



Career Opportunity at CARE International in Uganda 'INTERNAL ADVERT'

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 internally recruit highly motivated and qualified Humanitarian professionals to fill up the following positions:

1. Site Assistants (2 Positions-Imvepi refugee settlement)

1. JOB SUMMARY

The Site Assistant is responsible for the supervision of construction activities and provision of technical assistance to service contractors hired for shelter construction in Zone 2 – Imvepi Refugee Settlement on a daily basis, liaise with partners in the Shelter and Protection Working Groups and also provide shelter construction expertise and guidance to shelter Community Based Facilitators in Imvepi Refugee Settlement. S/he is responsible for ensuring technical quality of the emergency shelter programming at field level. S/he will be responsible for monitoring and supervision of the contractors and shelters during, and after shelter construction. S/he will be supervising and directly working with the Community Based Facilitators at settlement level to ensure that the objectives of the project are achieved. S/he will work together with the GBV and Child protection teams to ensure that project activities targeting PSNs at field level are implemented in the most effective and efficient way.

2. RESPONSIBILITIES

Job Responsibility No. 1: Supervise the construction of transitional semi-permanent shelters for refugee PSNs in the settlement (85%)

- Ensure daily monitoring of construction activities carried out by the contractors and construction teams.
- Provide daily and weekly reports on the shelter construction progress to the Shelter Officer – Construction (SO-C);
- Assist the SO-C in addressing technical issues and monitoring amendments to the construction when requested to the contractors, in order to meet the minimum humanitarian standards for shelter quality and safety;

- Under the SO-C's supervision, ensure shelter inspection and validation of works is regularly carried out and duly documented by using: a CUG checklist for safe and appropriate construction (quality control checklist); and a handover/completion of works certificate;
- Participate in the training of the on job trainees at the construction sites.
- Report to the SO-C about issues with labour and shelter recipients, for him/her to solve them on the spot or report to line managers as needed.

Job Responsibility No.2: Contribute to shelter programme quality and development (10%)

- Under the SO-C's leadership, participate to the development and improvement of the existing methodology for quality control of construction;
- Provide inputs in the adjustment and review process of the shelter design, materials specifications, Bill of Quantities (BOQ), construction monitoring tools, etc.;
- Collaborate with CI technical advisors when visiting the project site(s) to continuously improve the quality of the intervention;
- Ensure attention to gender and GBV is mainstreamed at all times in the shelter intervention.

Job Responsibility No.3: Any other duties as may be assigned by the Supervisor (5%)

3 REQUIRED QUALIFICATIONS AND COMPETENCIES

- Preferred; diploma studies in construction, or demonstrated professional work experience in a similar role.
- Experience & Technical Skills
- Minimum 1 year of humanitarian aid experience, preferably in emergency shelter projects in refugee settlements;
- Familiarity with displacement sites and inter-sectoral coordination with humanitarian actors, local and national authorities;
- Experience of construction management & site management;
- Ability to run construction trainings/demonstration sessions;
- Excellent communication & negotiation skills;
- Awareness of protection issues as applied to emergency settings, with special attention to the needs of women and children.
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- Competencies
- Commitment to and understanding of CARE core values and principles;
- Excellent interpersonal and team skills;
- Ability to work with MS-Office;
- Fluency in written and spoken English, Arabic preferred;
- Strong self-organizational skills;
- Pro-active and helpful attitude, ready to take on variety of new tasks and adjust to rapidly changing context and needs;
- Ability to multi-task and meet tight deadlines; and
- Ability to manage competing priorities.

2: GBV Officer (1 position-Imvepi Refugee Settlement)

1. JOB SUMMARY

The GBV Officer will support CARE Uganda's GBV Prevention and Response interventions in Zone 2 of Imvepi Refugee Settlement, West Nile region, funded by Danish Telethon. S/he will be responsible for supporting the development and implementation of project strategies and plans, and ensuring effective partnerships are strengthened with other humanitarian actors and District Local Governments in the area of operation. S/he will ensure that project resources are utilized efficiently and that the project is able to save lives of refugees and host communities directly or indirectly affected by gender based violence.

The GBV Officer will be expected to support the GBV Specialist in placing emphasis on partner and staff development, building relationships and contributing to coordination processes with different stakeholders, ensuring integration of GBV interventions into mainstream prevention and response sectors.

2. SPECIFIC RESPONSIBILITIES AND TASKS:

Responsibility #1: Provide technical assistance and support in the implementation of GBV prevention and response interventions (40%)

- ✓ Work with partners and refugee leaders to establish a referral system for survivors that includes medical, legal and emotional support;
- ✓ Support the project's GBV activities and provide advice, support and technical assistance in the development of training materials, modules etc., as necessary, in order to achieve project goals;
- ✓ Support staff to develop individual operating plans, coach, and mentor and complete performance appraisals;
- ✓ Hold/attend regular meetings with project staff and partners to discuss issues, problems, accomplishments and assist in finding solutions to problems identified;
- ✓ Ensure that quality project strategies and gendered operational plans are developed and implemented in a participatory manner;
- ✓ Ensure that the project undertakes continuous operational assessments so that all activities are appropriate and based on a clear understanding of the working environment. This will include conducting GBV assessments, Mental Health and Psychosocial needs assessment among the affected populations;
- ✓ Ensure that project resources (including financial) are used effectively and transparently in order to further the goals of the project.

Responsibility #2: Capacity-building of project staff, project partners and GBV promoters (10%)

- ✓ Develop and adapt IEC materials for GBV campaigns and community awareness
- ✓ Work with the Initiative Manager and Emergency Team Leader to identify local partner organizations who can undertake the direct implementation of the project for sustainability purposes;

- ✓ Assess opportunities for capacity building and provide training basic support/ counseling skills to GBV community promoters and partner on key principles of gender programming, communication skills and GBV case management;

Responsibility #3: Project Monitoring and Evaluation: (20%)

- ✓ Working with the MEAL Unit, ensure Monitoring and Evaluation systems are in place which can be used to demonstrate project impact and which provides management information to assist in timely decision making;
- ✓ Ensure that all internal (CARE) and external (donor and government) reporting requirements are met and that reports are of a high quality and are submitted in a timely manner;
- ✓ Ensure all project capacity-building activities related to GBV are implemented according to the project strategies;
- ✓ Review and consolidate activities reports;
- ✓ Actively participate in the project surveys and in regular monitoring and evaluation meetings;
- ✓ Review and share best practices and lessons learnt from the project as results of GBV interventions and use them to develop more project strategies;
- ✓ Appropriately document training activities with summary reports, evaluations and pre and post-tests;
- ✓ Actively participate in monitoring and evaluation activities of the emergency response, especially on GBV.

Responsibility#4: Networking and Representation (10%)

- ✓ S/he will develop and maintain effective working relationships with other NGOs, government agencies, social institutions, donor, so as to enhance cooperation between organizations involved in addressing the problem of GBV and to share lessons learned;
- ✓ Develop, strengthen and maintain partnerships and good working relations with project partners, other NGOs and, local authorities, camp managers based on CARE's Partnership Principles;
- ✓ Represent CARE in meetings, seminars and forum as requested by his/her supervisor.

Responsibility # 5: Knowledge Management, Documentation and visibility (20%)

- ✓ S/he will support communication, knowledge management, story writing and documentation regarding activities of emergency response, impact and all necessary developments around GBV;
- ✓ S/he will ensure high level of visibility on CARE's emergency response and contribute to resource mobilization for GBV;
- ✓ S/he will ensure confidentiality mechanisms are in place for the GBV victims and perpetrators

Responsibility # 5: Perform any other duty assigned by supervisor.

3. QUALIFICATIONS

- A first degree in Development Studies, Women and Gender studies, Social Sciences or in a related field. A post graduate degree/diploma in a relevant field is an added advantage.
- 3-5 years working experience and knowledge in implementing GBV projects and mainstreaming psychosocial programming in development work
- Good understanding of the UNHCR and local government's operational procedures and systems.
- Good inter-personal skills, trainable, willing to build capacity of others.

- Good planning, communication and writing skills
- Computer literacy in most used software packages (MS office packages and SPSS).

3. Sexual Reproductive Health and Gender Based Violence (SRH & GBV) Officer (1 position-Moyo)

1. JOB SUMMARY

The Sexual Reproductive Health and Gender Based Violence Officer will be a self-driven team player with innovative skills in implementing Sexual Reproductive Health and Rights approaches and ensure that the Minimum Initial Service Package (MISP) for RH, is integrated into the SRH/health activities. The MISP includes; prevention of maternal and newborn mortality and morbidity through provision of clean delivery kits, referrals to existing quality emergency obstetric care (EmOC) services and family planning services, HIV/AIDS prevention activities, prevention and management of sexual violence, and planning for comprehensive SRH services. S/he will lead or support assessments, strategy development, project design, project management and implementation, training, and coordinating groups such as the health cluster, RH working group, and GBV working groups. S/he will be responsible for developing, implementing and analyzing health assessments data, develop and implement work plans among refugee and host communities. S/he will facilitate and conduct Information, Education, and Communication (IEC) sessions and develop context friendly learning materials on access to GBV and SRH services.

S/he is responsible for writing and documenting case stories of lessons learnt, especially on transformed refugee and host community members supported by the project. S/he will work closely with the Initiative Manager, SRMH Coordinator and Male Engage Specialist in implementing the SRH and GBV components of the CERF Project in Moyo District. The position will be based Moyo District focusing on Palorinya Refugee settlement.

2. SPECIFIC RESPONSIBILITIES AND TASKS:

Responsibility #1: implementing Sexual Reproductive Health and Rights and Gender Based Violence prevention and response strategies in Palorinya Refugee Settlement (40%)

- Work closely with the SRMH Coordinator, Community Based Facilitators, Peer Educators and Refugee Welfare Committees to roll out CARE models, training & IEC materials on SRH and GBV prevention and response.
- Ensure all key stakeholders of influence in Moyo district such as religious leaders, cultural leaders, and refugee elders contribute and effectively engage in SRH and GBV prevention and response activities in the settlement.
- Prepare and participate actively in all GBV and SRH related sector and cluster meetings at settlement and district level and present CARE's position and progress at that level;
- Maintain a healthy communication relationship and robust information flow among all key beneficiaries and stakeholders in the respective groups in the district.
- Document stories of change on an individual, group and community level in regard to the CERF program goals.
- Prepare and share timely monthly progress reports with the SRMH Coordinator & MEAL Coordinators.
- Ensure that quality project strategies and gendered operational plans are developed and implemented in a participatory manner;
- Lead the continuous operational rapid and mini assessments so that all activities are appropriate and based on a clear understanding of the working environment in the settlement.

- Liaise with GBV and SRH service providers and follow up and report on the responsiveness to GBV survivors and Pregnant and Lactating Mothers.
- Ensure that project resources (including financial) are used effectively and transparently in order to further the goals of the project.
- Bring issues that affect the security and safety of CARE property, staff or beneficiaries to the attention of the Initiative manager & SRMH Coordinator.

Responsibility #2: Capacity-building of Women, Youth and Girls' groups and SRH/GBV Community Based Facilitators (25%)

- Develop and adapt IEC materials for SRH and GBV campaigns and community awareness.
- Assess opportunities for capacity building and provide training basic support/counseling skills to GBV community Based Facilitators and Peer Educators.
- Coordinate the training of Community Based Facilitators and Peer Educators involved in project activity implementation.

Responsibility #3: Project Monitoring and Evaluation: (20%)

- Working with the M&E and Learning coordinator, ensure Monitoring and Evaluation systems are in place which can be used to demonstrate project impact and which provides management information to assist in timely decision making;
- Review and consolidate activities reports;
- Actively participate in the project surveys and in regular monitoring and evaluation meetings;

Responsibility #4: Networking and Representation (10%)

- S/he will develop and maintain effective working relationships with other NGOs, government agencies, social institutions, donor, so as to enhance cooperation between organizations involved in addressing the problem of GBV and to share lessons learned;
- Develop, strengthen and maintain partnerships and good working relations with project partners, other NGOs and, local authorities, camp managers based on CARE's Partnership Principles;
- Represent CARE in meetings, seminars and forum as requested by his/her supervisor.

Responsibility # 5: Perform any other duty assigned by Supervisor (5%)

- Support other CARE programs in mainstreaming SRH/GBV approaches as assigned by the Manager

3. JOB AND PERSON SPECIFICATION (REQUIREMENTS)

- Bachelor's degree in Public Health, Nursing or Medical field, Sexual Reproductive Health and Rights (SRH&R), Social Science, Social Work and Social Administration, or any other related field, or relevant Post graduate qualification.
- Advanced knowledge and at least three years of proven practical experience technically supporting gender transformative approaches.
- At least 2 years of hands on professional experience in humanitarian work (including working with institutions, understanding their culture, breaking taboos in conversations, ability to discuss sensitive topics such as masculinity and sexuality in a sensitive but direct way) with experience implementing gender transformative programs a must.
- Experience working with cross cultural teams, Local Government frameworks with multiple deliverables is desirable.

- Strong inter-personal communication and facilitation 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 of M&E, report writing and documentation.
- Unshakable commitment to gender equality.
- Knowledge of languages used in the settlement will be considered as an added value.

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 clearly indicating the job title in the email subject. CVs will be received until the 13th September 2018. 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