



## **Career Opportunity at CARE International in Uganda**

### **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 recruit highly motivated and qualified development and Emergency professionals with genuine commitment to gender equality and women and girls' rights to fill up the following positions;**

#### **1. Gender Coordinator (1 position)**

**Location: Kampala**

#### **JOB SUMMARY**

The Gender Coordinator will lead the Digital Sub wallets for Increased Financial Empowerment of Women Project's gender mainstreaming and ensure a Gender transformative approach is adopted and applied in project implementation and impact measurement. The position will also ensure all CARE WAYFIP program interventions are gender responsive. The position may also from time to time provide relevant support to other CARE Programs like the Women Empowerment and Natural Resources and Governance (WENG) Program and the Emergency Response Program.

In addition the Gender Coordinator will work closely with the Gender and Advocacy Advisors to promote CARE's Gender Transformative approach to inform policy and practice within civil society and in the public sector. This includes influencing change in attitudes of staff, partners, groups & institutions on the importance of conducting evidence based gender transformative advocacy to achieve CARE's mission.

The position will be specifically responsible for building capacity of CARE and partners' staff working on Digital Sub wallets for Increased Financial Empowerment of Women Project to conduct gender and household dialogues as well as household financial planning. S/he will support data collection and ensure functional referral pathways are mapped to address gender and domestic violence related issues. The Gender Coordinator will also ensure that the implementing partners engage with other relevant actors and uses advocacy and rights based approaches as a strategy to achieve greater and more sustainable results for the impact group members. S/he will also lead in supporting partner staff to main stream GED in their programming, strengthen and improve partnership management.

#### **Job and Person Specification (requirements)**

- A University Degree in Social Sciences and a Post Graduate Diploma in Project management is desired.
- Over 5 years of experience supporting Gender mainstreaming in an organization similar to CARE.
- Experience and knowledge of project implementation, GBV prevention and protection as well as advocacy processes and tools including partners and community capacity building
- Knowledge of government structures and policies at local and national level (particularly within the

field of gender, and microfinance);

## **2. Emergency Response Manager (1 position)**

**Location: TBC**

### **JOB SUMMARY**

The Emergency Response Manager (ERM) is responsible for managing the Emergency Response project(s) responding to the DRC refugee influx emergency response, in partnership with local partners where relevant. S/he seeks guidance from other Specialists on the team for other technical components, such as Protection, Gender Based Violence (GBV), Engaging Men and Boys (EMB, Role Model Men (RMM) shelter, livelihood, and Sexual and Reproductive Health and Rights (SRHR).

The Emergency Response Manager may manage a number of initiatives depending on funding, and the number will vary over time. The ERM is responsible for managing all aspects of the project(s), including Human Resource Management of staff assigned to particular project(s), planning and timely and quality implementation of the initiative(s) in line with approved proposal(s) and work plan(s), financial management of grant(s) in line with approved budget(s), overall compliance of project(s) in line with organizational and specific donor rules and regulations, management of assets assigned to the project(s), monitoring, evaluation and reporting

### **Job and Person Specification (requirements)**

- A Master's degree is preferred.
- Bachelor's degree in Economics, Rural Development, Agriculture or related field Expert level knowledge and at least five years practical experience in humanitarian programming in rural Uganda, preferably with refugee and / or displaced populations;
- Experience in GBV and/or Protection
- Experience in the use of ICT in humanitarian programs required;
- Experience with youth livelihood programs preferred;
- Advanced knowledge and at least 5 years of proven practical project management experience (managing at least three different grants at once), including strong skills and experience in M&E, report writing, participatory planning, financial management, Human Resource Management.

## **3. Office Assistant (1 Position)**

**Location: TBC**

### **JOB SUMMARY**

The Office Assistant is responsible for managing and providing high quality operational, logistical, programmatic and administrative support to the different project teams and CARE partners. The purpose of this position is to ensure that there is efficiency and effectiveness in the administration services function through cordial, timely, effective internal and external communication.

### **Job and Person Specification (requirements)**

- Diploma in Business studies.
- At least 2 year of office experience or experience in a similar role
- Proficiency in the operation and use of office tools/ equipment; and an understanding of internal work processes, protocols and procedures.
- Ability to learn quickly and adopt to changing requirements in a work environment
- Good communication skills, fluency in spoken English and local languages for the region required. Good customer care and self-presentation
- Dependability and attention to detail (verbal, written, telephone)

**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](mailto:ugarecruitment@care.org) clearly indicating the **job title in the email subject**. CVs will be received until the 30<sup>th</sup> January 2018.

**For any questions please call our office on 0312258100/121**

**CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE & CORRUPTION  
INTOLERANT EMPLOYER**

*Please Note that CARE International in Uganda does not ask any applicant payment for any  
recruitment process*