The Embassy of Ireland in Uganda works to strengthen bilateral relations between Ireland and Uganda to promote Ireland’s values and interests in Uganda. Ireland’s current strategy (2016-2020) for Uganda is guided by its foreign policy, ‘the global island’, Ireland’s foreign policy for a changing world, and Ireland’s policy for international development, ‘one world one future’. The strategy covers the breadth of the embassy’s work including consular and visa services, cultural promotion, trade and investment promotion, political engagement, and the development cooperation programme, which is closely aligned to the government of Uganda’s second national growth and development plan. A copy of Ireland’s strategy is available on https://www.irishaid.ie/media/irishaid/allwebsitesmedia/20newsandpublications/FINAL-Uganda-CSP-print-version.pdf.

The Embassy is now seeking a dynamic and experienced individual to join our organisation as Humanitarian Advisor, a new position reporting to the head of cooperation. The Humanitarian Advisor will be required to manage the humanitarian programme in accordance with agreed institutional standards of programme/grant management and represent Ireland in key policy dialogue fora. As a senior member of the embassy’s technical team, the Humanitarian Advisor will be expected to contribute across the work of the embassy, including as climate change focal point/champion.

**Specific Duties will include:**
- Monitor partners and programme implementation, including appraisal of narrative and financial reports, reviewing audits and conducting field monitoring visits. Input to evaluation processes.
- Lead on new programme development, including “nexus” type programmes linking humanitarian, relief and development.
- Conduct organisational capacity and risk assessments of partners, ensure adequate contractual relations are in place and maintain up to date risk profiles for all partners.
- Represent the Embassy in key policy dialogue fora on refugee and humanitarian issues.
- Advise social protection, education, HIV and governance advisors on humanitarian issues arising within these sectors and appropriate responses.
- Act as climate change focal point/champion supporting and encouraging colleagues to consider climate change issues in programme design and implementation, and leading on communications with HQ in relation to climate change issues.
- Input to the embassy’s communication strategy through use of social media, inputting to the website and working with the communications teams to organize relevant networking events in order to ensure maximum visibility for the humanitarian programme.
- Input in the embassy’s research and learning agenda, keeping up to date on relevant new research emerging and providing briefing as required.
- Liaise with the humanitarian section in Irish Aid HQ, and with humanitarian advisors in embassies within the region in order to share approaches and learning.

**Qualifications, Skills, Experience and Competencies required:**

**Essential**
- Master’s Degree in the relevant field (development studies, social sciences or other related fields).
- Five years of specific post qualification experience in a similar role with a bi-lateral, multi -lateral organisation, government or NGO.
- Demonstrated experience in strong programme planning, implementation, management and monitoring skills.
- Knowledge and understanding of climate change in Uganda and how it impacts on programme design and implementation.
- Knowledge and experience of policy dialogue and influencing policy processes.
- An excellent understanding of the national, regional and global humanitarian context.
- Ability to work as part of a team and in partnership with other stakeholders.
- Excellent interpersonal, written and verbal communication skills.
- Proficiency in the Microsoft suite of applications i.e. Word, Excel, Outlook etc.
- A high standard in English, both spoken and written.

**Desirable**
- Regional experience is desirable but not essential.

**How to apply:**
The job description and application form for this position are available on our website www.dfa.ie/uganda

Completed application forms should be sent via e-mail only to Recruitment.Kampala@dfa.ie, with the subject line; Humanitarian Advisor.

Applications must be received before 16:30hrs. on Wednesday, 27th February 2019.

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

Please note that canvassing will disqualify applicants. The successful candidate must have a legal entitlement to live and work in Uganda prior to recruitment.

The Embassy of Ireland is an equal opportunities employer.

**Data Protection Note:**
By submitting information electronically, parties accept that data may not be fully secure. Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the data protection acts. https://www.dfa.ie/about-us/our-commitments/

**Security Clearance for Local Staff:**
Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any Country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.