



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:

1. Project Liaison Officer: 1 Position, Location: Kampala with frequent travel to project locations

Job Summary

The project Liaison Officer (PLO) is a member of the project team and is responsible for ensuring effective coordination and communications across the project. The PLO will be required to understand the project needs, plans and stakeholders well, be good at organizing, coordination, collaboration and communications. The PLO will ensure effective liaison with government of Uganda (GOU) partners and stakeholders, coordinate and follow up actions from project meetings, workshops and conferences and ensure proper communications and visibility for the project. This PLO will support the project team to ensure proper engagement of the media, and in policy and advocacy and to ensure that critical project events and visits are properly managed.

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 is **4th 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



CARE INTERNATIONAL IN UGANDA		JOB DESCRIPTION		
Job Position Title	Project Liaison Officer			
Job Grade and Step	TBD			
Program/Project	WEE/GATES-funded WECs Facility			
Duty Station/travel time	Kampala with frequent field travels			
Immediate Supervisor	GATES Project Manager			
Supervisees	N/A			
Status of JD	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Revised	<input type="checkbox"/> No Change	
Date submitted to HR	October 2020			
Name of Job Holder				
Date of Hire				

About CARE

CARE is a global leader within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakeable commitment to defending 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 over 50 years, and in 2019/2020, CARE improved lives of 2.6 million people (62% women). Our ambition for the next five years is to reach 10 million people, through our life-saving, resilience building and gender transformative programs. CARE Uganda current portfolio is approximately \$8 million annually, funded through a combination of institutional donors like the European Union, ECHO, DANIDA, ADA, UN Agencies like UNFPPA and UNWOMEN, foundations like Bill and Melinda Gates Foundation and private donations. CARE Uganda's new business plan (2021-2025) aims to grow the annual portfolio to approximately \$10-12 million, reaching 10 million people by 2025. The portfolio will focus on Livelihoods, Climate Resilience, GBV, SRH and Emergency. In addition to gender equality, resilience and inclusive governance which is the core of CARE programming, the new business plan pays attention to disaster preparedness, urban programming, and humanitarian-development nexus.

Project SUMMARY

CARE International in Uganda with funding from **Bill and Melinda Gates Foundation (BMGF)** is launching a new initiative to "Test and Build Women Empowerment Collectives (WECs) in Uganda". The primary outcome of the initiative is to support strategic policy, regulatory and programmatic initiatives that will

advance government buy-in to drive the scale up of a WECs agenda in Uganda. Through this initiative, CARE will identify and strengthen key entry points in the policy and programming space that the GoU can leverage to build momentum around scaling WECs in Uganda. To do this, CARE is partnering with the **Ministry of Finance, Planning and Economic Development (MFPED)** and **Ministry of Gender, Labour and Social Development (MGLSD)**. The initiative will contribute to policy and enabling environment, and management execution capacity levers by driving forward the following key areas: enhancing non-prudential supervision of Self Help Groups (SHGs) through UMRA Registration Guidelines, development of a comprehensive SHGs policy framework, and transforming large scale livelihood platforms into a comprehensive WECs platform through research and evidence based documentation. In addition, this program will support research and generation of robust evidence in order to provide clarity on all the WECs across the country and a baseline for governments future WECs programming.

To achieve this overarching goal, this initiative will advance five specific objectives:

1. Support the Uganda Microfinance Regulatory Authority's (UMRA) finalization of the savings groups' registration guidelines and implementation plan;
2. Strengthen the Ministry of Finance, Planning and Economic Development's ability to develop and finalize the national Self-Help Group (SHG) policy framework through a consultative process;
3. Strengthen the understanding and programming channels for a Technical Assistance Facility for WECs with Government of Uganda stakeholders;
4. Support the evidence generation, research to policy publication and dissemination efforts of the Project for Financial Inclusion in Rural Areas (PROFIRA) initiative.
5. Support the Ministry of Gender, Labour and Social Development's Uganda Women Entrepreneurship Programme (UWEP) by strengthening and embedding improved monitoring, research and implementation approaches in the second phase of UWEP;

Job SUMMARY

The Program Liaison Officer (PLO) is a member of the program team and is responsible for ensuring effective coordination and communications across the program. This will require the PLO to understand the program needs, plans and stakeholders well. It will also require the PLO to be good at organising, coordination, collaboration and communications. The PLO will ensure effective liaison with government of Uganda (GOU) partners and stakeholders, coordinate and follow up actions from program meetings, workshops and conferences and ensure proper communications and visibility for the program. This PLO will support the program team to ensure proper media engagement and engagement in policy and advocacy and to ensure that critical program events and visits are properly managed.

SPECIFIC RESPONSIBILITIES

Responsibility #1: Government Liaison with GOU Partners and Stakeholders on the Program (25%)

The PLO is responsible for ensuring effective liaison with GOU partners in this program including Uganda Microfinance Regulatory Authority's (UMRA), Ministry of Finance, Planning and Economic Development (MoFPED) Self-Help Group (SHG), PROFIRA and Ministry of Gender, Labour and Social Development (MGLSD) Uganda Women Entrepreneurship Programme (UWEP), as well as other relevant GOU stakeholders who are not direct partners in this program. This will require the PLO to properly understand how the GOU works, the protocols and standard operating procedures. It will also require

the PLO to be able to establish and maintain good working relationships with these relevant GOU partners and stakeholders to allow for smooth liaison throughout the life of the program.

Responsibility #2: Coordination & Follow Actions of Meetings, Workshops, Conferences (25%).

The PLO is responsible for ensuring proper coordination and follow up of actions from key program meetings (including steering committee (SC) and project management unit (PMU) meetings), workshops and conferences. This will require the PLO to have basic understanding of the program and its different aspects in order to be able to conceptualize, understand and steer the coordination of different meetings, workshops and conferences. This will require the PLO to be conversant with organising and facilitating meetings, including virtual meetings as has become the new normal given the restrictions imposed by COVID-19. It will also require the PLO to be able to meticulously, courteously and yet firmly follow through the actions from these meetings, workshops and conferences with different partners and stakeholders to ensure that all actions are implemented within agreed timescales.

Responsibility #3: Communications and Visibility and Media Engagement (20%)

The PLO is responsible for ensuring robust communications and visibility for the program, ensuring that program communications and visibility plan is in place and communications and visibility materials are of high quality and meeting the donor, GOU and CARE rules and regulations for communications. This will require the PLO to be conversant with communications and visibility guidelines of GOU, donor and CARE. It will also require the PLO to be conversant with various communications and visibility tools and technology including digital tools and ICT. The PLO is responsible for media engagement to ensure that the media are appropriately engaged in the communications and visibility of the program, and this will include mainstream and social media. This will require the PLO to establish appropriate media engagement strategies and to be conversant with social engagement strategies, rules and regulations.

Responsibility #4: Support for Advocacy and Policy Engagement (10%)

The PLO will support the program team in advocacy and policy engagement, by constantly researching and exploring strategic opportunities and bringing to the attention of the program manager and advisors. This will require the PLO to understand the context of women empowerment and financial inclusion in Uganda as a way to know where to search for the opportunities. The PLO will support the program team to prepare and engage in various advocacy and policy technical working groups, platforms and alliances. The PLO will support the program team to follow through the engagements, discussions and consultations related to advocacy and policy engagement to ensure meaningful engagement of the program in relevant advocacy and policy engagement opportunities.

Responsibility #5: Program Logistics, Field Visits and Visitors (10%)

The PLO is responsible for managing high level program logistics, field visits and visitors to ensure effective use of program resources including time, money and expertise. This will require the PLO to maintain a calendar of critical program events and visitors and a standing log of critical program procurements and to ensure that the program team are updated on progress and obstacles that they need to unblock. The PLO will ensure that the critical logistics required for program field visits and visitors are properly organised and effectively delivered with zero delays and waste.

Responsibility #6: Promote Gender Equity and Diversity and Safeguarding Practices (5%)

- Practice a behaviour consistent with CARE's core values, and promotion of gender equity and diversity goals;
- Plays a leadership role in identifying and implementing initiatives that enhance CARE's commitment to gender and diversity.
- Ensure that CARE Safeguarding policies and procedures are adhered to by all and the staff that S/he supervisors both directly or indirectly
- Ensure that staff and related personnel under your jurisdiction are familiar with the following organisational policies and procedures and can identify when needed how these may have been breached; The CI Safeguarding policy, Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse, The anti-discrimination and harassment policy, The code of conduct and the organizations Values.

Responsibility #7: Any other duties assigned from time to time (5%)

- Any other duties incidental to the role or assigned by supervisor.

EDUCATION, EXPERIENCE, SKILLS AND KNOWLEDGE

Essential:

- Bachelors' degree in Communications OR Information Management studies or other relevant fields of studies in social sciences, development studies and humanities from a reputable institute.
- A postgraduate degree in related field is an added advantage
- At least 5 years working experience in a similar position, preferably with an international organization or any other reputable organization.
- Very good knowledge of coordination and networking and stakeholder engagement
- Good communications, Information Communication Technology and social media (digital platforms);
- Good writing skills and proven experience writing newsletters, briefs, human interest stories, etc;
- Very good computer skills in word-processing, publishing, spreadsheets;
- Experience in and basic knowledge of photography and videography is a plus;
- Website management knowledge is a plus;
- Committed to CARE's mission and vision and values, and particularly to Gender Equity and Diversity;
- Excellent interpersonal and public relation skills.
- Dynamic, creative, inquisitive and innovative individual with a passion for women and girls' rights and a desire to capture how CARE's work impacts them!

Desired:

- Professional training and experience in gender equality, women and girls' empowerment
- Professional experience in working with young people (youth) and refugee communities
- Professional training in research, analytical writing, advocacy and policy influencing

CORE COMPETENCIES

•**Excellence:** Sets high standards of performance for self and/or others; successfully completes assignments; sets standards of excellence rather than having standards imposed; ensures interactions and transactions are ethical and convey integrity.

•**Integrity:** Maintains social, ethical, and organizational norms; firmly adheres to codes of conduct and ethical principles inherent to CARE.

•**Communicating with Impact:** Diplomatically, logically and clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the recipient / audience and helps them understand and retain their message.

•**Facilitating Change:** Supports and manages the change process at CARE Uganda by developing a culture affirmative of change; encouraging others to seek and act upon opportunities for different and innovative approaches to addressing problems and opportunities; critically analysing evolving and fluid situations; facilitating the implementation and acceptance of change within the workplace; actively engaging with resistance to change.

•**Strengthening Partnership:** Identifying and utilizing opportunities within and outside of CARE Uganda to develop effective strategic relationships between one's area and other areas/departments/units or external organizations to achieve CARE's objectives.

•**Management Excellence:** Makes the connection between values and performance. Influences the performance of others, and ultimately, the performance of the organization. Sets direction, coaches & develops, promotes staff wellness & safety, practices & promotes compliance, models gender equity & diversity, communicates effectively.

•**Developing Teams:** Using appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitates the completion of team goals.

•**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.

•**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

SIGNATURES:

I have read, fully understood, and accept the requirements and responsibilities of this Job Description		
Name of Job Holder:	Signature(s):	Date:
Name of Supervisor:	Signature(s):	Date:

Name of Supervisor:

Signature(s):

Date:

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