



## 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 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 at the centre of our work because we know we cannot overcome poverty until all people have equal rights and opportunities. CARE has been working in Uganda for over 50 years. In FY ending June 2020, CARE improved the lives of nearly one million people in Uganda (62% women). For the next five years, our ambition is to reach 5 million people through life-saving and gender transformative programs. **CARE International in Uganda seeks to recruit a highly motivated and qualified female Ugandan** to fill up the position of:

**Program Manager-Livelihoods, Location: Kampala with regular field travels up to 50%**

### **Job summary:**

The Program Manager (PM) provides overall leadership for the Livelihoods Program. The PM is responsible for defining the program's strategic direction, securing funding for the program, ensuring effective program delivery, budget, and grants management. The PM is responsible for program quality and learning (PQL) oversight as well as strategic engagement, networking, and partnerships to grow the visibility and influence of the Livelihoods program. The PM is responsible for team leadership and people management to ensure the program is adequately resourced with competent, motivated, and high performing teams. The PM ensures that CARE's Livelihoods program strategy is robust, contextually relevant. Program models and approaches protect and empower women and girls, delivering high-quality results with good value for money (VfM). **If you are passionate about gender equality, you are the person we are looking for.**

### **Application Procedure:**

Candidates interested in the above job should submit an updated CV and Application letter giving a daytime 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)) indicating the **Job title in the email subject**. The deadline for submitting CVs is **5th September 2021**. 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 for any applicant payment for any recruitment process.***

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<b>Job Position Title</b>	<b>Program MANAGER</b>					
<b>Name of Job Holder</b>						
<b>Date of Hire</b>	<b>TBC</b>					
<b>Job Grade and Step</b>	<b>Grade G 3 , Step 1</b>					
<b>Department/Program</b>	<b>Livelihoods PROGRAM</b>					
<b>Duty Station</b>	<b>Kampala with 50% field travels</b>					
<b>Immediate Supervisor</b>	<b>Program Director</b>					
<b>Supervisees</b>	3-5 Project Managers					
<b>Status of JD</b>	<input checked="" type="checkbox"/>	<b>New</b>	<input type="checkbox"/>	<b>Revised</b>	<input type="checkbox"/>	<b>No Change</b>
<b>Expected travel time</b>	<input type="checkbox"/>	<b>50%</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Date submitted to HR</b>	<b>February 2021</b>					

### PROGRAM SUMMARY

CARE Uganda portfolio is comprised of 4 programs: Livelihoods, Climate Justice, Gender Justice and Emergency, all spread across five sub-regions: Karamoja, Southwest, Acholi, Lango and West Nile. The program portfolio is approximately \$10 million annually, funded by various donors. **The Livelihoods Program is comprised of Food and Nutrition Security, Agribusiness Value Chains, Private Sector Engagement, Financial Inclusion and Youth Employment.** The Livelihoods program will focus on enabling women and youth, especially girls to increase their benefits and control of food production systems and food markets through market-based and evidence-based advocacy and policy engagement. The program will empower women and youth, especially girls to increase their benefits and control of agribusiness value chains through inclusive private sector engagement (PSE). The program will catalyse youth employment by investing in youth leadership to enable young people, especially girls to engage in various government, civil society and private sector job creation initiatives.

### JOB SUMMARY

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### SPECIFIC RESPONSIBILITIES

#### 1. Program STRATEGY & Business DEVELOPMENT (20%)

The Program Manager (PM) is responsible for developing the program strategy including program focus, theory of change, delivery approaches and models. The PM is responsible for developing position papers and profiling the program to potential donors and partners. The PM is responsible for establishing strategic relationships, partnership, networks and gathering intelligence on upcoming funding opportunities. The PM is responsible for establishing winning consortia, developing competitive proposals and securing viable funding for the program estimated at averagely \$3M per 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 and capture upcoming funding opportunities. The PM should be able to influence funding priorities of donors by pro-actively sharing emerging learning and innovations from ongoing programs with current and potential donors. The PM should constantly review the program focus, approaches and models to ensure the program is protecting and empowering women and girls and aligned with government of Uganda priorities, regional and global development goals (SDGs) and CARE International vision 2030.

## **2. Program DELIVERY Oversight (20%)**

The PM is responsible for ensuring timely delivery of planned deliverables across all projects as per approved project proposals, budgets and grant agreements. This will require the PM to ensure all Initiative Managers (IMs) secure required staffing, partners, consultants, volunteers, equipment and other resources in a timely manner. This will require the PM to provide effective oversight for planning, implementation and regular reviews of all project work plans and budget projections, 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 and grants management oversight including effective budget forecast and monitoring of budget utilisation for all projects to ensure a culture of zero tolerance to overspends, underspends and ultimately, No-Cost Extensions (NCEs). It will require the PM to ensure effective risk management measures across all projects, where risks are clearly defined and managed by IMs using appropriate risk management system and tools.

## **3. Program QUALITY Assurance and LEARNING (20%)**

The PM is responsible for program quality assurance, accountability and learning across all projects, ensuring that all projects deliver high quality results empowering women and girls. This will require the PM to embrace and embed CARE's quality markers (gender, resilience, governance) across all projects cycle (design to closure), regularly monitoring and reporting progress of all projects using the established MEAL system including program dashboards and 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 allows 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 to donors. The PM will establish a reporting mechanism that ensures quality, timeliness and consistency of these reports. The PM will ensure quality engagement of all projects at various PQL platforms including monthly Program Review Meetings (PRMs) and quarterly PQL learning workshops. To ensure continuous learning, the PM will define the research, evaluation and learning agenda for the program 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 discourse/debate and influence development policy, practice and programs. It will require the PM to ensure robust communications and visibility across different platforms including CARE shares, media and social media using high quality content from current program results, knowledge and evidence. The PM will establish and maintain a CO level coordination mechanism for Livelihoods program and provide Livelihoods TA to all CARE programs supporting respective PMs to integrate Livelihoods approaches across their programs.

## **4. Strategic ENGAGEMENT and INFLUENCE (15%)**

The PM is responsible for external engagement, networking and representation to influence systemic change at the highest level through 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, INGO coordination mechanisms and Women and Youth 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, INGOs and Local/National CSOs, and institutions of higher learning/research bodies implementing similar programs. It will require the PM to engage and maintain influential relationships with advocacy coalitions, mainstream media and social media platforms. It will require the PM to bring credible knowledge and evidence from the program to inform strategic discourse/debate, 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 program is contributing to gender transformation and empowerment of women and girls. This will require the PM to establish a structure for strategic engagement and mechanism for reporting back to ensure feedback is shared and applied across CARE.

#### **5. Team LEADERSHIP and People MANAGEMENT (15%)**

The PM is responsible for hiring, training and retaining a competent, motivated and high performing 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 and task management across the team through various tools including Microsoft TEAMS, Outlook Calendar etc. The PM will ensure that annual performance goals and regular reviews and annual evaluations are concluded in time.

#### **6. Promote Gender Equity & Diversity and Safeguarding Practices (5%)**

- Practice a behavior that is 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 organizational 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.

#### **7. Any other duties assigned from time to time (5%)**

- Step in and cover for Program Director from time to time
- Take on stretch assignments assigned from time to time

#### **PROBLEM SOLVING**

***This position requires high level of thinking: 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.***

#### **EDUCATION, EXPERIENCE, SKILLS AND KNOWLEDGE**

##### **Essential:**

- 1) Master degree from a reputable institution in Economics, Agriculture, Business, Social Sciences, Development Studies or related field of study.
- 2) At least 10 years of relevant professional working experience with reputable international organisations managing similar programs with similar complexity and context.

- 3) Professional experience in food and nutrition security, agribusiness value chains, private sector engagement, financial inclusion and youth employment models.
- 4) Extensive experience in gender transformative approaches including specific experience in working with and empowering women and girls in development and emergency context
- 5) Experience in developing financial inclusion, food security, agribusiness value chains, private sector engagement, and youth employment strategies, approaches and models.
- 6) Experience in livelihoods program design, proposal writing and resource mobilisation.
- 7) Experience in managing a diverse and complex team of livelihoods professionals.
- 8) Experience in networking, representation and strategic relationships management
- 9) High conceptual abilities, strategic thinking and analytical thinking and writing skills.
- 10) Good communication, presentation, public speaking, discussion and negotiation skills.
- 11) Good research, evaluations, evidence-generation, policy debate and advocacy skills.
- 12) Organizing skills and capacity to multi-task in rapidly changing & fast-paced environments;
- 13) Knowledge and demonstrated personal commitment to CARE's codes of conduct and core values, including anti-fraud and anti-corruption, safeguarding etc.
- 14) Leadership and interpersonal skills with proven track record and experience of influencing others without necessarily directly managing them;

**Desired:**

- 1) Professional training and experience in project management, monitoring and evaluation.
- 2) Professional training in budget management, people management and communications.
- 3) Professional training in research, analytical writing, advocacy and policy influencing.
- 4) Professional training and experience in gender equality, women and girls' empowerment
- 5) Professional experience in working with young people, displaced & refugee communities.
- 6) Good understanding/knowledge and experience of humanitarian-development nexus
- 7) Good understanding/knowledge of urbanisation and emerging urban programming.

8) **COMPETENCIES**

- 9) **•Excellence:** Sets high standards of performance for self and/or others; successfully completes assignments; sets
- 10) **•Integrity:** Maintains social, ethical, and organizational norms; firmly adheres to codes of conduct and ethical principles
- 11) **•Communicating with Impact:** Diplomatically, logically and clearly conveys information and ideas through a variety of channels
- 12) **•Facilitating Change:** Supports and manages the change process at CARE Uganda by developing a culture affirming acceptance of change within the workplace; actively engages with resistance to change.
- 13) **•Strengthening Partnership:** Identifies and utilizes opportunities within and outside of CARE Uganda to develop effective partnerships
- 14) **•Management Excellence:** Makes the connection between values and performance. Influences the performance of others
- 15) **•Developing Teams:** Uses appropriate methods and a flexible interpersonal style to help build a cohesive team; fosters team spirit
- 16) **•Diversity** - Promotes, values, respects and fully benefits from each individual's unique qualities, background, race, gender, age, etc.
- 17) **•Adaptability**- Expected to adjust well with the country, the CO operating environment and with the Project team
- 18) **•Coaching** - Ability to enhance skills and capacity of staff working in the field and office for them continue to serve the organization

**SIGNATURES:**

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

