

JOB DESCRIPTION

Job Title:	Team Leader
Location:	Kampala
Reporting to:	Country Manager
Management responsibility (if applicable)	4 Regional based Coordinators and Mental Health and Psychosocial Support (MHPSS) Advisor
Type of position:	National position
Grade and Salary:	A competitive INGO salary will be offered
Contract terms and hours:	Fixed Term and 37.5 hours a week.

Background:

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.

Description of Saferworld and Uganda programme:

Saferworld has been working in Uganda since 2001. Our main focus has been on supporting civil society involvement in conflict prevention and security provision, conflict-sensitive approaches to development, and advocating stronger national and regional controls on small arms and light weapons. Current priorities include, delivering conflict sensitivity support to institutions and stakeholders working on issues related to land and minerals including working to improve conflict resolution and community safety in Karamoja, northern Uganda, and other areas of central Uganda experiencing land conflict and insecurity.

Job purpose:

The overall purpose of the job is to ensure effective management and delivery of the project; '*addressing conflict drivers in Uganda*'-a potentially 5 year project starting in March 2020. The project is a joint (consortium) initiative between Saferworld and TPO Uganda; with the aim of addressing main conflict drivers, which include but not limited to; *competition over natural resources; the mass influx of refugees; inadequate transitional justice processes; and flawed electoral processes*, leading to a more peaceful, secure and resilient communities in Uganda.

With Saferworld as the Consortium lead, the project will see organisation's expansion into new geographical areas, in partnership with TPO and Regional Based partner organisations in Northern Uganda, West Nile, Karamoja and Western Uganda/Rwenzori region. Consequently, the Job holder will ensure compliance to Saferworld and donor policies and procedures; facilitating cross learning and adaptive programing within the consortium and across partners.

Roles and responsibilities:

Consortium, Partnership and project management

- Provide effective and efficient management of the project, including adherence to Saferworld organisational and donor requirements.
- Oversee implementation and achievement of project objectives by the project team and partners.
- Ensure that joint planning, budgeting and reporting are conducted in a timely manner and to quality
- Participate in all consortium steering committee meetings and act as secretary as and when required
- Review, consolidate and share reports/project briefs for sign off before submission to donor and external stakeholders
- Explore and build opportunities for programme growth in the course of implementing current project through quality programme delivery processes.
- Support partner capacity assessment and design of capacity strengthening support interventions
- Be responsible for nurturing and maintaining a robust, honest and transparent relationship with project partners
- Lead in the identification of risks and proactively work with partners to mitigate risk factors against the partnership and project delivery.
- Chair project implementation committee and ensure action points agreed during the meeting are implemented

Monitoring, Evaluation, and Learning support function

- Work with RMEL Advisor on data sense making, reporting and sharing
- Ensure critical project reflection and reviews take place on regular basis to inform decision making
- Ensure that project results that can inform the wider Saferworld community are properly documented and shared for usage.
- Review relevant reports, including evaluation reports, and other internal and external resources as necessary to inform project delivery
- Ensure timely response to information requests from project staff, partners and donor.

People Management

- Foster team based approach to management through participatory decision making, supporting team building events.
- Conduct periodic performance review and provide timely feedback to staff under direct line management.
- Support in the recruitment of project staff as and when required; ensuring compliance to Saferworld recruitment policy and procedure.
- Ensure that staff capacity building needs are identified and action plan developed to address the gaps.
- Provide continuous capacity building, mentoring, and coaching of staff in critical areas to facilitate effective and efficient project delivery.
- Ensure Saferworld Security Protocols are adhered to at all times in the course of project delivery and for the safety of self, team members and Saferworld as an organisation

Organisational support function, Networking and Representation

- Represent the project and Saferworld as an organisation in meetings and provide feedback on issues that needs further attention.
- Develop and maintain collaborative and strategic relationships with civil society partners and other stakeholders.
- Maintain collaborative relationships with other Saferworld staff working on policy and advocacy issues across the programmes as well as within the Policy, Advocacy and Communications teams.

Any other duty may be assigned to the post holder as required by the Line Manager

Key working relationships

Internal: Project Coordinators/Managers (Uganda); Project partners (Uganda); HR and Operations teams (Uganda/UK), Head of East Africa, Finance and Administration team (Uganda); Funding team (Uganda/UK); Policy, Advocacy and Communications team (UK); Programme Support and Learning Team (UK)

External: Swedish Embassy in Uganda (SIDA), networks & working groups, civil society platforms and wider civil society, INGOs, Line MDAs (Ministries, Departments and Agencies), and private sector.

Scope and accountability	
Decision making and limits of authority	As per Saferworld existing authorisation matrix
Financial resources	Project annual budget
Other resources	None
People management	<ul style="list-style-type: none"> • 4 Regional Based Coordinators • Mental Health and Psychosocial Support Advisor •
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Ensure compliance to policies, procedures and practices in the organisation • Ensure compliance with national legislation. Where there is contradiction, seek guidance
Person specification	
Knowledge, qualifications and experience	
Knowledge	
<ul style="list-style-type: none"> • Understanding and experience of programming in one or more of Saferworld's core strategic areas: peacebuilding and governance, access to justice, gender, or conflict sensitive development. • Sound knowledge civil society dynamics and their role in addressing conflict drivers in Uganda. 	
Qualifications	
<ul style="list-style-type: none"> • Postgraduate degree in international relations, peace and conflict studies, development studies or relevant training from recognised institutions. 	
Experience	
<ul style="list-style-type: none"> • Sound experience in progressive management in consortium and project management, community security, humanitarian, peace building and/or justice sector. • Experience in providing mentoring and support to a range of actors Ideally in Uganda • Demonstrable experience with project management Demonstrable experience of working with partners in ways that reflect the principles of power-sharing and accompaniment. • Familiarity with conflict sensitivity approach, mental health and psychosocial support, rights-based approach and gender sensitive approach and partnership approach to development • Understanding of financial management procedures, budget monitoring, and donor reporting. 	
Skills and abilities	
Skills	
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Strong analytical and problem skills in a complex project setting • Excellent report writing, presentation and facilitation skills in English • People management skills in a multi-cultural setting. 	
Abilities	
<ul style="list-style-type: none"> • Ability to work constructively in team environment as well as individually with minimum supervision • Ability to link programme work to policy and advocacy processes at the national level • Ability and availability to undertake periodical in-country travel to visit projects and programmes and occasional out of country travel. • Ability to think critically, strategically and innovatively to improve project delivery • Commitment to adaptive programming and working in partnership based on mutual values and respect 	
Personal qualities	
<ul style="list-style-type: none"> • Commitment to and compliance with Saferworld's safeguarding principles • Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work • Commitment to own continuing personal and professional development • Commitment to the vision, mission and values of Saferworld 	
Other requirements	
<ul style="list-style-type: none"> • The position is based in Kampala, with frequent travel to project sites; Karamoja, Northern Uganda, West Nile and Western Uganda. 	

Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to HR Team at jobs@saferworld.org.uk (Ref: UG-TL)

Deadline for applications: January 8th 2021