



Career Opportunity at CARE International in Uganda

ABOUT CARE INTERNATIONAL

CARE is a leading humanitarian and development organization fighting global poverty. We seek a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security. CARE International aims to be a global force and a partner of choice within a worldwide movement dedicated to ending poverty. CARE International has been working in Uganda since 1969 managing a diversified portfolio of gender transformative development and emergency interventions both through direct implementation as well as with a large number of local partners.

CARE International in Uganda **seeks to recruit highly motivated and qualified individuals to fill the position:**

1. Project Manager. Location-Gulu. 1 Position

JOB SUMMARY

The Project Manager will be responsible for managing a new 4 years project funded by ADA and implemented by CARE International in Uganda with several local implementing partners, Women And Youth Resilience Project (WAYREP). WAYREP will target Arua and Gulu towns and a South Sudanese Refugee settlement in Arua District with an integrated package of interventions combining evidence based models (Role Model Men and Boys, GBV prevention and response, VSLAs, etc) with innovations (working on urban poverty and urban GBV, working on the nexus and bringing durable solutions to protracted displacement, etc). S/he will facilitate an integrated participatory approach in project management, supervision, coordination, planning, and implementation among CARE staff and implementing partners, across the various locations of operation with a focus on cross-learning, 360 degrees accountability, and monitoring integration aspects. S/he will oversee all project management, administration, and procurement, financial and human resource management according to CARE and donor rules and regulations. . S/he will ensure effective implementation of project's visibility and communication plan. S/he will communicate regularly with CARE Austria (CAUT) the CARE Member Partner (CMP) holding the donor contract about progress and challenges. S/he will also help facilitate the integration of the project with CARE's longer-term and humanitarian programming. The PM will act as CARE's and the project primary representative for the project in local, national, and international level fora. S/he will facilitate smooth coordination between the team, implementing partners and other agencies from Government as well as the UN and other INGOs, active in the delivery of similar and complementary interventions to avoid duplication, leverage comparative strengths, and contribute to joint advocacy. The employee shall fully comply with safety and security procedures of CARE and should be accountable for it. S/he will model CARE's core values and particularly CARE's commitment to Gender Equity and Diversity and ensure CARE's Safeguarding policies are upheld by all Consortium Members and stakeholders engaging with the Project.

SPECIFIC RESPONSIBILITIES AND TASKS

Responsibility 1: Management of the WAYREP project (30%)

- 1.1. Responsible for the overall management of the project to facilitate integrated programming through the development and monitoring of a joint Detailed Implementation Plan for the project, drawn from each implementing partner's own DIP;
- 1.2. • Monitor overall project implementation and propose adaptations in a timely manner to ensure objectives are met;
- 1.3. • Ongoing guidance to team members to fulfil the project's strategic goals and objectives.
- 1.4. • Ensure compliance with donors' rules and regulations both by CARE and implementing partners;
- 1.5. • Conduct and document project start up / inception and close out meetings with all implementing partners and internal to CARE as per CARE Award and Sub Award policy;
- 1.6. • Responsible for producing quality consolidated reports including establishing joint reporting tools and mechanisms, in close cooperation with relevant staff of Implementing partners;
- 1.7. * Model CARE Organizational values and ensure they are understood by all staff and partners in the project team; Also responsible for ensuring CARE's Anti-Fraud and Anti-Corruption policy, CARE's Anti-Discrimination and Sexual Harassment Policy and CARE's Sexual Exploitation and Abuse (SEA) and Child Protection policy are applied through the entire project team, including by Implementing Partners, with an effective Complaints, Reporting and Feedback system in place for the whole project staff, beneficiaries and third parties;

Job Responsibility 2: Project Quality and Learning (25%)

- 2.1 Provide strategic guidance in unifying / integrating approaches and models between implementing partners in different geographical areas with support from Technical staff and MEAL Specialist; WAYREP is an integrated project bringing together evidence based models (RMM&B, VSLAs, YSLAs, Evidence based advocacy, etc) but also testing innovations (cash transfers in combination with VSLAs, working on urban poverty and GBV in the urban context, etc) and requires an integrated approach; It is the PM's responsibility to ensure this integration happens and the different IPs do not work in siloes;
- 2.2 • Responsible for developing the project's integrated Monitoring, Evaluation, Accountability, and Learning (MEAL) framework, with support from the MEAL specialist, including a common beneficiary database that can be used by implementing partners;
- 2.3 * Ensure all project formative research during the inception phase are conducted with the needed quality and as per agreed upon Scopes of Work; This includes (i) managing the various consultants and researchers to ensure they follow SOWs (ii) Disseminating pieces of research and discussing them to ensure the content is used to refine project design and, if needed, revise the project proposal, budget and strategy;
- 2.4 * Ensure the project base line, MTR, end line and final evaluation are conducted in a timely and quality manner;
- 2.5 Ensure measures for cross-learning and reflection (what works and what does not and why) as a project team, including 360 degrees accountability, ongoing monitoring of progress and

results though the use of shared monitoring tools and accountability minimum standards within the project team will be developed and used throughout the life of the project;

Responsibility 3: Operational, Human, Financial and Administrative Management (15%)

Key Tasks:

- 3.1. Responsible for the overall management of all the project's resources, be it human, financial and assets in line with donors and CARE relevant rules and regulations;
- 3.2 Directly supervise a team of CARE staff as per CARE HR Manual (setting goals, giving feedback, conducting performance assessments, coaching, mentoring) and indirectly supervise senior staff from implementing partners;
- 3.3 Ensure project develops costed action plans, procurement plans, cash projections in a timely manner to allow for appropriate cash flow and goods and services timely availability; ,
- 3.4 Create or adapt management systems in line with CARE's standard operating procedures, ensuring consistency with project needs.
- 3.5 Oversee flows of funds to implementing partners and CARE Uganda by CAUT and review reports both financial and narrative from IPs to CAUT, in close coordination with the CARE Head of Finance;
- 3.6 Oversee overall performance of local implementing partners sub contracted by CARE Uganda together with Grants and Contracts team;
- 3.7 Ensure adherence of IPs to approved budgets, regularly collect and report to the Program Management Unit and Project Steering Committee on overall burn rates, and prepare proposals (if needed) on budget reallocations with / for IPs and / or CARE Uganda when needed;
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Responsibility 4: Project Team Management and Coordination (15%)

- 4.1 Ensure effective mechanisms for joint planning, integrated implementation, joint & participatory monitoring and management between project staff and IP staff;
- 4.2 Support effective mechanisms for information sharing and cooperation among project team, including implementing partners' staff at all levels (Arua and Gulu towns and in refugee settlements);
- 4.3 Act as Chair of the Program Management Unit (PMU) and ensure regular meetings take place, are well documented and agreed upon actions followed-up;
- 4.4 Ensure CARE Program Director calls for Steering Committee meetings with heads of Implementing Partners and CAUT; support PD to prepare and document meetings and to follow up on agreed upon actions at Steering Committee level;
- 4.5 Ensure effective mechanisms for information sharing and cooperation with other complementary initiatives / projects with which WAYREP will collaborate (e.g. cash actors, etc), including organizing regular coordination meetings with them as needed;

Responsibility #5 Coordination with various authorities and other actors (10%)

- 5.1 Responsible for developing and / or strengthening excellent working relations with various actors about the project, including (I) the Office of the Prime Minister (OPM) at settlement

level, ensuring OPM is closely involved in approving and planning the intervention in the settlements, (ii) Arua Local District Government and Gulu Municipal authorities and (iii) in close collaboration and coordination with other CARE representatives in the regions;

5.2 Responsible for ensuring good relationships as well with relevant local councils, including Refugee Welfare Council authorities for work in settlements, Youth Councils, Women Councils, etc;

5.3 Responsible for closely coordinating with other agencies working on similar issues in the targeted areas, (e.g. UNHCR on Protection and GBV in settlements, District level NGO Coordination, etc) and ensure the project is well represented in the various relevant technical working groups and coordination meetings at settlement and district level while positioning CARE overall and not presenting WAYREP in a siloed standalone manner to external actors;

5.4 Build and maintain productive working relationships with CAUT who is managing the contract;

5.5 In agreement with CD and CAUT, engage with ADA Representation in Uganda to prepare monitoring visits, participate in meetings, send regular updates, etc

5.6 Responsible for all external representation of the project at meetings, events, conferences, and other fora, to key stakeholders, providing them with information about project objectives, risks, constraints and progress;

Other Responsibilities 5%

The Project Manager is responsible for problem solving at a variety of levels. S/he will need to be able to analyze and resolve situations as they arise on a variety of subjects ranging from programming decisions to issues related to coordination with implementing partners, other CARE and non-CARE projects, key stakeholders in a dynamic context.

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 NUWEP Team, West Nile Humanitarian staff, and implementing partners. In addition, collaboration with governmental (Local district governments) and non-governmental counterparts (other INGOs) and stakeholders (UNHCR). S/he will coordinate relevant activities of implementing partners with other CARE programs when relevant.

WORK CONDITIONS:

The position is based in Gulu and will operate from CARE Gulu Sub office. A significant amount of time (at least 50%) is expected to be spent in West Nile region and Northern Uganda region 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 PM maintains 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 PM will have a suitable combination of experience and relevant training in the following technical and programmatic requirements for the post

- BA in management or in development or humanitarian aid or in Rural and Urban economics or related field
- At least 5 years proven management experience of complex projects, of which a minimum of three as Project Manager and leading / managing a team of implementing partners;
- Experience with refugee protection and gender based violence programs required; ;
- Personal commitment to gender equality demonstrated by personal actions;
- Demonstrated capacity to lead teams for success;
- Timely Decision Making, Building Effective Teams, Problem Solving, Functional/ Technical Skills, Strategic Agility and Cross-Cultural Sensitivity

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 **1st, March,2019**. Please note that when you are successful for the above position, CARE will need certified copies of your academic documents. 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