



## **UGANDA WOMEN ENTREPRENEUSHIP PROGRAMME**

**TECHNICAL SUPPORT UNIT**

**JOB DESCRIPTIONS**

**APRIL 2016**

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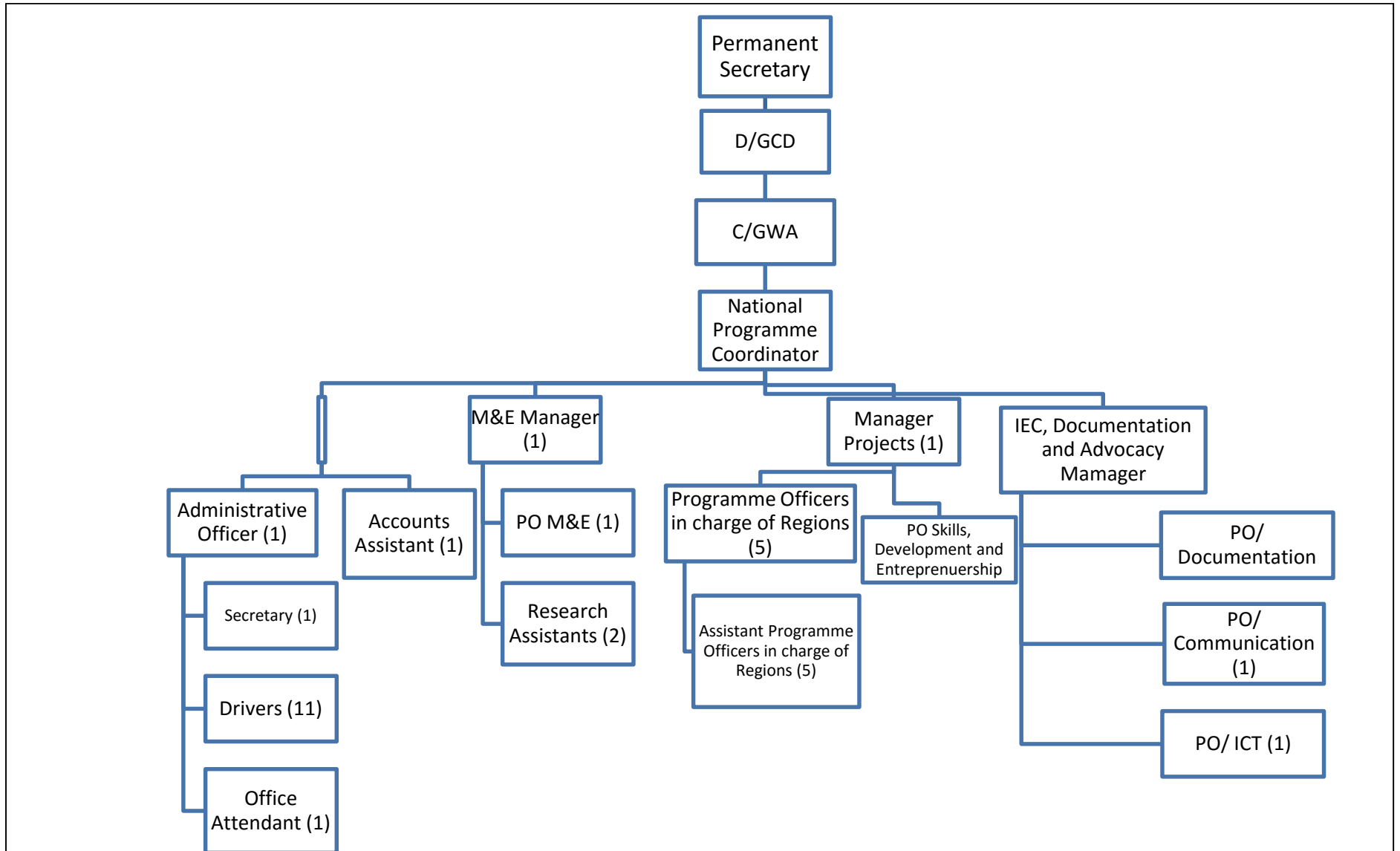
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**ORGANOGRAM FOR UGANDA WOMEN ENTREPRENEUSHIP PROGRAMME TECHNICAL SUPPORT UNIT**



## **JOB TITLE: MANAGER PROJECTS**

**Number of Vacancies:** One (1)

**Reports to:** National Programme Coordinator

**Supervises:** Programme Officers in charge of Regions  
PO Skills, Development and Entrepreneurship

**Terms:** Five Year Contract

### **JOB PURPOSE:**

To manage, coordinate and guide the implementation of the Programme.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### ***A. Programme management and coordination***

- i. Advise the Programme coordinator on effective promotion of the UWEP projects.
- ii. Contribute to the development of UWEP Work plan.
- iii. Responsible for preparation of long term Marketing Plan for the Programme.
- iv. Develop a Programme Implementation Strategy.
- v. Supervise Programme activities related to technical planning, promotion and performance appraisals for Districts and communities thought the Programme cycle.
- vi. Provide guidance to stakeholders to ensure consistency and coherence in the interpretation of UWEP criteria, principles, standards and norms.
- vii. Train district staff, women leaders and other stakeholders on UWEP activities.

#### ***B. Programme implementation and monitoring***

- viii. Develop annual and medium-term monitoring plans.
- ix. Monitor the progress of on-going UWEP projects to ensure the adherence to set standards, specifications, and agreed implementation of time schedules.
- x. Advise and make timely recommendations to the National Programme Coordinator, and District leadership on identified Programme implementation strategies and targets.
- xi. Organize sensitization programmes for respective actors to address specific issues and promote awareness; enforce shared understanding and working knowledge of UWEP operational systems, tools and procedures.
- xii. Produce quarterly and annual performance reports of all UWEP programmes in all Districts.
- xiii. Plan, coordinate and initiate field appraisal exercises and project justification reports.

#### ***C. Team Management & Capacity Building***

- xiv. Provide leadership, guidance, and support to the UWEP Programme staff through regular supervision and feedback on performance.
- xv. Mentor and build the capacity of the staff to improve their range of capabilities related to the program and its activities.
- xvi. Ensure, document and follow up performance evaluation for all staff under her/his supervision.

***D. Managing Marketing information and development***

- xvii. Responsible for preparation of long term Marketing of Women's Enterprise Products Plan for the Programme.
- xviii. Diagnose the marketing issues within the Programme and develop solutions to them.
- xix. Guide the key programme stakeholders on managing the marketing component of UWEP.
- xx. Assist in market promotion and dissemination of relevant market information in support to the identified enterprises.
- xxi. Build linkages with relevant organizations to enhance effectiveness of marketing of products.
- xxii. Plan, manage and implement trade fairs to manage market products of the UWEP groups.
- xxiii. Perform any other duty that may be assigned by the National Programme Coordinator.

**PERSON SPECIFICATIONS**

- i. An Honours Bachelor's degree in Economics, Economic Policy and Planning, Social Sciences, Development Studies, agricultural sciences, Social Work and Social Administration from a recognized University.
- ii. A Master's degree in Social Sector Planning, Management, Development Studies, Economics from a recognized University.
- iii. At least Five years' experience in management and implementation of programmes and knowledge of Training for Community Development and Transformation, Participatory Rural Appraisal or other Community Development related field.

**Competencies:** Planning, Organising and Coordinating, Advocacy and networking, Good Interpersonal and communication skills, Result orientation, Financial management, Computer literacy, Ethics and integrity.

## **JOB TITLE: MONITORING AND EVALUATION MANAGER**

<b>Number of Vacancies:</b>	One (1)
<b>Reports to:</b>	National Programme Coordinator
<b>Supervises:</b>	PO M&E Research Assistants
<b>Terms:</b>	Five Year Contract

### **JOB PURPOSE:**

To monitor and evaluate the performance of the UWEP.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### ***A. Monitoring and evaluation***

- i. To work with casework staff, to establish, and then periodically review, clearly defined and measurable outputs and outcomes for the Programme.
- ii. To work with the project teams, and Information technology to establish, and then periodically review, systems for capturing data that allow progress against the agreed outcomes to be measured.
- iii. Set the standard of data capture required within the Programme, and ensure that casework staff are capturing the required data and consistently meeting the data quality standards.
- iv. To undertake qualitative and quantitative surveying that provides information in addition to that captured by casework teams, as required.
- v. To take responsible for commissioning research and evaluation work from third parties when required, and to manage this relationship with such organisations or academic departments to ensure that the work meets a set of pre-agreed objectives.
- vi. To lead on the commissioning and management of external evaluators or research teams for the programme.

#### ***B. Presenting analysis and production of reports***

- vii. To analyse the data generated by the monitoring and evaluation process, and then produce and present management information to senior management
- viii. To take the lead in producing data and analysis on the impact of UWEP work to be included in the Annual Report, and any other impact reports, that is suitable for a variety of internal and external audiences.

#### ***C. Research in relation to policy and practice***

- ix. To research and provide regular internal briefings on developments in policy and practice as it relates to any of the work that UWEP undertakes.
- x. Perform any other duty that may be assigned by the National Programme Coordinator.

## **PERSON SPECIFICATIONS**

- i. Bachelor's Degree in Economics/ Statistics/Development Studies/ Social Science from a recognized University.
- ii. A Master degree in any of the above disciplines.
- iii. A Post Graduate Diploma in monitoring and evaluation
- iv. At least 3 to 5 years of experience in Monitoring and Evaluation.
- v. Should be conversant with the Log Frame Approach in planning, monitoring and evaluation.
- vi. Should be familiar with quantitative as well as qualitative monitoring and evaluation methods.

**Competencies:** Proficiency in Windows Excel and quantitative analysis, Program design and M&E plan development, Ability to design M&E tools, surveys, surveillance systems, and evaluations; Interpersonal skills and managerial capacity, Concern for quality and standards, communicating effectively and project management. Computer Literacy is a must.

## **JOB TITLE: IEC, DOCUMENTATION AND ADVOCACY MANAGER**

**Number of Vacancies:** One (1)  
**Reports to:** National Programme Coordinator  
**Terms:** Five Year Contract

### **JOB PURPOSE**

To manage the internal and external communication and advocacy interventions of the Programme.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### ***A. Advocacy.***

- i. Develop and implement an Advocacy Strategy.
- ii. Lead on Programme engagement with the Parliament of Uganda.
- iii. Produce materials for advocacy, communications and media purposes on UWEP through country visits and desk based research, including drafting or inputting into reports, briefing papers.

#### ***B. Information Education and Communication Management***

- vii. Develop IEC Annual Action Plans for the Programme.
- viii. Develop a system by which the IEC/BCC materials developed by the Programme are shared with HLGs and relevant MDA'S.
- ix. Coordinate with different stakeholders in developing the language versions of the materials developed by the Programme at the national level.
- x. Disseminate findings of the Programme through appropriate channels.
- xi. Develop a national level good practice documentation system.
- xii. Develop case studies on UWEP successes.
- xiii. Ensure that the best practices of UWEP implementation are collected and widely shared with Local Governments, other Ministries and other relevant stakeholders.
- xiv. Provide technical support to enhance the visibility of UWEP.

#### ***C. Documentation***

- xv. Track implementation of UWEP across the country and identify issues to be documented.
- xvi. Extract information from Programme Management Information System (MIS) and from external reports (newspapers, studies, etc.) on UWEP.
- xvii. Assist in documentation of important aspects of UWEP; undertake documentation work when needed;
- xviii. Assist in production of communication material for print and audio-visual media;

#### ***D. Team Management & Capacity Building***

- xix. Provide leadership, guidance, and support to staff in the unit through regular supervision and feedback on performance.
- xx. Mentor and build the capacity of the staff to improve their range of capabilities related to IEC, advocacy and documentation.



- xxi. Ensure, document and follow up performance evaluation for all staff under her/his supervision.

### **PERSON SPECIFICATIONS**

Applicants must be Ugandans possessing the following:

- i) A Master Degree in Communication/ journalism//Social Sciences/Statistics/ Development studies or relate field from a recognized University.
- ii) At least Five (5) years of relevant work experience in Programme Planning, implementation and management/administration.
- iii) She/he should be conversant with planning, budgeting, monitoring and evaluation.

### **Personal Qualities**

- i. Capacity to conceptualize programme interventions.
- ii. Comfortable planning and delivering multiple activities under pressure to strict deadlines and high levels of precision
- iii. Able to communicate complex issues in a concise, accessible and engaging way
- iv. Able to work as part of a team in a co-operative and supportive way,
- v. Self-motivated and strong organizational and planning skills

### **Competences:**

Computer Literacy, Report writing, Team work, Planning, Organizing and coordinating, networking, Good interpersonal and Communication skills, Ethics and integrity

## **JOB TITLE: PROGRAMME OFFICER/SKILLS DEVELOPMENT AND ENTREPRENEURSHIP**

**Number of Vacancies:** One (1)

**Reports to:** Manager Projects

**Terms:** Five Year Contract

### **Job Purpose:**

To manage, coordinate the skills development component of UWEP.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### ***A. Provision of Technical Support on Skills Development and Entrepreneurship.***

- i. Liaise with skills Training Institution to link up women that require Vocational Training curriculum.
- ii. Develop and guide stakeholders on apprenticeship with master craftsman in training women in practical vocational trades.
- iii. Advise the Programme Coordinator on effective promotion and implementation of skills Development projects.
- iv. Provide technical support to women's groups and district stakeholders on entrepreneurship training and methodologies, and on counseling, life skills and leadership.
- v. Develop a handbook on enterprise development skills that can be shared with women enterprises.

#### ***B. Implementation management and Reporting on skills development component.***

- vi. Prepare and submit quarterly skills development plans and performance reports.
- vii. Co-ordinate UWEP skills development and training activities.
- viii. Provide guidance to ensure consistency and coherence in the interpretation of UWEP criteria, principles, standards and norms in terms of entrepreneurship skills development.
- ix. Prepare progress reports on the status of on – going skills development activities.
- x. Advise and make timely recommendation to the UWEP Programme coordinator, Heads of Unit and District leadership on identified Programme implementation issues.
- xi. Organise and coordinate training events for respective actors to address specific and emerging issues while promoting awareness and enforcing shared understanding and working knowledge of UWEP.

#### ***C. Coordination of partners and stakeholders:***

- xii. Identify, develop and maintain partnerships with training organizations and work with them to promote and coordinate entrepreneurship vocational skills development for women's enterprises.
- xiii. Identify, develop and maintain relationships with key stakeholders including CSOs, training institutions, local entrepreneurs (micro, small and medium enterprises),

business membership organizations, and with the private sector organizations, and private sector enterprises involved in women entrepreneurship development.

## **KEY RESULT AREAS**

### **PERSON SPECIFICATIONS**

- i. An Honours Bachelor's degree in Economics, Development Studies, Social Sciences, Social Work, Social Administration or Business Administration from a recognized University.
- ii. A Master's degree in Economics, Development Studies, Social Sciences, Business administration from a recognized University.
- iii. A Post Graduate Certificate in Vocational, Business, and Technical studies will be an added advantage.
- iv. At least five years' experience in vocational, business or technical skills training.
- v. Knowledge of training for Community Development Transformation and Participatory Rural Appraisal.

**Competencies:** Project Management, Computer literacy, Concern for quality and standards, Pro-activism, Coaching and mentoring, Good interpersonal and Communication skills, Leadership and Networking, ethics and integrity.

**JOB TITLE: PROGRAM OFFICER/ INFORMATION COMMUNICATION AND TECHNOLOGY**

**Number of Vacancies:** One (1)  
**Reports to:** Manager IEC and Documentation  
**Terms:** Five Year Contract

**JOB PURPOSE:**

To ensure smooth application and use of information Communications Technology (ICT).

**MAIN DUTIES AND RESPONSIBILITIES**

***A. Training UWEP Staff***

- i. Identify computer training needs for staff of UWEP at National and District Levels.
- ii. Design and implement training modules and update manuals. Working with staff responsible for training to ensure all staff require adequate training in computer software, information systems storage and retrieval.

***B. Systems Planning***

- iii. Participation in research and recommendation of improved infrastructure processes and technologies to include growth planning.
- iv. Provide procurement assistance including, but not limited to, researching solutions, engaging with potential vendors, making recommendations for product purchases and evaluating bids.
- v. Test new equipment and applications and provide thorough feedback.
- vi. Ensure that the hard ware and the software of both the National and District offices are updated and maintained at high standard.

***C. Planning and Managing the Management Information System***

- vii. Provide MIS trouble shooting.
- viii. Ensure correct, appropriate and up to date information is available to UWEP for effective project implementation, monitoring and evaluation.
- ix. Plan and manage the MIS, its functions and procedures and ensure that the users enter data and use it accurately and in a timely manner.
- x. Ensure that the information within UWEP remains secure.
- xi. Participate in developing procurement plans and specifications for all computer hardware and software.

***D. Routine Administrative Tasks***

- xii. Create and maintain inventory, which may include hardware, software and various items such as laser printer cartridges and peripheral equipment.
- xiii. Maintaining documentation of processes, procedures, and troubleshooting guides.

- xiv. Monitor and report ICT expenses.
- xv. Assist with preparation of operating budgets based on estimated and actual expenditures for ICT systems and support needs.
- xvi. Keep ICT equipment, storage area and work area clean and organized.
- xvii. Perform any other duties assigned as may be to him/her from time to time.

### **PERSON SPECIFICATIONS**

- i. An Honours Bachelor's degree in computer science or information communication from a recognized University.
- ii. At least 3 years' experience in MIS, in a medium to large organization with an active MIS system.
- iii. Certification in Microsoft systems expert and Business Process Outsourcing is an added advantage.

### **KEY RESULT AREAS**

**Competences:** Demonstrate knowledge of computer software and hardware, Interpersonal skills, Teamwork and Ethics and integrity.

## **JOB TITLE: PROGRAM OFFICERS IN CHARGE OF REGIONS**

**Number of Vacancies:** Five (5) Northern, Western, Eastern, Central and Karamoja Regions.

**Reports to:** Manager Projects

**Terms:** Five Year Contract

### **JOB PURPOSE:**

To coordinate UWEP implementation at the Regional level with implementing partners and other key stakeholders

### **MAIN DUTIES AND RESPONSIBILITIES**

#### ***A. Oversee Programme Planning and Implementation.***

- i. Initiate, plan, and coordinate with districts within specified regions on implementation of UWEP.
- ii. Organize and conduct regional review meetings to assess progress with Programme implementation
- iii. Provide technical guidance to districts on selection, appraisal and approval of Women Groups.
- iv. Prepare Programme quarterly and annual progress/performance and ensure timely submission.
- v. Participate in drafting/development of Programme guidelines and other key documents such as training tools, recovery strategy among others.
- vi. Participate in development of plans and budgets for the Programme.
- vii. Conduct verification exercise for both files submitted by districts and on implementation sites to ensure compliance with Programme Guidelines
- viii. Review the District annual work plans on UWEP activities.

#### ***B. Monitoring and Support Supervision.***

- ix. Conduct periodic spot checks on Programme implementation sites to avoid quack groups.
- x. Conduct technical support supervision to assess the performance of Programme
- xi. Make follow up on corrective recommendations made, in order to ensure that there are effected on time.
- xii. Handling of specific complaints raised within the region
- xiii. Contribute to drafting technical and financial proposals to secure funding for the programme

#### ***C. Build and maintain stakeholder relations***

- xiv. Coordinate the participation of key stakeholders in UWEP activities.
- xv. Establish and maintain relationships with key contacts in strategic partner organizations
- xvi. Maintains an information database on key ongoing initiatives within the region and builds partnerships.
- xvii. Support sharing of information between Ministry and other line institutions/stakeholders.

### ***Build and maintain stakeholder relations***

- xviii. Coordinate the participation of key stakeholders in UWEP activities.
- xix. Establish and maintain relationships with key contacts in strategic partner organizations
- xx. Maintains and information database on key ongoing initiatives within the region and builds partnerships.
- xxi. Support sharing of information between ministry and other line institutions/stakeholders.

### ***Reporting***

- i. Provides relevant information and documentation on UWEP to the Project Manager.
- ii. Facilitate and coordinate production various Programme reports.
- iii. Any other duties assigned from time to time by the National Programme Coordinator.

### **PERSON SPECIFICATIONS**

Applicants must be Ugandans possessing the following:

- iv) An Honours Bachelor's Degree in Economics/Social Sciences/Statistics/ Development studies or relate field from a recognized University.
- v) A Post graduate certificate in development planning, monitoring and evaluation or business administration is an added advantage
- vi) Diploma in law or certificate will also be an added advantage
- vii) At least three (3) years of relevant work experience in Programme Planning, implementation and management/administration.
- viii) She/he should be conversant with planning, budgeting, monitoring and evaluation.
- ix) He/she should have basic knowledge on gender and women related issues
- x) She/he should be comfortable working with computer, preferably with one or more common database packages

### **Personal Qualities**

- vi. Capacity to conceptualize programme interventions
- vii. Comfortable planning and delivering multiple activities under pressure to strict deadlines and high levels of precision
- viii. Able to communicate complex issues in a concise, accessible and engaging way
- ix. Able to work as part of a team in a co-operative and supportive way,
- x. Self-motivated and strong organizational and planning skills

### **Competences:**

Computer Literacy, Report writing, Team work, Planning, Organizing and coordinating, networking, Good interpersonal and Communication skills, Ethics and integrity

## **JOB TITLE: ASSISTANT PROGRAM OFFICERS**

**Number of Vacancies:** Five (5) Northern, Western, Eastern, Central and Karamoja Regions.

**Reports to:** Programme Officer

**Terms:** Five Year Contract

### **Job Purpose:**

To coordinate UWEP at the Regional level with key stakeholders.

## **MAIN DUTIES AND RESPONSIBILITIES**

### ***Programme implementation.***

- i. Provide administrative support to the programme activities.
- ii. Make follow up on corrective recommendations made, in order to ensure that there are effected on time.

### ***Build and maintain stakeholder relations***

- iii. Verify women group application files.
- iv. Assist in reviewing the District annual work plans on UWEP activities.
- v. Support handling of specific complaints raised within the region

### ***Performance management and Reporting***

- vi. Provide relevant information and documentation on UWEP to the programme officer.
- vii. Develop annual and Quarterly project work plans.
- viii. Prepare activity and programme based reports.
- ix. Assist in Carrying out monitoring field visits and support supervision.
- x. Assist in organizing and coordinating Meetings, Workshops and other events planned by the Programme
- xi. Initiate and conduct research relevant to the mandate of the Programme
- xii. Any other duties assigned.

## **PERSON SPECIFICATIONS**

Applicants must be Ugandans possessing the following:

- i. An Honours Bachelor's Degree in Business Administration/Statistics/ Economics/ Development studies or relate field from a recognized University.
- ii. At least one (1) one year of relevant work experience in administration and management of development programmes.
- iii. She/he should be conversant with log frame approach in planning, monitoring and evaluation.

**Competences:** Computer Literacy, Report writing, Team work, Planning, Organising and coordinating, networking, Good interpersonal and Communication skills, Ethics and integrity.



**JOB TITLE: ADMINISTRATIVE OFFICER**

**Number of Vacancy:** One (1)

**Reports to:** National Programme Coordinator

**Supervises:** Secretary  
Drivers  
Office Attendants

**Terms:** Five year Contract

**Job Purpose**

Manage the administration functions, coordinate and monitor the implementation of administration policies, and ensure that the Programme assets and resources are properly managed and are used to achieve the objectives of the programme.

**Main Duties and Responsibilities**

***A. Administrative Support***

- i. Design, implement, manage and ensure the maintenance of appropriate administrative systems and procedures.
- ii. Monitors and maintains office supplies.
- iii. Ensure that all office equipment is well maintained, appropriately utilised and that an appropriate replacement schedule is implemented.
- iv. Establish and maintain filing systems.
- v. Coordinates meetings and department events.
- vi. Tracks vacation/sick/absences for the programme.
- vii. Prepares and distributes agendas, minutes, and follows-up as required for specific committees and project meetings.
- viii. Liaising with Assistant Commissioner Human resource.
- ix. Develop annual and Quarterly project work plans and procurement plans.
- x. Coordinates the maintenance and repairs of office equipment.
- xi. Ensure timely procurement of office supplies and services and account for funds advanced.

***B. Event and Logistics Management.***

- xii. Process and Coordinate the necessary logistics for effective implementation of Programme activities.
- xiii. Organize and Coordinate Meetings, Workshops and other events planned by the Programme.
- xiv. Manage, Supervise, Control and maintain an asset register of all programme Logistics, Tools and Equipments.
- xv. Assist with the production of user documentation (Materials, Presentations and Minutes of the Meetings).
- xvi. Ensure all programme equipment is engraved.

***C. Vehicle management***

- xvii. Provide leadership, guidance, and support to the UWEP drivers through regular supervision and feedback on performance.
- xviii. Ensure, document and follow up management of fleet of vehicles including review and log books and liaise to ensure that vehicles are well managed.
- xix. Any other duties assigned by the Supervisor.

**PERSON SPECIFICATIONS**

- i. An Honor's Bachelor's Degree in Business Administration, Social Science, Social Work and Social Administration Development Studies BBA and B Com (Management)
- ii. Master's Degree will be an added advantage.
- iii. Minimum of Three years working experience in handling the key tasks above all will be an added advantage.

**Competences;** Interpersonal, Communicating effectively, Ethics and Integrity, Team work, Planning, Organizing and Coordination, Records and Information Management,

## **JOB TITLE: PROGRAM OFFICER/ MONITORING AND EVALUATION**

**Number of Vacancies:** One (1)

**Reports to:** M&E Manager

**Terms:** Five Year Contract

### **JOB PURPOSE:**

To Monitor and evaluate the performance of the UWEP.

### **MAIN DUTIES AND RESPONSIBILITIES.**

#### ***A. Monitoring***

- i. Design and update the monitoring and evaluation framework of UWEP.
- ii. Develop project monitoring plan for UWEP.
- iii. Design and review data collection and reporting tools.
- iv. Coordinate with partners for collecting data against agreed indicators.
- v. Ensure quality, timely, complete and comprehensive data is collected at all levels.
- vi. Provide feedback to Programme teams on projects' performance based on monitoring data findings.
- vii. Assist M&E Manager in building capacity of Programme teams and local governments on Planning, Data collection, Report writing and monitoring.

#### ***B. Development and management of MIS.***

- viii. Provide and update details of information that will be collected at each phase of the programme cycle and how is to be captured by the Management information System (MIS)
- ix. Develop in collaboration with the information, communication and technology (ICT) Officers, the specifications for the MIS databases and support the development of the MIS for monitoring the effectiveness of the programme in generating community projects.
- x. Together with ICT officers design, develop and test computer systems and databases to make the MIS operational.
- xi. Study relevant reports, synthesize and consolidate them for purposes of tracking progress and follow up action.

#### ***C. Evaluation***

- xii. Assist M&E Manager in designing, coordinating and conducting project evaluations (mid-term, other relevant learning studies and impact evaluation).
- xiii. Support partners in designing and disseminating research studies by providing relevant inputs.
- xiv. Liaise with other institutions to monitor and evaluate aspects of poverty/unemployment among women at local government and community levels.

#### ***D. Reporting and Documentation***

- xv. Assist Manager M&E in developing quarterly, Bi-annual and annual reports.
- xvi. Develop and share field visit reports with relevant stakeholder.

- xvii. Ensure that approved reports are uploaded on website.
- xviii. Support the development and harmonization of the UWEP database
- xix. Supervise the collection of information for analyzing the Programme performance.

## **KEY RESULT AREAS**

### **PERSON SPECIFICATIONS**

- i. An Honours Bachelor's Degree in Economics, Statistics, Development Studies, Social Science from a recognized University.
- ii. A Master degree in any of the above is an added advantage
- iii. A postgraduate certificate or Diploma in monitoring and evaluation
- iv. At least 3 years of relevant working experience.
- v. Should be conversant with log frame approach in planning, monitoring and evaluation
- vi. Should be familiar with both quantitative and qualitative monitoring and evaluation methods.

**Competencies;** Computer literacy, Self-motivated, Organizational, Coordination and planning, Interpersonal, Communication skills and Ethics and Integrity.

## **JOB TITLE: PROGRAMME OFFICER/DOCUMENTATION**

**Number of Vacancies:** One (1)

**Reports to:** Manager IEC and Documentation

**Terms:** Five Year Contract

### **JOB PURPOSE:**

To manage documents and information related to the implementation of UWEP

### **MAIN DUTIES AND RESPONSIBILITIES**

#### ***A. Management of Programme Documentation and Library***

- i. Develop and maintain manual and/or computerized information files consistent with the Government filing system.
- ii. Analyze and codify the content of material by cataloguing, classifying and indexing it
- iii. Identify, evaluate and maintain a list of general and specialized information sources to meet the requirements of UWEP staff by means of manual or computerized systems and networks
- iv. Organize the storage and preservation of material
- v. Respond to external requests for documents
- vi. Supervise public access to the library and provide appropriate assistance to users.
- vii. Assess user information needs.
- viii. Liaise with other projects to obtain and share information of mutual interest.

#### ***B. Publication***

- ix. Contribute to content development of in-house publications
- x. Design, edit and proof read and print in-house publications.

#### ***C. Accountability and Reporting***

- xi. Tracking maintaining accountability recording and ensuring compliance with Government standards and procedures.

### **PERSON SPECIFICATIONS**

- i. An Honours Bachelor's Degree in Library and Information Science / Management Information Science from a recognized university/ Institution or related relevant qualification.
- ii. A minimum of three (3) years relevant working experience from a reputable organization.

**Competencies:** Interpersonal and communication skills; computer literacy; Ethics and integrity.

## **JOB TITLE: RESEARCH ASSISTANT**

**Number of Vacancy:** Two (2)  
**Reports to:** M&E Officer  
**Terms:** Five year Contract

## **JOB PURPOSE**

To collect and manage data required for the management of the Programme

## **MAIN DUTIES AND RESPONSIBILITIES**

### ***A. Data Collection, Management and Usage***

- i. Support development of guides and tools for data collection and adapt existing tools and instruments for UWEP implementation.
- ii. Support creation of user friendly information and research tools to share with other stakeholders in District Local Governments and Women groups.
- iii. To ensure that procedural guidelines for research under UWEP are followed and reviewed when necessary to ensure that they remain clear, relevant and effective.
- iv. Work with M&E Officer routinely generate, analyse and disseminate UWEP data to relevant stakeholders
- v. Prepare Reports(activity based and programme based)

### ***B. Capacity Building and Training***

- vi. Routinely guide District Local Governments and Women group leaders on the systematic use of tools /instruments such as checklists during Monitoring
- vii. Support the M&E Unit to effectively Monitor and to collect and collate data, and to use findings in Planning, Implementation and Management decision making

### ***C. Planning***

- viii. Support develop action plans and intervention strategies for Programme implementation based on reports and evaluations
- ix. Support in preparation of Work plans (quarterly, annually)
- x. Support the adaptation of forms used for recording or collecting information on UWEP implementation issues.

## **PERSON SPECIFICATIONS**

Applicant must be Ugandan processing the following;

- i. Applicants should have an Honors Degree in Quantitative Economics, Statistics, Population Studies, Demography, Public Policy or Social Sciences or Business Administration from a recognized Institution.
- ii. Applicants should have a minimum of (1) years relevant working experience
- iii. The applicant should be Competent in Research and information management.

**Competences:** Proficiency in Computer application programs especially Microsoft Office is a requirement, Interpersonal and Communication skills, Ethics and Integrity, Team work, Planning, Organizing and Coordination.

## **JOB TITLE: ACCOUNTS ASSISTANT**

**Number of Vacancies:** One (1)

**Reports to:** National Programme Coordinator

**Terms:** Five Year Contract

### **Job Purpose**

To carry out basic accounting processes to ensure the financial integrity of the programme funds and to provide consolidated financial plans and reports for the programme as needed.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### ***A. Financing systems***

- i. To establish financial systems for the projects that meet the standards set up by Government of Uganda.

#### ***B. Reporting***

- ii. Prepare timely and accurate financial reports in line with narrative reports that meet the requirements of GOU.
- iii. Prepare quarterly consolidated financial reports, and ad hoc financial reports, as required by GOU.
- iv. To ensure that project cash flows (income, expenditure and fund transfers) are managed in a timely and accurate manner.
- v. To develop financial performance measures relevant to the UWEP objectives.

#### ***C. Audit Preparedness***

- vi. Facilitate internal and external audit processes in relation to the project and ensure audit requirements are monitored throughout the project
- vii. Work with the Programme Coordinator to ensure that audit recommendations are fulfilled
- viii. Support to ensure archiving of the project documentation for audit at all levels of the project
- ix. To support UWEP staff to fulfill the requirements for internal and external audit.

#### ***D. Budget monitoring***

- x. To support the managers in the use of the financial analysis for sound project management.
- xi. Work closely with Managers to monitor the budget utilization and communicate any issues upwards from partners and country programmes

### **KEY RESULT AREAS**

- i) Financial systems for the projects established.
- ii) Accounting records are fully available and easily accessible
- iii) Financial data is processed correctly and financial decisions are made on basis of correct financial data.
- iv) Bank reconciliation statements prepared timely.

**PERSON SPECIFICATIONS**

- i. A Diploma in Accounting obtained from a recognized institution or A Diploma in Business studies or Administration with bias in Accounting obtained from a recognized institution.
- ii. At least three years' experience in financial management

**Competencies:** Financial management, Financial Record keeping, Expenditure management and budgetary control, Plan, Interpersonal Relations, innovativeness and pro-activism, effective communication , Information and Communications Technology, Ethics and integrity.



## **JOB TITLE: SECRETARY**

**Number of Vacancy:** One (1)  
**Reports to:** Administrative Officer  
**Terms:** Five year Contract

## **JOB PURPOSE:**

To provide secretarial services, front desk and office managerial services.

## **MAIN RESPONSIBILITIES AND DUTIES**

### ***A. Front desk management***

- i. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- ii. Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.

### ***B. Event management***

- iii. Arrange conferences, meetings, and travel reservations for office personnel.
- iv. Compose, type, and distribute meeting notes, routine correspondence, and reports.
- v. Maintain scheduling and event calendars. Schedule and confirm appointments for clients, customers, or supervisors.
- vi. Coordinate conferences and meetings.

### ***C. Manage correspondence***

- vii. Locate and attach appropriate files to incoming correspondence requiring replies.
- viii. Mail newsletters, promotional material, and other information.
- ix. Make copies of correspondence and other printed material.
- x. Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.

### ***D. Filing system and management***

- xi. Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- xii. Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
- xiii. Collect and disburse funds from cash accounts, and keep records of collections and disbursements.
- xiv. Conduct searches to find needed information, using such sources as the Internet.

### ***E. Typing And Programme Editing***

- xv. Type, edit and print documentation related to the Programme.
- xvi. Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.

***F. Office equipment and supplies***

- xvii. Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- xviii. Order and dispense supplies.

**PERSON SPECIFICATIONS**

- i. Bachelor's Degree in secretarial studies, information and office management from a recognized institution
- ii. Should be able to use computers with the latest MS Office packages including MS Word, MS Excel, and MS Power-point.
- iii. Minimum of three years working experience from a reputable organization.
  - a) Competencies: Effective Communication, Ethics and Integrity, Public Relations and Customer Care, Result orientation, Time Management, Confidentiality, Information and Communications Technology, Records and Information Management and Time Management

## **JOB TITLE: DRIVER**

**Number of Vacancies:** Eleven (11)

**Reports to:** Administrative Officer

**Terms:** Five Year Contract

### **JOB PURPOSE:**

To drive and maintain the vehicle in accordance with the transport policy; and as directed by the supervising officer.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### ***A. Transport of persons, goods and / or documents***

- i. Distribute mail as needed, both incoming and outgoing.
- ii. Deliver correspondence to government authorities and assist in processing various permits (such as airport pass etc.).
- iii. Facilitate airport pickups for VIP visitors and transportation during official visits.

#### ***B. Service vehicle maintenance management***

- iv. Schedule annual vehicle examination for service vehicles with the Transportation Department.
- v. Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition.
- vi. Ensure sound running of the vehicles assigned and arrange minor repairs where necessary Check oil and tyres properly and keep the service vehicles in clean condition, both inside and outside.
- vii. Keep track of timely car insurance renewals.
- viii. Update monthly mileage records.
- ix. Maintain log book of each service vehicle on daily basis.

#### ***C. Other tasks***

- x. Assist with office and meeting room re-arrangement for various meetings/events.
- xi. Occasional handyman jobs in the Office, such as hanging pictures and small office repairs.

### **PERSON SPECIFICATIONS**

- i. A Uganda Certificate of Education (UCE) with a pass in English language.
- ii. Valid driving permit of class E, held for the last three years.
- iii. Driving experience in a reputable organization for at least two years.
- iv. Basic knowledge of mechanical and vehicle maintenance.
- v. Clean driving record

**Competencies:** Public relations and Customer care, Time management, Flexibility and Ethics and integrity.

**JOB TITLE: OFFICE ATTENDANT**

**Number of Vacancies:** One (1)

**Reports to:** Administrative Officer

**Terms:** Five Year Contract

**JOB PURPOSE:**

To attend to all office assignments in terms of cleanliness, serving of refreshments to staff and clients, as well as delivery of Correspondences from office to office, from within and without.

**MAIN DUTIES AND RESPONSIBILITIES**

- i. Cleaning office premises and ensuring that the offices are properly locked.
- ii. Collecting and delivering office items, documents, mail and parcels as instructed.
- iii. Preparing and serving tea to officers; and;
- iv. Undertaking any official errands outside the office as instructed by the supervisor.

**PERSON SPECIFICATIONS*****Qualifications***

Uganda Certificate of Education (UCE) with a pass in English Language.

**Competences:** Records Information Management, Communicating effectively, Public Relations and Customer Care and Time Management.