



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 a highly motivated and qualified development professionals with genuine commitment to roll out and implement the Women and Youth empowerment program (WAY) in partnership with UNFPA to fill up the following positions of:**

1. Male Engage Specialist- Re advertised (1 position): Location: Arua

Please note that whoever applied in the first advert was not successful.

JOB SUMMARY

The Male Engage specialist will be a dynamic team player with strong technical skills in understanding the power relations between men and women, gender transformation, masculinities and engaging men. He/She will be responsible for leading the strategic development, rolling out of male engage models and approaches. Co-ordinating the development and implementation of the Engaging men and boys initiative (EMBi) in the eight districts of West Nile and Northern Uganda namely; Moyo, Adjumani, Arua, Agago, Amuru, Aleptong, Pader, Kitgum and Lamwo. including: desk research; seeking feedback from MenEngage partners; developing, pilot testing and finalising the Male action groups (MAGs) training curriculum; identifying and recruiting resource persons in conjunction with partners; developing partnerships to support the MAGs ; supporting the participant recruitment process; co-ordinating logistics for the MAGs shared learning sessions; supporting follow-up processes and mentorship; oversee the development of a MAG monitoring telephone application. Providing feedback to colleagues on Men Engage Uganda country network work plans, budgets, progress reports and other related documents. Supporting local Men Engage and boys meetings, such as community and district consultative events with partner organisations. The Male engage specialist will provide technical oversight in all capacity development interventions, needs assessment, mentorship and support supervision of the beneficiaries in the WAY program.

Specific responsibilities and tasks

Responsibility 1# Initiate, design and implement IEC/BCC strategies for purposes of increasing awareness on EMB/RMM, SRHR & GBV

- Lead participatory processes for identifying the male action groups (MAGs) at sub county level in the 8 districts
- Assess the capacity needs of the MAGs in relation to gender sensitivity, , knowledge, attitudes and skills of the impact population and different stakeholders.
- Lead the design of targeted management and dissemination of SRHR information, focusing on empowering men as champions of change
- Roll out the training of SASA methodology to all WAY program staff, partners and key Government personnel.
- Identify existing resources and potential channels for communication that can be mobilized to inform the community and scale up interventions addressing SRMR challenges and gaps.
- Work with other project staff leading NURI components, YSLA and girls empowerment components, partners and stakeholders to design models, methodologies, innovations aimed at uptake of SRHR /behavioural change information.
- Determine key messages to be disseminated based on assessments, feedback, PRA findings in the target community and inform documentation processes.
- Together with the EHP Response team, develop simple methods and training materials for partners to communicate SRMR messages to the impact groups/ community and other stakeholders.

Responsibility 2# Participate in the development and maintenance of effective Male engage and SRMH information (M & E) system.

- Participate in the continuous review of the M&E system with specific emphasis on providing support to the management of an SRHR data base, collecting gender disaggregated data.
- In consultation with the MEAL team and relevant community based field staff, develop data collection tools, appropriate reporting/ referral forms and monthly data collection forms for data management.
- Work closely with Health unit HMIS staff, partners to ensure that they have an effective SRMR database and input in the development work plans, quarterly and annual reports.
- Ensure that Sub county/Parish based and refugee community structures and partner organizations are functioning and submitting reports to relevant community leaders, the sub county leaders, CARE and other relevant offices
- Participate in evaluating progress towards achievement of program/project outcomes.
- Provide on-going support supervision and monitoring to implementing partners and community structures to ensure delivery of quality SRMR services and program quality
- Identify, prepare and document SRMR/GBV lessons learnt under Humanitarian Response.

Responsibility 3# Ensure effective coordination and network system at settlement and district levels are operational, maintaining a high reputation.

- In collaboration with the implementing partners, coordinate, support and facilitate monthly, quarterly and sub county level discussions and coordination meetings as may be required.
- Represent CARE at health Sub district (health centre IV), settlement and with other relevant sector working group meetings as required from time to time.
- Establish and maintain cordial and professional relations with local partners and collaborators including district officials and other humanitarian health actors.

Responsibility 4# any other duties assigned (5%)

This may include but not limited to the following activities

- Documentation of best practices and lessons learnt
- Representation at different working groups in the region including nation task force activities
- Rapid assessment for SRMS in refugee settlements as needed
- Participation in other CARE response activities

Level of authority

The Male Engage specialist will formally report to the initiative manager. S/he has no authority to commit the organization in any way, to enter into formal partnership agreements, nor any formal financial authority, apart from standard expenses for day-day-day activities. The Male Engage specialist is responsible for the safety and custody of organization assets in his/her possession. Travel to locations outside project areas require prior approval of supervisor.

Relationship and collaboration

The Male Engage Specialist will work as a process-oriented support person to CARE Emergency Program to achieve on the SRMH related interventions within the Emergency Response. It will therefore be essential for this individual to develop relationships with relevant partner organizations to ensure effective support. This requires both sensitivity and responsiveness to the capacities and needs of the different partners. S/he will also collaborate closely with other specialists in the emergency team (e.g GBV Specialist,) and with other Country office related initiatives within the sub office and will be expected to provide support based on clearly and jointly agreed Programme priorities. Teamwork is therefore a key element of the position.

Job and Person Specification (requirements)

- Master's degree in gender studies, adult education, gender, Social work and Social development, Community Psychology, or relevant Post graduate qualification.
- Advanced knowledge and at least five years of prove practical experience technically supporting gender transformative approaches.
- Experience and skills in effectively supervising technical specialists and managing performance for success in technical support teams with a focus on gender transformative approaches.
- At least 5 years of hands on professional experience in community development 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 large, cross cultural teams 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 and strong skills in M&E, report writing and documentation.
- Unshakable commitment to gender equality.

- knowledge of languages **used in the participating districts are considered an added value**

2. Grants and Contracts Manager (1 position): Location: Kampala

JOB SUMMARY

The purpose of the Grants and Contracts Manager Position is to lead, manage and direct overall Grants and Contracts management function of CARE International in Uganda, making links between program, administration and finance teams. The most critical elements of the job requirements are to ensure timely and accurate financial reporting to donors on main grants as well as adequate management of sub grants to partners, ensuring that all operational aspects are in compliance with CARE Financial and Donor grant compliance regulations and budgetary requirements. The Grants and Contract Manager will actively participate in the country office efforts to proactively seek new funding opportunities, working to ensure that program and finance teams are supported during proposal development to develop accurate budgets that contribute their fair share to the Country Office Shared Project Costs (SPC) The Grants and Contracts Manager will provide timely reports to Budget Holders on grants and sub grants expenditures and provide analysis on program implementation timeline vs. expenditure. The Grants and Contracts Manager will provide training and ongoing technical support to program staff and partners on compliance with terms and conditions of donor grants and our own sub grants management policy. The GCM will support program staff to request Fund Codes (FCs), Project IDs (PIDs) and set up grants and sub grants correctly in PAMODZI, the Country Office's financial system.

Responsibilities and tasks:

Job Responsibility # 1: Provide leadership in overall CO Grants & Contracts Management

To ensure that CARE Staff and Partners follow best practice in managing grants: Including but not limited to:

Sub Tasks:

- Keeping up to date with changes in relevant CARE International policies and procedures (e.g. Award and Sub award policy, SPC policy, budgeting guidelines, etc.) & proactively ensure relevant staff are made familiar with key policies
- Liaise with the CO staff when developing new proposals: support Go-No-go decisions, fill Go – No-go forms, identify funding gaps if any, etc.
- Ensures start-up and inception meetings for new awards are taking place and are documented and ensure close out meetings are also held and documented as per policy;
- Work with CMPs / HQ in developing and signing of IPIAs / BAMs respectively ensuring that that the terms and conditions are acceptable to the CO and understood by the CO team & partners where relevant; If the contract is directly with a donor in country, also review donor agreement for acceptability and understanding by relevant staff;
- Prepare and submit all required forms to SSC for award and sub grants setup in the system (e.g. fund code, project ID, top line budgets, activity ID, etc.)
- Ensuring that Donor requirements related to grants and contracts' financial management as well as various contractual obligations for each project (reporting deadlines, deadlines for submitting cash projections, audits, evaluations, any other) are fully understood by implementing teams and adhered to;

- Ensuring that CARE Staff and Partners fully understand what is expected of them in managing grants and sub grants according to best practice and per CARE and donor guidelines.
- Monitoring compliance with best practice (including carrying out visits to sub offices and partners and monitoring reporting information managed through a tracker shared with all relevant stakeholders) and taking assertive corrective action as required; reporting any difficulties to the appropriate accountable manager
- Maintains Grants Tracking Sheet updated at all times.
- Maintains CO Chart of Account (at FC, PID and AID, and Cat ID level) updated at all times;

Job Responsibility 2: Sub grants Management

To provide leadership in CO sub grants management from selection (due diligence processes, sub award contract processing and monitoring) to close out. Responsibilities Include but not limited to:

Sub Tasks:

- Liaising with CARE Program Coordinators and project Managers in order to understand project implementation plans and potential partnering requirements,
- Ensuring that partners are selected in a transparent manner and according to clearly agreed and documented Minimum Eligibility Requirements and other key requirements, as per CARE policy;
- Ensuring that assessments and documentation of organizational capacity and due diligence have been carried out for all of CARE Uganda's potential & current partners, according to relevant policies and procedures; Occasionally participates directly in these assessments;
- Based on results from above assessments, supports program teams to make well informed, transparent and documented partners' selection decisions for submission to Decision Management Team (DMC) for approval;
- Ensures results from assessments are used to develop organizational capacity building plans of partners and oversee and document the implementation of these plans during the life of the sub grant;
- As Secretary of the CO Sub Grants Decision Management Committee (DMC), calls for quarterly DMC meetings, prepares information and analysis to be presented to DMC, takes notes and ensures documentation of DMC meetings;
- Keeping an updated tracker for the sub-award data base ensuring that all sub-award payables and liquidations are monitored and reports shared with relevant stakeholders.
- Ensures sub grant agreement files submitted for DMC approval (e.g. new MOU to be signed, an amendment to be signed, etc.) are complete (including all documents required as per policy);
- Maintain a sub grants tracker (Sub-grants dashboard) for funds disbursed and liquidations received. An aging analysis of the remaining funds should be prepared on a monthly basis and follow up discussions with Program Managers;
- Ensures partners' financial performance is monitored and documented based on an analysis of risks. Ensure in depth monitoring visits are conducted, with a thorough review of transactions (based on a sample) and of supporting documents; Identified issues to be immediately reported to supervisor and CO SMT;

- Keeps track of partners' compliance with their reporting obligations and immediately reports noncompliance to supervisor and SMT;

Job Responsibility 3: Internal and external Reporting

Internal Reporting: Management Reporting and Financial Analysis

- Prepare pipeline reports and pipeline budgets;
- Preparation of Monthly grants and contracts Payable/Receivable Status
- Provide Budget Holders with detailed Monthly Budgets versus Expenditure Reports
- Prepare portfolio analysis report monthly & critically examine expenditure reports with budget holders and provide recommendations to address under spending, overspending or unusual expenditure in relation to project phases impact both in the short term and long term.
- Ensure match is recorded internally and reports to budget holders and SMT on match commitments' fulfillment
- Contribute to various management reports including relevant section of COMFORT

External Reporting: Donor Reports and Quality Review

- Prepare donor reports and ensure their accuracy and timeliness as specified in the Agreements, including match reporting when relevant;
- Ensure narrative reports and financial reports are compliant with donor requirements and are consistent with each other
- Liaise with Budget Holders and provide recommendation to address any donor budget overspending /under spending

Job Responsibility # 4: Budget Preparations

- Assist Program Staff in preparing detailed accurate budgets for new proposals and ensure these budgets cover their fair share of SPC as per SPC policy and budget guidelines;
- When budgets involve budgets of local partners, support to local partners to develop their budgets will be required;
- Assist Program staff to prepare budget revisions when needed. It can be Non Cost Extension or Cost Extensions;
- Train program staff in accurate budgeting, understanding SPC policy,
- When budgets include a match, support in listing match sources and mapping the match to the budget;

Job Responsibility # 5: CARE & Partner staff Capacity Building

- Conduct (continuing refresher) training to CARE and partner staff to ensure all award terms and conditions are understood and implemented properly.
- Conduct training to Budget Holders in use of PeopleSoft (e.g. expenditure report extraction, analysis and interpretation of the reports and use, chart of accounts, etc.) and in general sound grants and financial management;
- Develop and oversee the roll-out of tools, training interventions, learning materials and other strategies which will improve CARE and partner staff capacity & compliance
- As mentioned under responsibility 2, plays a critical role in developing partners' capacity building plans and overseeing progress against these plans;

Job Responsibility #6: Team management and supervision

To lead the Grants Team that includes Grants coordinators based in Kampala and in various sub offices in a manner that empowers them to deliver high standards of work, promotes CARE's

core values with a focus on Gender Equity and Diversity and to maximize beneficial outcomes for vulnerable women and children programs, partners, donors and other key stakeholders:
Including but not limited to

Sub Tasks:

- Communicating to the grants team a clear and exciting vision for the work of CARE and for the role of the Unit
- Ensuring that each member of the team fully understands the outcomes that are expected of them and that they are aware of best practice in their areas of technical specialism
- Ensuring that work is planned and organised in a way which will meet the needs of programs in the most cost effective manner possible;
- Supporting team members to enable them to give of their best e.g. by encouraging and praising good performance, mentoring, coaching, assisting staff to prevent or resolve problems, providing resources, tools and equipment
- Monitoring and reviewing performance and, in particular, setting goals and conducting periodic appraisals of staff under supervision in a timely manner, holding staff accountable for individual and team performance; taking decisive action in the case of poor performance
- Ensuring that staff are adequately trained, developed and well equipped with the relevant tools for their roles e.g. by analysing staff training needs, organising the delivery of training or coaching, coordinating the sharing of experience and facilitating acquisition of relevant tools.
- Maintain cohesion and synergy between the grants and programs teams through routine scheduled interdepartmental coordination meetings.

Job Responsibility #7: Any other duties

Includes but not limited:

- Maintains CO audit calendar updated and ensures audit companies are procured in a timely manner, audits are completed and submitted in a timely manner;
- Conducting the monthly Procurement Spot Checks and reporting to RMU on these;
- Being the Focal Point for the CO Self Control Assessment
- As requested by supervisor.

I. PROBLEM SOLVING (Thinking Environment)

Problem Solving is Category 3. The compliance rules and regulations are well defined by CARE and the donor, the incumbent will ensure that these are appropriately applied in the project context by a large number of field and office based staff in a fast paced and complex working environment.

II. QUALIFICATIONS (KNOW HOW)

A) EDUCATION/TRAINING

Required:

- Masters or Post Graduate diploma in accounting. Certified Accounting Professional.

Desired:

- Knowledge and experience with accounting software package People Soft

B) EXPERIENCE

Required:

- At least 5 years' experience in grants, sub grants and budget management at similar level, of which at least three in an international NGO;

C) TECHNICAL SKILLS

Required:

- Proficiency in Microsoft Office including strong financial software applications
- Excellent Excel proficiency skills;
- Fluency in English language and written communication;
- Thorough understanding of financial accounting, fund accounting and financial analysis, financial reporting, GAAP and IFRS. and grants, sub grants and contracts management processes and procedures.
- Solid knowledge of Key donor regulations and compliance requirements (USG, EU, ECHO, DANIDA, UNFPA)
- Solid Analytical and problem solving, financial trouble shooting and audit experience
- Excellent people management skills and interpersonal skills including the ability to develop harmonious teams in a cross cultural context
- Demonstrated ability to plan and monitor workflows in a complex environment
- Ability to produce high quality work and balance competing priorities within demanding timeframes
- Capacity building and facilitation skills
- Excellent planning, organizational, analytical and decision making skills;
- Demonstrated leadership & ability to inspire and empower others;
- Sound judgment, ability to work effectively with others at all levels;

Desired:

- Knowledge of People Soft software.

D) COMPETENCIES

- Respect - Behaving in a manner that reflects a true belief in and appreciation for the dignity and potential of all human beings. Gaining other people's confidence and setting an environment of trust and openness.
- Integrity - Maintaining social, ethical, and organizational norms; firmly adhering to codes of conduct and ethical principles inherent to CARE.
- Gender Equity and Diversity - Promoting, valuing, respecting and fully benefiting from each individual's unique qualities, background, race, culture, age, gender, disability, values, lifestyle, perspectives or interests; creating and maintaining a work environment that promotes diversity.
- Excellence- Ensuring the product of work will reflect quality and error free work that will be acceptable to all recipients
- Adaptability- Expected to well adjust with the country, the CO operating environment and with the Project team to function effectively and efficiently
- Coaching - Ability to demonstrate to enhance skills and capacity of staff working in the field and office for them continue to serve CARE in the future program activities
- Communicating with Impact - Ability to effectively communicate a complex issue in a way that would be clearly understood by staff and the outcome would be to have positive impact
- Developing Teams - Capacity to develop and work teams and effectively realize outcome through team work

- Facilitating Change - Ability to act as an agent of making positive and lasting change among staff members who would remain effective staff members of CARE as this would be the focus of this incumbent
- Managing performance for success - Develop appropriate work plan and effectively implement to ensure success
- Planning and Organizing - Ability to plan well and organize work plan to realize results

III. FREEDOM TO ACT

A) General Accountability

The incumbent's decisions are prime in terms of the daily functioning and operation in planning, managing, coordinating the works of the unit. Her/his decisions are contributory in terms of maintaining organizational policies and procedures.

IV. CONTACTS/KEY RELATIONSHIPS.

The incumbent is reporting to the Head of Finance and is expected to work in close collaboration with the Operations Director, Country Director, Program Director, Emergency Team Leader(s), Administration Manager, and concerned Budget Holders in the country office, as well as SSC, ECARMU, HQ and auditors as necessary.

V. WORKING CONDITIONS AND LEVEL OF TRAVEL REQUIRED.

The position is based at the Kampala office but the incumbent is expected to travel to Sub offices, partners and international for approximately 30% of the time.

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 14th June 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