



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 center 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. In FY ending June 2020, CARE improved the lives of nearly one million people in Uganda (62% women). Our ambition for the next five years 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 professional to fill up the position of:

1. Initiative Manager, 1 Position, Location: Gulu with 50% frequent travel to project locations

Job Summary:

The Initiative Manager (IM) will be responsible for managing the Women and Youth Resilience Project (WAYREP). WAYREP is a project funded from a five-year (2019 – 2024) strategic partnership of CARE Austria with the Austrian Development Agency (ADA) and implemented by CARE International in Uganda with local implementing partners. WAYREP is implemented in Arua and Gulu cities as well as Rhino Camp Refugee Settlement – Omugo Extension in Madi-Okollo District serving both host communities and South Sudanese Refugees. WAYREP delivers an integrated package of interventions combining evidence based models (Role Model Men and Boys, GBV prevention and response, VSLAs, SASA, Multi-Purpose Cash Transfers and apprenticeship among others) with innovations directed to reduce urban poverty and urban GBV, working on a nexus that brings durable solutions to protracted displacement.

The Initiative Manager will facilitate an integrated participatory approach in project management, supervision, coordination, planning and implementation among CARE staff and implementing partners, across the various locations of operation with a focus on cross-learning, accountability and monitoring integration aspects. S/he will oversee all project management, administration, and procurement, financial and human resource management according to CARE and donor rules and regulations. S/he will ensure effective implementation of the project visibility and communication plan. S/he will communicate regularly, work and collaborate with CARE Austria (CAUT) - the CARE Member Partner (CMP) holding the donor contract in regard to progress, challenges, program quality, technical input and learning. S/he will also help facilitate the integration of the project with CARE's longer-term and humanitarian programming. The IM will act as CARE's primary representative for the project in local, national and international fora.

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 **Initiative Manager-WAYREP** in the email subject. The deadline for submitting CVs is **9th April, 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 any applicant payment for any recruitment process*

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

Job Position Title	Initiative MANAGER – WAYREP					
Name of Job Holder						
Date of Hire						
Job Grade and Step						
Department/Program	Gender JUSTICE					
Duty Station	Gulu with 50% travel to project sites					
Supervisor	Program Manager					
Supervisees	Specialists					
Status of JD	<input type="checkbox"/>	New	<input checked="" type="checkbox"/>	Revised	<input type="checkbox"/>	No Change
Expected travel time	<input type="checkbox"/>		<input checked="" type="checkbox"/>	50%	<input type="checkbox"/>	
Date submitted to HR	March 2021					

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JOB SUMMARY

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S/he will communicate regularly, work and collaborate with CARE Austria (CAUT) - the CARE Member Partner (CMP) holding the donor contract in regard to progress, challenges, program quality, technical input and learning. S/he will also help facilitate the integration of the project with CARE's longer-term and humanitarian programming. The IM will act as CARE's primary representative for the project in local, national and international fora.

S/he will facilitate smooth coordination between the team, implementing partners and other agencies from Government as well as the UN and other INGOs, active in the delivery of similar and complementary interventions to avoid duplication, leverage comparative strengths and contribute to joint advocacy. The IM shall fully comply with safety and security procedures of CARE and be accountable. S/he will model CARE's core values, particularly CARE's commitment to Gender Equity and Diversity and ensure CARE's Safeguarding policies are upheld by all IPs and stakeholders engaging with the Project.

SPECIFIC RESPONSIBILITIES

Responsibility 1: Project Management (30%)

- 1.1. Responsible for overall project management to facilitate integrated programming through the development and monitoring of a joint Detailed Implementation Plan for the project, incorporating DIPs for implementing partners;
- 1.2. Monitor overall project implementation as well as the budget and propose adaptations in a timely manner;
- 1.3. Ongoing guidance to team members to fulfil project goals and objectives.
- 1.4. Ensure compliance with donor rules and regulations by CARE and implementing partners;
- 1.5. Conduct and document project start up / inception and close out meetings with all implementing partners and as per CARE Award and Sub Award policy;
- 1.6. Produce quality consolidated reports including establishing joint reporting, planning and monitoring tools and mechanisms, in close cooperation with relevant staff of Implementing partners and the finance department;

Job Responsibility 2: Project Quality and Learning (20%)

- 2.1 Provide strategic guidance in unifying and integrating approaches and models between implementing partners in different geographical areas and result areas with support from Technical staff and MEAL staff since WAYREP is an integrated project bringing together evidence based models (RMM&B, Y/VSLAs, Evidence based advocacy, etc.) and testing innovations (cash transfers, working on urban poverty and GBV in the urban context, etc.) requiring an integrated approach;
- 2.2 Responsible for overseeing the implementation and further development of the project's integrated Monitoring, Evaluation, Accountability, and Learning (MEAL) framework, with support from the MEAL Team and CARE Austria, including a common beneficiary database that can be used by implementing partners;
- 2.3 Ensure the project MTR, end line and final evaluation are conducted in a timely and quality manner;
- 2.4 Ensure measures for cross-learning and reflection as a project team, accountability, ongoing monitoring of progress and results through the use of shared monitoring tools and accountability minimum standards throughout the life of the project;

Responsibility 3: Operational, Human, Financial and Administrative Management (15%)

- 3.1. Responsible for the overall management of project resources - human, financial and assets in line with donor and CARE rules and regulations;
- 3.2. Supervises a team of staff as per CARE HR Manual (ensuring timely goal setting, feedback, performance assessments, coaching, mentoring) and indirectly supervises senior staff from implementing partners;
- 3.3. Ensure the project develops costed action plans, procurement plans and cash projections/forecasts in a timely manner to allow for appropriate cash flow and availability of goods and services,
- 3.4. Create or adapt management systems in line with CARE's standard operating procedures, ensuring consistency with project needs.
- 3.5. Oversee flows of funds to implementing partners and CARE Uganda by CAUT and review both financial and narrative reports from IPs to CAUT, in close coordination with the CARE Finance Team;

- 3.6. Oversee overall performance of implementing partners sub contracted by CARE Uganda together with the Grants and Contracts team; Ensure on-going capacity building at institutional, organizational and technical level, including attention to Gender Equity and Diversity
- 3.7. Ensure adherence of IPs to approved budgets, regularly collect and report to the Program Management Unit and Project Steering Committee on overall burn rates, and prepare proposals on budget reallocations with / for IPs and / or CARE Uganda when needed;

Responsibility 4: Planning and Coordination (15%)

- 4.1 Ensure effective mechanisms for joint planning, integrated implementation, joint & participatory monitoring and management between project staff and IP staff;
- 4.2 Support effective mechanisms for information sharing and cooperation among project team, including implementing partners' staff at all levels (Arua and Gulu Cities and in Omugo Extension – Refugee settlement);
- 4.3 4.4 Ensure effective mechanisms for information sharing and cooperation with other complementary initiatives / projects with which WAYREP collaborates (e.g. cash transfer actors), including organizing regular coordination meetings as needed;

Responsibility #5 Coordination with authorities and actors (10%)

- 5.1 Responsible for developing and / or strengthening excellent working relations with various actors about the project, including (i) the Office of the Prime Minister (OPM) at settlement level, (ii) Arua and Gulu City authorities and (iii) in close collaboration and coordination with other CARE representatives in the regions;
- 5.2 Responsible for ensuring good relationships with relevant local councils, including Refugee Welfare Council authorities for work in settlements, Youth Councils, Women Councils, etc.;
- 5.3 Responsible for closely coordinating with other agencies working on similar issues in the targeted areas, (e.g. UNHCR on Protection and GBV in settlements, District level NGO Coordination, etc.) and ensure the project is well represented in the various relevant technical working groups and coordination meetings at settlement and district level while positioning CARE overall and not presenting WAYREP in a siloed standalone manner to external actors;
- 5.4 Build and maintain productive working relationships with CAUT, in particular ensure good communication and collaboration with CAUT coordinator and technical experts;
- 5.5 In agreement with CD and CAUT, engage with ADA Representation in Uganda to prepare monitoring visits, participate in meetings and send regular updates, etc.
- 5.6 Responsible for all external representation of the project at meetings, events, conferences, and other fora, to key stakeholders, providing them with information about project objectives, risks, constraints and progress;

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

- 6.1 Practice a behavior that is consistent with CARE's core values and promotion of gender equity and diversity goals;
- 6.2 Play a leadership role in identifying and implementing initiatives that enhance CARE's commitment to gender and diversity.
- 6.3 Ensure that CARE Safeguarding policies and procedures are adhered to by all and the staff that S/he supervisors both directly or indirectly
- 6.4 Ensure that staff and related personnel as well as partner staff are familiar with the following organizational policies and procedures, can apply them and identify breaches; The CI Safeguarding Policy, Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse, The anti-discrimination and harassment policy, The Code of conduct.
- 6.5. Ensure that an effective Complaints, Reporting and Feedback system in place for the whole project staff, beneficiaries and third parties;

7.0 Other Responsibilities 5%

Perform any other duties as assigned a competent CARE Authority.

RELATIONSHIPS AND COLLABORATION:

This is a middle level management position in CARE and it is therefore important that the position holder exercises both sensitivity and responsiveness to the needs of the program, staff and partners, as well as the mission, program directions, policies, procedure and core values of CARE International. S/he will have close and joint planning, coordination and collaboration with Greater North Humanitarian staff, and implementing partners. In addition, collaboration with governmental (Local district governments) and non-governmental counterparts (other INGOs) and stakeholders (UNHCR) is essential. S/he will coordinate relevant activities of implementing partners with other CARE programs when relevant and communicate and cooperate with CAUT as well as various Care International Technical Experts as appropriate.

WORK CONDITIONS

The position is based in Gulu and will operate from CARE Gulu Sub office. A significant amount of time (at least 50%) is expected to be spent in West Nile region and in the refugee settlement and host communities, liaising with partners, local government and stakeholders within the area of operations. It is essential that the IM maintains a close effective presence in the field to ensure proper management supervision, guidance and leadership on field activities. However, s/he will be required to travel to Kampala and elsewhere, including potentially abroad, from time to time for meetings, training events, among others.

MINIMUM QUALIFICATION AND EXPERIENCE

The IM should have a suitable combination of experience and relevant training in the following technical and programmatic requirements for the post

- BA in gender/women studies, social sciences, social work, development studies, economics or related field
- At least 5 years proven management experience of complex projects, of which a minimum of three years should be as Project Manager and leading or managing a team of implementing partners;
- At least three-year experience with gender advocacy strategies and action at local and national levels
- A minimum of three-years’ experience with humanitarian, protection and gender based violence programming is required;
- Solid understanding of livelihoods and women economic empowerment especially through VSLAs and income generation, apprenticeship and skills development.
- Commitment to gender equality and the empowerment of women and girls demonstrated by personal action;
- Demonstrated capacity to lead professional teams for success;
- Timely decision making, building effective teams, problem solving, functional/ technical skills, strategic agility and cross-cultural sensitivity

SIGNATURES:

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