

## JOB DESCRIPTION

<b>Job title:</b>	Country Manager - Uganda
<b>Location:</b>	Kampala, Uganda
<b>Management responsibility:</b>	Project Managers; Finance Manager; Business for Peace Coordinator; HR and Admin Manager; Research and MEL Coordinator;
<b>Budget responsibility:</b>	Programme budget of approx. 700,000 – 1,000,000 USD per annum
<b>Reporting to:</b>	Head of East Africa
<b>Key relationships:</b>	<ul style="list-style-type: none"> <li>• Director of International Programmes</li> <li>• Head of Programme Support and Learning Unit</li> <li>• Policy, Advocacy and Communications teams</li> <li>• Funding and finance teams</li> <li>• HR and Operations teams</li> <li>• Respective Country Managers and Directors especially in the region</li> </ul>
<b>Contract duration:</b>	Open ended, subject to funding
<p><b>Description of Saferworld and Uganda programme:</b></p> <p>Saferworld is an independent international organisation that works to prevent and reduce violent conflict and build safer lives. We work with civil society, international organisations and governments to encourage and support effective policies and practices through advocacy, research and policy development and through supporting the actions of others. We engage in over 18 countries in the Middle East, Africa, Asia and Europe/Central Asia.</p> <p>The Uganda Programme was established in 2001. We currently have three core areas of work in Uganda. These include: promoting conflict-sensitive approaches to development, transforming social and gender norms that cause conflict and insecurity, and ensuring that local communities are able to claim their rights to natural resources especially land and minerals. The programme seeks to achieve change in these three areas through working with local communities, national civil society organisations, business actors, government stakeholders and international actors, including linking local voices and needs to national and international forums.</p>	
<p><b>Job Purpose:</b></p> <p>The Country Manager will be responsible for further developing Saferworld's Uganda country strategy and programme, overseeing the implementation of current and future activities and developing and managing relationships with local partners and with international and national actors in country.</p> <p>The post-holder will also be responsible for overall team management and security, managing and monitoring programme delivery against objectives, managing and monitoring programme expenditure, fundraising and advocacy, and networking with, and reporting to, donors. The post-holder will ensure all regulatory requirements for operation of the Uganda office are in place; all Saferworld compliance elements are understood and applied across the board. Finally, the post holder will contribute to organisation-wide processes and discussions to advance Saferworld's thematic priorities, methodological approaches and organisational development.</p>	

**Key areas of responsibility:**

**Lead the implementation, planning, monitoring and reporting of Saferworld's activities in Uganda. Develop and establish new areas of engagement, ensuring that a strong strategic direction is maintained.**

- Lead the development and periodic review of Saferworld's Uganda strategy
- Manage the overall development and implementation of programme components in fulfilment of Saferworld's Uganda strategy and in accordance with funded programme obligations, including developing new areas of work as relevant
- Lead in ensuring effective planning, monitoring and reporting for Saferworld's Uganda programme components and activities, including preparation of high-quality, timely donor reports
- Remain updated on the context in Uganda and ensure that the programme remains relevant and responsive to the context and that context analyses are shared with the wider organisation
- Provide technical expertise to programme staff as relevant and/or assist in ensuring that the correct technical expertise is available to programme staff
- Lead on the design and development of continuing and new project initiatives and intervention areas.
- Promote lesson learning within the team and the greater organisation; ensure the overall monitoring and evaluation of, and learning from, the programme is systematic, and regular programme reviews and outcome harvesting processes are held.
- Ensure timely donor and internal reporting as well as quality grant management for all projects.
- Engage with other teams, including policy, programme support and learning, funding, and regional teams as appropriate, to ensure that potential programmatic or operational synergies are maximised.

**Build and maintain effective relationships in support of Saferworld's work in Uganda**

- Maintain good relationships and regular contacts with the government of Uganda; international partners and stakeholders, including Saferworld's donors; civil society organisations that Saferworld works with and/or supports based on Saferworld's partnership principles.
- Ensure effective management of any formal partnerships between Saferworld and government, civil society and international partners.
- Monitor official and non-governmental debates on conflict, security, justice, governance, and development issues in Uganda in order to identify the best opportunities for Saferworld to provide input into the policy debate;
- Represent Saferworld at meetings, seminars, co-ordination fora and other events, acting as spokesperson as appropriate
- Lead on implementation of advocacy strategies on Uganda and overall programme
- Identify and develop – together with Head of Fundraising – fundraising opportunities for the Uganda programme; play a leading role in developing funding applications

**Ensure the physical welfare, well-being and professional development of programme staff**

- Provide line management to the Uganda core staff and consultants as needed while ensuring learning and development plans are implemented across the team.
- Ensure high calibre staff are employed with requisite technical expertise
- Monitor and support the performance of staff on the basis of Saferworld's performance management system.
- Promote a culture of learning, shared leadership, responsibility and mutual accountability
- Maintain a risk analysis and review and update regularly. Ensure risks associated with fraud, bribery, money laundering, and reputation of Saferworld are prevented and managed.
- Oversee the implementation of Safeguarding policies and measures
- Ensure day-to-day compliance with the Uganda programme's security plan and procedures, ensuring regular staff briefings and training.

### **Ensure effective management of programme finances**

- As the overall country programme budget holder, oversee all programme budgets and management accounts, in-line with Saferworld's organisational processes. Ensure all costs (staff, operations, activities, and overheads) are adequately budgeted for and effectively managed.
- Undertake timely and accurate annual budgeting and forecasting
- Ensure timely and accountable financial reporting.
- Ensure that programme staff and partners comply with internal accounting and financial management procedures
- Develop and maintain donor relationships and ensuring donor requirements regarding reporting are met.
- Ensure that the capacity of budget holders and partners is built into finance and grants management processes and learning and development plans.
- Provide oversight to ensure the efficient running of the office.

### **Fundraising and donor relations**

- Together with the Funding team, regularly review and revise the fundraising strategy for the Uganda country programme.
- Establish, cultivate and maintain good relations with all donors.
- Lead and manage the development of funding proposals for the Uganda country programme, ensuring a strong pipeline of ideas are generated and developed into successful proposals.
- Ensure grants are effectively managed according to Saferworld standards and funding protocols, as well as donor requirements.

### **Organisation and Management:**

- Lead the Senior Management Team to ensure effective communication is in place between the SMT and all staff.
- Oversee the effective management of office functions, working with the HR/Operations Manager.
- Oversee the effective management of all finance functions in Kampala,
- Ensure Uganda and security protocols and duty of care standards are maintained
- Ensure that Saferworld in Uganda is compliant with local legislation and directives, Saferworld's policies and procedures, and donor procurement regulations.
- Represent Saferworld at meetings, seminars, co-ordination fora and other events, while acting as spokesperson as appropriate

## **PERSON SPECIFICATION**

### **Experience**

- Substantial senior management level experience, managing multi-thematic programmes in development and/or peacebuilding/conflict prevention organizations, and in a conflict-affected and logistically challenging environment.
- Proven ability to manage and motivate staff at all levels. Experience of remote line management is essential;
- Proven ability to undertake and lead strategic planning, programme development, and evaluation;
- Experience of managing and implementing community programming;
- Experience of working in partnership with NGOs and other civil society organizations and networks;
- Experience of donor liaison and fundraising (including reporting to donors);
- Experience of managing safety and security needs in a challenging and unstable security environment.
- Experience of financial management of major international donor governments and agencies, including overseeing financial procedures, budget management, and donor reporting

## Skills

- Excellent analytical skills and proficiency in written and spoken English.
- Good organisational skills and the ability to work under pressure
- High level communication skills, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing
- Demonstrable ability to think creatively and practically in support of initiatives to achieve positive change
- Strong planning skills
- Ability to work in a non-partisan and impartial manner, particularly in high-stress and highly politicised environments, appreciating gender, cultural and ethnic diversity
- Compliance with and commitment to Saferworld's safeguarding principles.

## Knowledge

- Excellent understanding of peacebuilding and conflict prevention issues in Uganda, including conflict dynamics and actors, key political, social and economic issues, and peacebuilding/conflict prevention measures, including the role of various regional and international actors.
- Desirable: Master's degree in conflict or security studies, peacebuilding, gender studies or similar.

## TERMS AND CONDITIONS

<b>Type of position:</b>	This is a national position.
<b>Salary:</b>	A competitive INGO Salary will be offered
<b>Benefits:</b>	Medical Insurance and Social Security contributions
<b>Leave Entitlement:</b>	28 days /year, in addition to relevant public holidays
<b>Hours:</b>	Full time position, Standard working week is 37.5 hours a week. However the demands of the job are likely to be such that a willingness to work longer hours as required, will be necessary.
<b>Travel:</b>	Internal travel for programme activities according to security conditions, and occasional international travel for trainings and regional planning meetings.
<b>Probation:</b>	There will be a probationary period of six months.

## APPLICATION PROCESS

**To apply:** Please complete an application form which can be found at [www.saferworld.org.uk/about/jobs](http://www.saferworld.org.uk/about/jobs) and send to Recruitment Team at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) (please use subject heading: Ref: UgCM )

**Deadline for applications: 5pm (Uganda time) 23<sup>rd</sup> June 2019.**

We regret that only shortlisted candidates will be contacted