



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 individual to fill the position of Senior Program Manager (1 position). Location: Arua

JOB SUMMARY

The West Nile Senior Program Manager (SPM) reports to CARE's Program Director and is overall responsible for the quality, impactful and efficient management and implementation of CARE's portfolio and assets in the West Nile Region (Lamwo, Adjumani, Yumbe, Arua and Moyo Districts). Key responsibilities include leading and overseeing the design, planning, coordination and implementation of all of CARE's projects in West Nile, with priority to the projects under direct supervision but also with some oversight over projects that may be managed by colleagues and operate across different regions. The SPM is responsible for quality assurance during the entire project cycle and for ensuring that the different initiatives are implemented as a unified, coherent program with synergies between them, regardless of where they are in the continuum of aid. The SPM is comfortable with gender transformative humanitarian and long term development programs and ensures CARE is able to transition to more long term developmental approaches in West Nile while maintaining our operational capacity to respond to emergencies and deliver lifesaving interventions particularly in the sectors of GBV, SRH, Protection and Shelter. Responsibilities also include facilitating learning, and ensuring effective mechanisms for documentation, communication, and M&E with support from the MEAL Team. With support from heads of Departments for Program Support and the Operations Director, the SPM co-supervises Program Support Functions in the West Nile Region, including Finance, Administration, Logistics, IT, HR, Safety and Security, including appropriate running of CARE's Sub and Field Offices. The PM leads by example and ensures strict adherence to CARE's policies in general and particularly to CARE's Anti-Fraud and Anti-Corruption and Safeguarding Policies (PSEA, Child Protection, etc). The SPM maintains excellent professional relationships with relevant levels of Uganda's territorial administration with priority to Local District Governments and LC5, as well with the Office of the Prime Minister (OPM), UN agencies and other NGOs and other relevant stakeholders. S/he ensures CARE participates in all relevant coordination structures at Regional, District and Settlement levels. S/he ensures CARE's West Nile Management Team reflect our principles on Gender Equity and Diversity and meets monthly. As the most senior CARE staff based in West Nile, s/he is a member of the Country Office (CO) Senior Management Team (SMT) and of the senior program team that both meet monthly.

KEY RESPONSIBILITIES

Responsibility 1: Human Resource management and team cohesion, performance and effectiveness

Responsibility 2:

Overall leadership for the timely, impactful and quality implementation of WEST NILE Program Portfolio

Responsibility 3:

Financial, Procurement & Management Oversight –ensure program level oversight of the program’s financial resources, while applying CARE’s policies and systems, as well as donor requirements.

Responsibility 4

Representing, linking and ensuring good relations with other stakeholders in West Nile and with relevant actors at national level

Responsibility 5:

Any other duties are requested by supervisor.

RELATIONSHIPS AND COLLABORATION:

This is a senior management position in CARE and requires both sensitivity and responsiveness to the needs of the program, staff and partners, as well as the mission, program direction, policies and core values of CARE International and of CARE Uganda specifically. The SPM is directly supervised by the Program Director and s/he will supervise Senior Program staff as well as indirectly supervise program support staff in the Region. The SPM is expected to be fully conversant with CARE policies and procedures for both program as well as program support and collaborate closely with program support staff in CARE Headquarters in Kampala.

S/he will have close and joint planning; coordination and collaboration with CARE staff at senior level, particularly with all Programme Managers, Head of Finance, Program Director, HR Manager, Administration Manager, Operations Director, Country Director, all members of the CO SMT. In addition, collaboration will be required with governmental and non-governmental counterparts, UN agencies, donors and a wide range of stakeholders.

LEVEL OF AUTHORITY:

The WEST NILE SPM shall approve CARE financial transactions in accordance with the Authorized Signatory List (ASL) for this position; act as a line Manager, as per CARE’s Human Resources Manual, for all his / her direct reports.

WORK CONDITIONS:

The position is based in Arua Sub-Office, but a significant amount of time (40%) will be spent travelling within the Region (Yumbe, Adjumani, Moyo, Lamwo, Arua, etc) for oversight of the various field offices, staff meetings and field monitoring visits. It is essential that the SPM maintains a close effective presence in the field to ensure close management of the various locations and offices as well as ongoing strategic guidance and leadership over the Programme. S/he will also be required to travel to Kampala for monthly SMT meetings (and occasionally to other locations where CARE works in Uganda). Occasional travel abroad maybe required from time to time for meetings, training events, advocacy etc.

QUALIFICATIONS AND COMPETENCIES:

EDUCATION:

Bachelors' Degree in Humanitarian and / or Development studies or related field, preferably in gender studies or related social or development studies required; Master's degree preferred;

EXPERIENCE:

- 5 years in a senior management program position of a large and diverse portfolio in the development and humanitarian sector, preferably for a large INGO;
- 3 years experience managing sub offices and field offices, including overseeing Program Support functions like Administration, Finance, Logistics, IT, Safety and Security, HR;
- At least two years of experience managing GBV and / or SRH or Women Economic Empowerment programs required;
- Experience with refugee programs strongly preferred;
- Experience managing transitions from emergency programs to more long term development required;
- At least three years' experience directly managing USG and EU grants (e.g. ECHO, PRM, USAID, etc) as well as other donors such as ADA, Danida, Norad, etc

ADDITIONAL COMPETENCIES:

- Strong understanding of women and socio-economic empowerment and gender transformative programs and extensive knowledge of community empowerment and, and rights issues;
- Personally committed to gender equality and social justice;
- Knowledge in organizational capacity building processes and methodologies and experience of advocacy processes and tools including capacity building of others.
- Proven skills in budgeting and financial administration;
- Ability to communicate effectively and constructively in English in a variety of settings such as staff meetings, discussions with government and other partners, and training workshops.
- Excellent writing skills for reports, learning papers, proposals, etc
- Strong conceptual ability, analytical and M&E skills
- Strong representation and negotiation skills
- Demonstrated use of positive coping strategies in stressful environment

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 **15th, February, 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