



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 humanitarian and Development professionals with genuine commitment to fill up the following positions:**

1. Women Lead in Emergency (WLiE) Specialist –Re advertised (1 position) Location-ARUA.

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

JOB SUMMERY

The Women Lead in Emergencies (WLiE) specialist will coordinate all aspects of the WLiE project in collaboration with CARE Uganda and partner staff. S/he will also work with CARE staff and partners to build their capacity to support gender transformative programming. S/he will pilot participatory tools and approaches to support women affected by crisis to identify activities that will increase their participation and influence within humanitarian and public decision-making spaces that affects their access to rights and services.

The WLiE Specialist will work with the CARE Uganda MEAL Specialist to assess what works to support women's leadership in emergencies, and work with the CARE Global Women Lead Coordinators to document learning about the Women Lead approach and how it can be improved. S/he will also coordinate with other CARE Uganda women's empowerment programmes to build knowledge and learning on women's voice and leadership across CARE Uganda programs.

Specific responsibilities and tasks

1. Project management

- Produce a Rapid Gender and Power Analysis focused on women's participation in humanitarian and public decision-making, with technical support from the Global Women Lead Coordinators.



- Facilitate co-creation spaces to help South Sudanese refugee women and women in the host community analyze the barriers and opportunities for women's effective participation in decision-making, and to develop WLiE action plans to support women's leadership and decision-making in humanitarian spaces and community/local governance, with technical support from Global Women Lead Coordinators.
- Provide technical assistance to CARE project staff and partners to support implementation of WLiE Action Plans to support their voice, leadership and decision-making of women affected by crisis, and manage small grant activities as relevant.
- Work closely with Initiative Managers to organize and facilitate training workshops for skills building, sensitization and capacity building for relevant stakeholders, and implementing partners.
- Monitor and maintain quality of implementation of the WLiE project and consistency and coordination with the shelter, GBV and SRHR components of the program, and ensure regular and accurate reporting in accordance with the project requirements.

2. Staff and partner capacity building

- Work with the Gender Mainstreaming/GED Advisor to promote awareness of women's rights with CARE staff, partners and beneficiaries according to international standards and Uganda law, with a particular focus on the linkages between women's political, economic and social rights and empowerment, and to build awareness of CARE International's approach to Gender Equality and Women's Voice.
- Work with the CARE Uganda Social Analysis in Action Coordinator and Gender Mainstreaming/GED Advisor, to support organizational reflection and learning events on women's leadership and decision-making for CARE staff and partners, and to identify capacity development needs.
- Guide and support CARE and partners' staff to conduct capacity assessment for partners to identify their strengths, weaknesses and available opportunities in understanding and use of women's voice and leadership approaches.
- Adapt and develop the Women Lead tools and materials, in collaboration with the MEAL Advisor and the Global Women Lead Coordinators, and provide technical assistance to staff, partners and women affected by crisis in their use.

3. Collaboration and learning

- In collaboration with the MEAL Advisor and Gender Mainstreaming Advisor, use the CARE Gender Marker Self-Assessment Tool to improve the quality of gender integration at all stages of the project cycle and facilitate regular reflection on the gender transformative impact of the project. This includes considering protection risks and unintended consequences of programme activities and mitigating harm, such as an increase in violence, harassment and backlash for women who are active in public life.
- In collaboration with the MEAL Advisor and with the Global Women Lead Coordinators, develop a WLiE M&E system, including developing a theory of change, and design and implementation of baselines, midterm reviews and specific learning events, end lines and/or final evaluations.



- In collaboration with the MEAL Advisor and the Global Women Lead Coordinators, develop a plan for on-going action learning to assess what does and does not work to support the voice and leadership of women affected by crisis, feedback loops to modify the project implementation, and to document the process and promising practices.
- In close consultation with MEAL Advisor and in collaboration with field staff, facilitate knowledge capture and exchange of learning on WLiE by CARE, partners and women affected by crisis.
- Participate in the piloting of the Global Women Lead Initiative, including working with the Global Women Lead coordinators to document process and promising practices and disseminate learning.
- Work with the Women, Adolescent, Youth (WAY) Project Senior Initiative Manager to build cross-programme learning about sustainable approaches to increasing women's voice and leadership within the context of the humanitarian and development nexus amongst refugee populations and host communities and, where feasible, explore the possibilities of establishing robust intergenerational learning on women's voice and decision-making.
- Build relationships with, and networks between, women-led groups and organisations advocating for women's rights, gender equality and women's voice, and inclusive governance.

Qualifications and competencies

- Master's degree in Gender Studies, Social Work and Social Administration, Adult Education, Sociology or another relevant post-graduate qualification.
- Advanced knowledge and at least 5 years of proven practical experience in implementing and providing technical support to gender transformative programs, including women's leadership and political empowerment.
- At least 3 years hands-on professional experience of working in emergency contexts.
- Experience of working with women and men from different cultures and facilitating conversations around sensitive/taboo topics, such as masculinity, sexuality and power.
- Demonstrated skills in participatory techniques, community mobilization and facilitation, gender and power analysis, planning and training.
- Highly developed analytical and inter-personal communication skills, including intermediate oral and written English communication skills, and sound judgment and decision-making.
- Working knowledge in M&E, report writing and documentation.
- Experience working with large, cross-cultural teams on projects with multiple deliverables is desirable.
- Demonstrated ability to network, build relationships and establish collaboration with different partners, local agencies and international networks.
- Existing relationships with women-led organisations and demonstrated ability to link community activists and social movements advocating for gender equality and women's rights.
- A demonstrated strong personal commitment to the goal of women's empowerment and gender equality.



2. Monitoring Evaluation Accountability and Learning (MEAL) Specialist- Re advertised (1 position) Location-Arua

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

JOB SUMMARY

The Monitoring Evaluation Accountability and Learning (MEAL) Specialist will be a dynamic team leader with strategic skills in overseeing the M&E portfolio of the WAY Program. He/She will provide technical assistance in: general program monitoring and evaluation; Web-based management information system; developing indicators for monitoring WAY program performance; developing and maintaining the WAY program Performance Management Plan and project-level monitoring and evaluation plans; supporting project design; producing annual reports on WAY program performance; and supporting WAY program staff to learn from and make decisions based on monitoring and evaluation data. He/She will lead the WAY program team in establishing performance measures, collecting and analyzing performance information, planning and managing evaluations and assisting the Initiative manager in using the performance information for decision-making and resource allocation. Lead the data collection methods for adequate monitoring and evaluation of implementing partners' performance and of the program as a whole (these methods may include field visits, quarterly reports, specialized surveys and other sources. Coordinate the process for updating M&E policy and procedure documents in the areas of monitoring and evaluation to align with the most current CARE Policies and requirements. He/She will be the Point of Contact for Evaluation in the WAY program and provide guidance to technical teams on issues related to monitoring and evaluation. Assist in the monitoring and evaluation of the implementation of activities; this may involve reviewing work plans, quarterly reports, participating in field visits, initiating regular portfolio reviews and contributing to program evaluations. He/She will work closely with the M&E coordinator and Initiative manager in leading the Monitoring and evaluation processes in the eight districts of West Nile and Northern Uganda namely; Moyo, Adjumani, Arua, Agago, Amuru, Aleptong, Pader, Kitgum and Lamwo. The position is based in Gulu

Specific Responsibilities and Tasks

1. Monitoring and evaluation (50%)

- Lead the design, roll out and effective utilization of the M&E WAY program system.
- Lead the roll out of all baseline studies, surveys related to the startup, mid term review and end line processes of the WAY Program.
- Develop the WAY M&E program strategy and support partners and staff to adopt it.
- Lead the training, mentoring and coaching of all WAY staff in mainstreaming M&E in their deliverables.
- Manage the performance of the WAY Program MEAL unit and promote innovations within the unit
- Lead all Program quality learning sessions for the WAY program.
- Quality assure all WAY reports, plans and publications.
- Lead in documentation of beneficiary reach, while eliminating double counting in reach data in consideration of project over lap and overlap across sectors.
- Aggregate and collate project data for CARE International in Uganda's annual Project and Program Information and Impact Reporting System
- Design methods that ensure data integrity at activity, output and outcome levels
- Carry out regular field visits to support MEAL processes in projects
- Prepare and share progress reports demonstrating quality in project MEAL plans



- Enforce timely submission of accurate and complete data from all the collection points and service departments, including monthly planning reports for all departments.
- Advise on strategies and methodologies for accurately collecting, recording, compiling and analyzing data so as to report progress towards project objectives.

2. Quality and accountability monitoring (10%)

- Ensure the standards and systems used to deliver quality and accountable services and monitoring reports include information on levels of compliance achieved against standards and indicators (in accordance to CARE International's global indicators, SPHERE standards and Humanitarian inter-agency guidelines)
- Promote monitoring, evaluations and audits as means of guiding and supporting the project
- Conduct and facilitate required assessments, reviews/evaluations according to the developed project learning agenda as agreed by supervisor
- Establish and manage the complaints and feedback mechanism for the project

3. Project Information and knowledge management (35%)

Contribute to the implementation of a Monitoring and Evaluation Knowledge Management and Learning Strategy and work in close collaboration with the MEAL Advisor to develop a strong learning culture through project evidences

- Lead the documentation, analysis and dissemination of lessons learned, human interest stories, best-practices and innovations and evidence-based case studies from projects
- Archive and maintain in-house databases of relevant project material, a collection of physical and digital resources; and advising on the management and retrieval of information.
- Coordinate project level the acquisition of all routine activity reports from field staff for storage and accountability.
- Organize in collaboration with the initiative manager the dissemination of project performance progress, program highlights and learning and make them available to relevant audiences through a variety of approaches, including events and review meetings.
- Contribute to the development of project knowledge products including technical briefs or activity, quarterly and annual project reports, learning briefs, newsletters, brochures, presentations, and posters. Promoted knowledge sharing through the project operational processes by strengthening links between knowledge sharing, feed-back and facilitating information exchange across project and by working in collaboration with the Initiative manager to implement the internal Knowledge Management systems and tools.

Other duties as required (5%)

- As agreed with the line manager, this position may also work on broader M&E tasks within the West Nile refugee response, the PIIRS reporting team, GBV Oversight committee and support the data collection for the CD performance dashboard

Person Specification (requirements)

- Master's degree in Statistics, Demography, Project planning and management, Social work and Social development, or relevant Post graduate qualification.
- Advanced knowledge and at least five years of prove practical experience technically supporting gender transformative approaches.



- Managerial 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

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 31st August 2018. **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