



MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT

EXCITING CAREER OPPORTUNITY

The Ministry of Gender, Labour and Social Development (MGLSD), through its Programme Management Unit (PMU) is implementing the second Phase of the Expanding Social Protection Programme (ESPII). The goal of ESP is to reduce chronic poverty and improve life chances for poor men, women and children in Uganda. The programme aims to embed a national social protection system, including social assistance for the poorest and most vulnerable, as a core element of Uganda's national planning and budgeting processes. A core element of the Programme is the Social Assistance Grants for Empowerment (SAGE) under which government provides the Senior Citizens Grant to older persons. Government with support from Development partners is currently in the process of rolling out the Senior Citizens Grant to all districts in the country.

The MGLSD through the PMU seeks to recruit competitive, competent and well-motivated persons to fill 27 vacant positions in the Expanding Social Protection (ESP) Programme. The positions are contractual, running up to June 2022.

Position 1: Senior Programme Officer, Communication and Advocacy (1) based at the PMU, Kampala
Reports to: Monitoring, Evaluation, Research and Learning Coordinator

Job Role:

To develop and manage a communications strategy and ensure that the programme's communications and advocacy functions are carried out to agreed timeframes, budget and quality and work plans for all programme activities are followed at national and regional levels. Responsible for building partnerships amongst stakeholders working in key social protection areas as well as to grow and maintain ESP's reputation.

Key Result Areas:

1. Manage the Programme communication strategy within the context of the National Social Protection Policy, ensuring branding and consistency in all public engagements and messaging.
2. Manage media relations including draft press releases and arranging press conferences, preparing media briefs and arranging interviews.
3. Maintaining a regular flow of information about the programme to key target audiences. This to include, but not limited to, a regular newsletter, regular and timely website updates as well as others to be agreed.
4. Develop TORs, tenders and contracts for procuring communication products and activities at national and local levels, and coordinate and implement communication activities.
5. Lead engagement with press/public relations officers or personal assistants/private secretaries within key MDAs to promote social protection messaging into public communication activities.
6. Working closely with the SPO M&E and SPO Research, Evidence & Knowledge management to identify and communicate lessons coming out of the SAGE programme and associated research activities, as well as packaging and disseminating existing and emerging international evidence.
7. Coordinate with the SPO Capacity Building to ensure coherence of communications and messages in the SAGE Training Manual.
8. Oversee the design and maintenance of the ESP programme website, ensuring high quality, relevant and appropriate content and presentation.
9. Manage the Programme social media accounts and engagement
10. Contribute to progress reports.

Education Requirements:

A bachelor's degree in journalism, mass communication, or public relations or Any other relevant degree in social sciences, humanities with a postgraduate diploma in Journalism/Mass Communication A master's degree in related field is added advantage.

Minimum requirements:

At least five (5) years' experience in managing communications for development programmes at national level in the public or private sector

Position 2: Operations/RTSU Coordinator - 3 positions (Mbale (1), Mbarara (1) and Kampala (1))
Reports to: Senior Programme Officer Operations

Role Definition:

Provides technical and operational leadership at the regional level. S/he oversees and supports implementation, coordination, reporting, trainings, registration, enrolment, payments, grievance and complaints management, change management and compliance with Expanding Social Protection Programme Guidelines. Establish and maintain a good working relationship and effective coordination between the Regional and district level implementation structures of SAGE. The position will manage a team and will be responsible for team outputs.

KEY RESULT AREAS

1. Preparation and submission of payment plans/work plans by the 28th of the months preceding payments.
2. Preparation and submission of monthly reports by the 5th day and quarterly reports by 15th day of the new month.
3. Preparation and submission of weekly updates of activities undertaken and planned every Friday of the week.
4. Collaborative mechanisms and healthy relationships with the District Local Government and Civil Society Organizations nurtured and maintained.
5. Programme assets are put to optimal use
6. Timely submission of staff performance appraisal reports

Education requirements:

A minimum of a bachelor's degree in Social Works and Administration, Development Studies, Adult and Community Education, Social Science, Statistics, Public Administration or an equivalent profession. A post-graduate diploma in a relevant field

will be preferred.

A Master's degree in Social Protection or Management will be an added advantage

Minimum experience:

A minimum of 5 years' relevant experience in community programming or team management. Experience of working with governments, non-governmental organizations and/or research institutions, in Uganda. Knowledge in managing cash transfer programs preferable.

Position 3: Administration Officer – 3 positions (Mbale (1), Mbarara (1) and Kampala (1))

Reports to: Operations/RTSU Coordinator

Job Role:

To provide administrative support to the RTSU staff and ensure smooth implementation of the program. In charge of overall human resource management, office management, logistics, fleet management and asset management at the RTSU.

Key Result Areas:

1. Provide procurement support to regional office and PMU
2. Maintain sufficient stocks of consumables and stationery
3. Maintain RTSU procurement and administration files and ensuring safe keeping of office and programme records
4. Supporting payment processes, procurement processes by completing necessary paperwork on timely basis
5. Ensuring programme vehicles are in good mechanical condition including repairs, services, fuel reconciliations and efficiency report
6. Supporting human resource functions at the RTSU to include orientation, leave management, performance appraisals and ensuring health and safety of staff
7. Management of assets to include updating asset register, carrying out preventative maintenance of assets and repair of assets
8. Responsible for the management of office imprest

Education Requirements:

A bachelor's degree in either of the following disciplines, Social Sciences, Office and Information management, Human Resource management, Development Studies, Public Administration, Business Administration, or Procurement and Logistics/Supply Chain.

Work Experience:

Three (3) years in provision of operations client services support in a busy and reputable organisation.

Position 4: Monitoring and Evaluation Officer – 3 positions (Mbale (1), Mbarara (1) and Kampala (1))

Reports to: Operations/RTSU Coordinator

Job role:

To implement, monitor and evaluate systems to enhance quality control, improve internal processes and results delivery underpinning accountability at various levels. Contribute to overall program learning and sharing.

KEY TASKS AND RESPONSIBILITIES

1. Extraction of data for monitoring from the MIS and use it for analysis, planning and decision-making.
2. Prepare reports on the process monitoring indicators, detailing progress against work plan, challenges and recommendations.
3. Provide inputs to various review meetings at district level where lessons learned are discussed, improvements for the design and operations are proposed and strategies on how lessons learned can be applied.
4. Ensure that pay point-monitoring reports from all pay points in the district are immediately submitted and captured at the end of each payment cycle.
5. Lead the planning, implementation and documentation of findings of monitoring visits.
6. Provide inputs, information and statistics for quarterly, annual and other reports to SPO M&E and the PMU staff.
7. Manage beneficiary database containing information on enrolment, payments, grievance and complaints. Participate in documentation and resolution of beneficiary complaints in line with complaint management and resolution guidelines and share this with the Complaints and Grievance Officer.

Education requirements:

University degree in Statistics, Economics, Social Science or related field. Post graduate diploma in monitoring and evaluation will be an added advantage.

Minimum experience:

Three (3) years' experience in the design and implementation of M&E in development projects implemented by Donors/Government. Experience in designing tools and strategies for data collection, analysis and production of reports.

Position 5: Information Systems and Technology Officer – 3 positions (Mbale (1), Mbarara (1) and Kampala (1))

Reports to: Operations/RTSU Coordinator

Job Role:

Provide IT support to RTSU staff and ensure that the IT infrastructure is properly installed, regularly maintained, fully functional so as to facilitate communication, data management, storage, retrieval, analysis and dissemination through stable internet connection.

KEY Result Areas:

1. Ensure complete command on MIS processes and system
2. Validate & understand functionality of delivered updates in MIS.

Ensure sufficient training material is available for staff.

3. Hands on computer software's for creating presentations/animations.
4. Act as the main focal point for the region for all questions/trainings related to MIS and its usage
5. Maintaining stable network and internet access at the RTSU
6. Provide input into the IT and communications policies as required
7. Maintain monitored internet as per approved organizational policy
8. Troubleshooting for hardware, software and general network issues
9. Liaise with service providers to ensure optimum performance at all times for RTSU's
10. Provide technical assistance to staff at RTSU
11. Support website, sms and other digital platforms of Expanding Social Protection Programme.

Education Requirements:

Bachelor's degree in Computer Science, Information Technology or Computer Engineering

Position 6: Operations Officer – 4 positions (Mbale (1), Mbarara (1) and Kampala (1) Kyenjojo (1))

Reports to: Operations/RTSU Coordinator

Job role:

To provide technical and operational support to the district. Ensures implementation, coordination, reporting, trainings, registration, enrolment, payments, grievance and complaints management, change management and compliance with Expanding Social Protection Programme Guidelines.

Key Result Areas:

1. Oversee the registration and verification of eligible Beneficiaries in collaboration with Local Government
2. Oversee the enrolment of clients into the programme including the issuing of any tokens required to access payments (e.g. SIM cards or Smart Cards) in collaboration with Payment Service Provider (PSP)
3. Monitor service delivery to ensure quality, accountability and systems improvement
4. In coordination with MIS, enable systematic and efficient data collection, sharing of best practices and lessons learnt
5. Provide input to the production of RTSU reports, work plans, evaluation reports and document best practices for ESP internal reference
6. Responsible for ensuring a good working relationship between the regional and district level implementation structures of SAGE.
7. Conduct periodic district reviews and visits to ensure proper coordination and delivery of services
8. Coordinate submission of relevant reports by districts and ensure timely information sharing and provision of feedback to districts.

Education Requirements:

A Bachelor's degree in Social Works and Social Administration, development Studies, Adult and Community Education, Social Science, Public Administration or an equivalent profession. Post graduate diploma in a relevant field will be an added advantage.

Minimum experience:

A minimum of three (3) years' relevant experience in community programming or development. Experience of working with governments, non-governmental organizations and/or research institutions in Uganda.

Position 7: Driver – 9 positions (Mbale (2), Mbarara (2), Kampala (4), Kyenjojo (1))

Reports to: Operations/RTSU Coordinator

Job role:

Transportation of staff to assigned/designated places and deliver office documents, materials and cargo to different places safely within ESP transportation guidelines.

KEY TASKS AND RESPONSIBILITIES

1. Drive employees and other authorized passengers over designated routes safely
2. Deliver important documents, materials, parcels and equipment to required destinations
3. Responsible for the safety and security of ESP vehicles assigned
4. Ensure that vehicles are maintained, serviced and in good mechanical condition at all times.
5. Provide administrative and logistic support to the RTSU's when required

Minimum Education Requirements:

O-Level certificate

Minimum experience:

Five (5) years with clean driving license

How to Apply:

Suitably qualified and interested candidates should send application letters, detailed CV, names and addresses of three referees along with the relevant certified copies of academic transcripts, certificates to: Permanent Secretary, Ministry of Gender, Labour and Social Development Headquarters (Security Registry) on second (2) Floor Plot 2, Simbamanyo House, George Street P.O Box 7136, Kampala, Uganda.

Application deadline is **23rd August 2019, 11:00am**

Only shortlisted candidates will be contacted for interview. Should you not hear from us after two weeks of closing date of submissions, consider your application unsuccessful.

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