identification of staffing needs in the project, recommends changes of staffing structure as needed and develops / adapts job descriptions as needed;
3.2 Direct supervision of staff assigned to the initiative under direct management (WLiE Specialist, SRMH Coordinator and MEAL Coordinator). The support will include 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.
3.3 Ensure synergy across the components as well as efficient use of resources and also with other initiatives under CARE’s Humanitarian Program;

Job Responsibility 4: Monitoring, Evaluation, Accountability and Learning (MEAL) and Reporting for project under direct management (20%)
4.1 Ensure projects under direct management have results based monitoring and evaluation system in place with SMART indicators, 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;

4.2 Ensure that project indicators are sex and age disaggregated and gender sensitive;

4.3 Ensure that the project database allows tracking of project participants in each component, without double counting across components;

4.4 Facilitate and document regular project reviews with key partners and ensure these reviews inform project implementation and are used to improve project quality;

4.5 Write and support direct reports to write briefs, human interest stories and papers that can be used for advocacy or information purposes;

4.6 Supports team members 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.

4.7 Ensure learning products are developed in coordination with relevant colleagues,

4.8 All the above is in close collaboration with and technical support from the MEAL Humanitarian Advisor.

Responsibility 5: Quality assurance and development of gender and conflict sensitive interventions (10%)

Key Tasks:

5.1 Support team to develop, resource (through proposal writing) and implement innovative gendered interventions

5.2 Ensure proposed interventions:
   - Promote gender equity;
   - Reduce the risk exploitation, abuse, including GBV through enhancing opportunities for vulnerable groups, with a focus on refugee women and girls;
   - Do not exacerbate the risk of conflict between groups of refugees and between refugees and hosting communities;
   - Focus on specific needs and potential of women, girls, men and boys i;

5.3 The IM will work closely with other managers and colleagues and provide technical support to ensure project components are aligned with the SRMCH strategy, GBV strategy, GiE strategy for humanitarian programming. This will include conducting training for staff, conducting field visits, facilitating workshops, supporting directly certain activities such as developing training modules etc

5.4 Ensure coordination with other humanitarian actors in West Nile, with a focus on areas of operations, including representation of CARE in working groups coordinated by UNHCR and any other relevant group;

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 CARE Uganda Country Office Teams (Finance, Grants, Programs, Admin etc) West Nile Humanitarian staff, and partners. In addition, collaboration will be required with governmental (OPM, Local district governments) and non-governmental counterparts (other INGOs) and stakeholders (UNHCR). The IM will directly supervise staff assigned to projects under his / her supervision i.e WLiE Specialist, SRMH Coordinator and MEAL Coordinator.

Work conditions:
The position is based in Arua and will operate from CARE Arua Sub office. A significant amount of time (at least 50%) is expected to be spent in the refugee settlements (Imvepi & Omugo) and host communities, liaising with partners, local government and other stakeholders within the area of operations. It is essential that the IM maintain a close effective presence in the area of operation 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 travel abroad, from time to time for meetings, training events, etc.

Minimum Qualification and experience:

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

- Bachelor’s degree in Public Health, Clinical Medicine, Epidemiology Social Sciences, Gender or related field (though a Master’s degree is preferred)
- Expert level knowledge and at least five years’ practical experience in SRMH/GBV programming in rural Uganda, preferably with refugee and / or displaced populations;
- Advanced knowledge and at least 5 years of proven practical project management experience (managing at least two different grants at once), including strong skills and experience in M&E, report writing, participatory planning, financial management, Human Resource Management.
- Knowledge of working with district health offices, epidemic control and prevention or training of health workers, health assistants, local government and VHTs is preferred
- 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

- Proactive problem solving
- Managing Diverse teams
- Managing work
- Building partnerships
- Communicating
- Respect
- Integrity
- Diversity
- Excellence
- Accountability

Signed: ________________________ , date: ____________________

Initiative Manager