CARE INTERNATIONAL IN UGANDA

About CARE International

CARE is a global leader within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakeable commitment to the dignity of people. CARE works around the globe to save lives, defeat poverty and achieve social justice. We seek a world of hope, tolerance and social justice, where poverty has been overcome and all people live with dignity and security. We put women and girls in the centre of our work because we know that we cannot overcome poverty until all people have equal rights and opportunities. CARE has been working in Uganda for 50 years and in 2019/2020, we improved the lives of 2.6 million people (60% women). Our goal for the next five years is to reach ten million people, through our gender transformative, resilience building, and lifesaving programs.

CARE International in Uganda seeks to **recruit** a highly motivated and qualified professional to fill up the position of:

Program Manager-Emergency,1 Position, Location: Kampala with 50% travel to the field

Job summary:

The Program Manager (PM) provides team leadership to the emergency team. The PM is responsible for defining the strategic direction for the emergency program, securing funding for the program, as well as providing program quality and learning oversight. The PM will ensure that CARE's emergency program strategy is robust, external-facing and that program models protect and empower women and girls, as well as provide value for money (VFM).

CARE is looking for a **female** dynamic Ugandan professional, to consolidate the good work already done in emergency programming, and to steer the program through an exciting transition. CARE is looking for a person with solid experience in **disaster preparedness and emergency response**, good knowledge in **urban programming,** good understanding of **humanitarian-development nexus**, and with technical grounding in protection (either of: Gender, GBV & SRH). Exposure to the grand bargain work stream for humanitarian programming and Charter4Change (Localization of Humanitarian Aid) processes in Uganda is an added advantage. The PM Emergency is part of CARE Uganda's Senior Management Team. If you possess these qualities, you are female and passionate about **gender equality**, you are the person we are looking for.

Application Procedure:

Candidates who are interested in the above job 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**. The deadline for submitting CVs has been **extended** to **14th November, 2020.** 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*

N.B: Refer to the Job description below for more details about the job

Name of Job incumbent	
Job Position Title	Program Manager-Emergency
Grade	TBD
Step	TBD
Program (IG) or Program Support	Program
Program Initiative Assigned To or the Department/Unit	Emergency
Date Employed	
Posting / Location	Kampala, with extensive field travels up to 50% of time
Immediate Supervisor's Job Title	Program Director
Supervisees	Project Managers and MEAL Advisor
Status of the Job Description	X New ☐ Revised ☐ No change
Date submitted to HR Unit	September 2020

1) PROGRAM SUMMARY

Since 2017, CARE Uganda's Emergency Program has steadily grown and evolved. While the program's primary focus is lifesaving protection (Gender, GBV, SRH), the program is steadily evolving with strong focus on preparedness, nexus and urban programming; still providing lifesaving protection services, but also concurrently working with district local governments like Kikuube to strengthen Disaster Preparedness, and urban programming in emerging cities like Gulu and Arua to address the unique protection and economic security needs of urban women and girls, especially refugees, and vulnerable women, girls and youth. CARE Uganda's emergency program will continue to intentionally focus on localisation (Charter for Change) with a firm humanitarian-development nexus orientation.

2) JOB SUMMARY

The Program Manager (PM) provides team leadership to the emergency team. The PM is responsible for defining the strategic direction for the emergency program, securing funding for the program, as well as providing program quality and learning (PQL) oversight. The PM will ensure that CARE's emergency program strategy is robust, external-facing and that program models protect and empower women and girls and provide good value for money.

The Program Manager will consolidate the good work already done in emergency programming, and to steer the program through an exciting transition. He/she should have solid experience in disaster preparedness and emergency response, good knowledge in urban programming, good understanding of humanitarian-development nexus, and with technical grounding in protection (either of: Gender, GBV & SRH). She/he should have exposure to the grand bargain work stream for humanitarian programming and Charter4Change (Localization of Humanitarian Aid) processes in Uganda is an added advantage. The PM Emergency is part of CARE Uganda's Senior Management Team.

3)KEY RESPONSIBILITIES AND TASKS

Responsibility #1: Program STRATEGY & Business DEVELOPMENT

- The Program Manager (PM) is responsible for developing the program strategy including emergency preparedness plan, program focus, approaches and models.
- The PM is responsible for developing position papers and profiling the program to potential donors and partners, establishing strategic relationships and networks and gathering intelligence on upcoming funding opportunities, establishing winning consortia, developing competitive proposals and securing viable funding for the program ($3M/year). This will require the PM to deliver high quality results from current programs, establish good relationships with current and potential donors and be first to know about upcoming funding opportunities.
- The PM should be able to influence funding priorities of donors by pro-actively sharing emerging innovations and stories from ongoing programs with current and potential donors.
- The PM should constantly review the program strategy, approaches and models to ensure the program is protecting and empowering women and girls and aligned with government priorities, regional and global development landscape including global goals and CARE International vision 2030.

Responsibility #2: Program MANAGEMENT Oversight

- The PM is responsible for ensuring timely delivery of planned deliverables across all projects as per approved project proposals, budgets and grant agreements (IPIAs). This will require the PM to ensure all Initiative Managers secure the required staffing, partners, consultants, volunteers, equipment and other resources on time. This will require PM to provide effective oversight for planning, implementation and regular reviews of all project activity work plans and budgets, providing timely remedial actions.
- It will require the PM to ensure proper management of sub-granting process and supervision of implementing partners as per CARE's award and sub-award policy.
- It will require the PM to ensure effective budget management oversight including effective budget planning and monitoring of budget utilisation for all projects to ensure a culture of zero tolerance to overspends and underspends and ultimately, No-Cost Extensions (NCEs).
- It will require the PM to ensure effective program risk management across all projects, where risks are clearly defined and managed by IMs using appropriate risk management system and tools.

Responsibility #3: Program QUALITY and LEARNING

- The PM is responsible for program quality, accountability and learning across all projects, ensuring all projects deliver high quality results empowering women and girls. This will require PM to embrace and embed CARE quality markers (gender, resilience, governance) across the cycle of all projects, regularly monitoring and reporting progress of all projects using the established MEAL system including quarterly program dashboards and global PIIRS reporting system.
- It will require the PM to maintain a solid PQL field footprint and consistent field presence across all locations where the program is implemented across the country.
- It will require the PM to establish and implement effective reporting mechanisms which allow all projects to report progressively and account for their resources to donors, government of Uganda, beneficiaries and CARE: this will include individual monthly reports from IMs and PMs as well as quarterly project reports.
- The PM will ensure the quality, transparency, timeliness and consistency of these reports and the reporting mechanism.

- The PM will ensure quality engagement of all projects at all PQL platforms including monthly Program Review Meetings (PRMs) and quarterly PQL workshops.
- It will require the PM to define the research, evaluation and learning agenda and partnerships for all projects and ensure that the research is robust, evaluations are rigorous and learning is continuous across the program.
- It will require the PM to effectively manage a growing body of knowledge and credible evidence generated through research, evaluation and learning, and to use the knowledge and evidence to inform the design of new projects, inform strategic debate/discourse and influence development policy, practice and programs.
- It will require the PM to ensure robust communications and visibility across different platforms like CARE shares, media and social media using high quality content from program results, knowledge and evidence.

Responsibility #4: External ENGAGEMENT and INFLUENCE

The PM is responsible for external engagement, representation and influencing systemic change at the highest level using different platforms, networks and coalitions. This will require the PM to regularly represent the program within CARE global networks and across different external platforms including Technical Working Groups and INGO coordination mechanisms and especially with Women's Organisations and networks at national and international level.

- It will require the PM to regularly engage with and maintain strategic relationships with current and potential donors, relevant GOU line ministries, INGO and local NGOs implementing similar programs.
- It will require the PM to regularly engage with and maintain strategic relationships with research, evaluation and learning partners.
- It will require the PM to engage and maintain influential relationships with advocacy coalitions, social media platforms and mainstream media.
- It will require the PM to bring credible knowledge and evidence from the program to inform strategic discourse, policy debate and advocacy initiatives positioning CARE as evidence-based and data-driven actor within the sector.
- It will require the PM to produce think pieces, research papers and publications to inform and influence strategic and technical debates/discourse within the sector and especially on how the Emergency program is contributing to gender transformation and empowerment of girls and women. This will require the PM to establish a structure for external engagement and mechanism for reporting back to ensure feedback is shared and applied across CARE.

Responsibility #5: Team LEADERSHIP and People MANAGEMENT

- The PM is responsible to hiring, training and retaining a gender-balanced, competent and motivated team of professional staff, consultants and volunteers by establishing a collaborative team culture, high team performance standards and transparent team performance management practice using appropriate combination of reward, recognition and reprimand.
- As CARE ambassador, the PM is required to ensure gender equity and diversity within the team and nurture CARE's core values and code of conduct.
- The PM will promote continuous learning and professional development of the team through on-job learning, relevant exposures and appropriate stretch assignments.
- The PM will ensure transparent and visible work flow across the team through Microsoft TEAMs platform, Outlook Calendar etc.

- The PM will ensure that annual performance goals and regular evaluations are concluded in time.

4. PROBLEM SOLVING

There are three levels of problem-solving: Please indicate which of the above levels of problem-solving this position will face, and why the position falls into that category.

1) What has to be done and how to do it are clearly defined, and the incumbent will face identical or similar problems on a regular basis;

2) What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem; and

3) Why things are done is known, but what has to be done and how to do it are not defined. Situations are variable and the incumbent's response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring.

5.EDUCATION, EXPERIENCE, SKILLS AND KNOWLEDGE

Essential:
- Master degree in relevant field of study from reputable institution is required.
- At least 10 years of relevant field experience with reputable international organisations managing similar programs with similar complexity and context.
- Experience in disaster preparedness and emergency response with technical grounding in protection programming (Gender, GBV and SRH).
- Good understanding/knowledge of NEXUS & URBAN programming and in similar context
- Exposure to the Grand Bargain Work stream for Humanitarian Programming.
- Experience in Charter4Change (Localization of Humanitarian Aid) processes in Uganda
- Experience in gender transformative approaches, including specific experience in working with and empowering women and girls in emergency or conflict or disaster settings.
- Experience in developing emergency program strategies, approaches and models.
- Experience in emergency program design, proposal writing, resource mobilisation.
- Experience in managing a diverse and complex team of emergency professionals.
- Experience in networking and strategic relationships management in emergency setting.
- Conceptual abilities, strategic thinking and analytical writing skills.
- Good communication, presentation, public speaking, discussion and negotiation skills.
- Good research, evidence-generation, policy debate and advocacy skills.
- Organizing skills and capacity to multi-task in rapidly changing & fast-paced environments;
- Knowledge of and demonstrated personal commitment to relevant organizational codes of conduct for emergencies, including anti-fraud and anti-corruption, safeguarding etc
- Leadership and interpersonal skills and proven experience influencing others without necessarily directly managing them;

6. Desired:
- Professional training and experience in project management, Monitoring and Evaluation.
- Professional training in budget management, people management and communications.
- Professional training in research, analytical writing, advocacy and policy influencing.
- Professional experience in working with young people, displaced & refugee communities.
- Professional experience in economic empowerment models including financial inclusion.
- Professional training and experience in gender equality women and girls' empowerment

Job holder's signature………………………………………… Date…………….

Supervisor's signature…………………………………………… Date…………….

Supervisor's Supervisor Signature ……………………….. Date………………….