

# Job Opportunity

Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations.

United States Agency for International Development (USAID) has selected EDC to implement the USAID Integrated Child and Youth Development (ICYD) Activity. A 5-year activity with a goal for Ugandan children and youth, especially the most vulnerable, to receive the support and services necessary to lead resilient, healthy, and productive lives. The ICYD Activity is expected to achieve the following:

1. Children and youth have improved learning outcomes;
2. Children and youth are safe and healthy in their community and learning environments; and
3. Youth practice positive behaviors and are able to make informed decisions about their lives and relationships.

This Activity will address the mutually reinforcing relationship between improving learning outcomes and improving wellbeing and employ a comprehensive approach that merges PEPFAR/Orphans and Vulnerable Children strategy's strengths in acute vulnerability stabilization with education's broad protective effects.

EDC is currently hiring the following positions for the USAID ICYD Activity:

## 1. Grants Manager – Kampala, Uganda

The Grants Manager will manage the ICYD Grants Program and ensure that it runs efficiently and transparently in coordination with the ICYD technical and finance staff. Responsibilities include, but are not limited to grant strategy development, workplan development, development of grant solicitations and review of applications, grant applicant risk assessments, selection of grantees, grantee orientation and training, grantee performance monitoring and financial management. The Grants Manager reports to the Finance Director and oversees the work of the Grants Assistant. This is a full-time position based in Kampala, Uganda.

### Selected Required Skills:

- Bachelor's degree in Business Administration, Public Accounting or related field; advanced degree preferred in a field relevant to Business Administration and/or project or program management;
- Minimum of 6 years of progressively responsible and directly relevant experience in similar positions;
- Knowledge of USAID regulations;
- Excellent social skills at all levels, cultural sensitivity, ability to work under pressure and with a team, negotiate diplomatically, and the ability to work in a multicultural and multidisciplinary work environment.

## 2. Monitoring and Evaluation (M&E) Specialist – Kampala, Uganda

The Monitoring and Evaluation (M&E) Specialist will be responsible for organizing and coordinating office operations in order to ensure organizational effectiveness and efficiency. The M&E Specialist oversees monitoring and evaluation activities including data collection and reporting on project outcomes. S/he is responsible for monitoring data collection at each zone, the consolidation of data for each zone, and regular data quality sampling. The M&E Specialist reports to the M&E Director. This is a full-time position based in Kampala, Uganda. The ICYD Activity expects to hire three full time M&E Specialists.

### Selected Required Skills:

- Bachelor's Degree in the social sciences or related field;
- Minimum of 5 years' experience with M&E systems, data collection, and reporting Experience with monitoring program implementation;
- Experience on development projects where research and data analysis skills have been applied, preferably under PEPFAR/USAID programs;
- Knowledge of Excel + Power Query to clean, merge, pivot/un-pivot and transform data preferred.

## 3. Senior Zone Manager – West (Hoima), Southwest (Mbarara), and Capital (Kampala)

The Senior Zone Manager will be based one each in the zonal offices of West (Hoima), Southwest (Mbarara), and Capital (Kampala), and will supervise zonal level staff, oversee project activities in zones and liaise with technical and operational teams and partners to ensure activities at zonal level are delivered on time and with high quality. S/He will oversee

and be responsible for the effective implementation of all technical components of the project at the zonal level including workplan activity implementation, finance, human resources and operational support. S/He will also establish and work closely with other relevant stakeholders in the district including other implementing partners, CSOs, FBOs and the private sector. The Senior Zone Manager reports to the Chief of Party. This is a full-time position based at the respective zonal offices in Uganda.

### Selected Required Skills:

- Masters degree (or equivalent experience) in education, health, public policy, management, or related field;
- Minimum of 7 years' professional experience in development projects preferably implementing health, HIV, and/or education activities;
- Demonstrated experience working with government agencies, actors, and other stakeholders at the national and zonal levels;
- Knowledge of USAID rules and regulations strongly preferred.

## 4. Zonal Finance Officer – West (Hoima), Southwest (Mbarara), and Capital (Kampala)

The Finance Officer Zonal Office will provide financial management support to the specific zonal office for all operations and program activities. S/he will be responsible for processing advances, reconciliation of advances, payment to vendors, travel reimbursement for zonal staff, request for funds transfer from the Kampala Head Office and preparation of bank reconciliation reports among other responsibilities. This position reports to the Senior Zonal Office Manager and will work in close collaboration with the Senior Finance Officer for Zonal Operations in Kampala. This is a full-time position based at the respective zonal offices in Uganda.

### Selected Required Skills:

- Bachelor's Degree in Finance, Accounting, Business Computing, Business Administration or any related field. An advanced degree is an added advantage;
- Minimum of 6 years of progressively responsible and directly relevant experience is required;
- Extensive knowledge of and financial management experience with USAID funded programs;
- In-depth skills and knowledge of accounting software, especially QuickBooks.

## 5. Logistics Assistant – West (Hoima), Southwest (Mbarara), and Capital (Kampala)

The Logistics Assistant (Zonal Office) will be based one each in the zonal offices of West (Hoima), Southwest (Mbarara), and Capital (Kampala) and responsible for full logistical support for his or her zonal office. S/he will support activities related to provision and distribution of Teaching and Learning Materials (TLMs), the effective and efficient management of trainings and workshops and will be the focal person for the management of assets, vehicle fleet, consumable supplies, and zonal office infrastructure maintenance and repair. The Logistics Assistant reports to the Senior Zone Manager. This is a full-time position based at the respective zonal offices in Uganda.

### Selected Required Skills:

- Bachelor's degree in a field relevant to the position;
- Minimum 4 years' successful experience in a similar position;
- Experience working with USAID and PEPFAR funded projects will be an advantage.

For all zonal based positions - Applicants must indicate which zonal office location they are applying for.

Applicants for all positions must have excellent written & verbal communication skills in English, familiarity with internationally-funded projects & experience working in Uganda.

For more information, and to apply, please upload your resume to the appropriate position at: <https://go.edc.org/EDCUGandaJobs> no later than **8th January, 2021**.

Additional positions for the USAID ICYD activity are available through our partner, World Education/Bantwana; see positions here (<https://bantwana.org/about/join-us/>)

Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

*This announcement is made possible by the support of the American People through the United States Agency for International Development (USAID). The contents of this notice are the sole responsibility of Education Development Center, Inc. (EDC) and do not necessarily reflect the views of USAID or the United States Government.*