



THE REPUBLIC OF UGANDA

OFFICE OF THE PRIME MINISTER

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The Government of Uganda has received a credit from the International Development Association/ World Bank towards the cost of the ***Third Northern Uganda Social Action Fund (NUSAF3) Project*** and intends to apply part of the proceeds to payment for contracts for individual consultants for the positions outlined below. The selection will be conducted in accordance with the *IDA/ World Bank Guidelines: Selection and employment of Consultants by World Bank borrowers (Current Edition)*

1. Monitoring and Evaluation Specialist (One Post)
2. Household Grants Specialist (One Post)
3. Household Grants Specialist – Karamoja (One Post)
4. Labour Intensive Public Works Specialist (One Post)
5. Disaster Risk Financing Coordinator (One Post)
6. Project Accountant (One Post)
7. Geographical Information Systems (GIS) Officer (One Post)
8. Labour Intensive Public Works officer – Karamoja (One Post)
9. Information Communication Technology (ICT) Assistant (One Post)

Please visit our website: www.opm.go.ug for details on each of the positions.

Application procedures:

- Applicants should submit a cover letter and CV by email only to hr@opm.go.ug
- Indicate the Post Title in the Subject line when applying
- Submitted copies should strictly be in PDF and all in one document

Note:

- Relevant academic documents will be required at the interview stage.
- Only E-mail applications will be accepted
- Only shortlisted candidates will be contacted

TITLE : **MONITORING & EVALUATION SPECIALIST**

Reports to : Director / NUSAF3

Supervises : **Monitoring & Evaluation Officer**

(a).JOB PURPOSE

To assist in the development , management and the implementation of the PRDP and NUSAF 2 Monitoring and Evaluation System to ensure effective tracking of progress in Project implementation against Project goals and objectives and provide information for planning and management of Project activities.

(b).Key Result Areas:

- i. Developing and implementation of Monitoring & Evaluation system/Strategy for NUSAF 3;
- ii. Training of Project Staff on monitoring & evaluation;
- iii. Collection of monitoring and evaluation information;
- iv. Preparation of quarterly and annual Reports;
- v. Monitoring the progress of on going projects
- vi. Design the implementation of studies and surveys;

(c).SPECIFIC DUTIES AND RESPONSIBILITIES

- i. Develop and implement the monitoring and evaluation strategy that will ensure tracking of all project inputs, outputs, outcomes and impact results.
- ii. Support the development, maintenance and operation of the Monitoring and Evaluation System for effective monitoring of inputs and results in liaison with the Information Technology Officer.
- iii. Ensure the proper operation of the Management Information System through data updates, regularly checking on data integrity and working in collaboration with the ICT officers.
- iv. Provide technical guidance to Project Management and the Local Governments on data collection, collation, basic analysis and reporting.
- v. Train Project staff in the use of the M&E system and the application of M&E tools.
- vi. Supervise the collection of information for analyzing the Project performance.
- vii. Prepare quarterly , annual and other periodic project progress reports
- viii. Monitor the progress of ongoing subprojects to ensure adherence to set standards and specifications and agreed implementation time schedules;
- ix. Liaise with other institutions to monitor and evaluate aspects of poverty alleviation in areas of NUSAF operations.

- x. Facilitate the design and implementation of studies, surveys, mid-term review and end of Project and impact evaluations.
- xi. Advise and make appropriate recommendations to Management on identified project implementation strategies and project targets and operational problems through reports, review meetings and site visits.
- xii. Generate specific outputs (deliverables) as determined from time to time in the respective projected work plans for each quarter.
- xiii. Perform any other duties as may be assigned to him/her from time to time by the supervisor.

(d).QUALIFICATIONS AND SPECIFICATION

- Holder of Masters Degree in any of the following fields: Monitoring and Evaluation, Demography, Population Studies, Statistics, Economics, or any other related subjects from a reputable University
- Demonstrated experience in data processing and management of large scale surveys.
- Demonstrated experience of atleast 3 years of application of Computer statistical packages and/ or data analysis software (e.g. SAS, SPSS, Excel) and basic computer skills (word-processing, spread sheets, and databases) are a must.
- At least (Eight) 8 years direct experience in a position of monitoring and evaluation of large scale national Projects
- Possession of additional training in impact evaluation, familiarity with the operations and use of GIS in monitoring and evaluation are added advantages
- Strong experience in conducting a research study including the entire evaluation cycle, from design and formulation to implementation, analysis and presentation of results and recommendations.
- Good oral and written communication skills. Should be fluent in English.
- Proven high level of integrity in handling public resources and in executing duties.
- A high level of interpersonal and management skills and ability to work with teams
- Must be result focused and be able to work under pressure and tight deadlines
- High level of integrity

(b) Contract duration

Two (2) Years contract renewable upon satisfactory performance

(b)Work station

The duty station of the work is Kampala but with regular travels to the field in Northern Uganda whenever duty calls.

TITLE: PROJECT HOUSEHOLD GRANTS SPECIALIST

REPORTS TO: PROJECT OPERATIONS SPECIALIST

(a) JOB PURPOSE

To provide strategic direction and ensure systematic planning and implementation of Project activities under the Improved Household Investment Support (IHISP) Component.

To offer technical support in programs execution under the Improved Household Income Support Component at National, District and Community levels to ensure maximum benefit to the Project beneficiaries.

(b) OUT PUTS:

- i. Operationalize strategies for rolling out the component in districts
- ii. Developing resource team and capacity building products for providing continuous and need based capacity building support to target districts
- iii. Providing of technical guidance to the local Government on planning and implementation of sub-projects; Preparation of annual and quarterly work-plans for the Improved Household livelihood component
- iv. Conducting quarterly assessment of gaps in implementation of the component, and streamline the component processes Guiding the establishment of innovation platforms for value addition chain development for community Agriculture related projects
- v. Monitoring progress of the implementation of component activities in Districts and prepare quarterly component specific status reports;
- vi. Review the component specific MIS data every month and ensure it is updated by districts regularly.
- vii. Support the implementation project activities in districts;
- viii. Develop and refine the component norms and guidelines from time to time based on experience and learning from the field implementation.

(c) SPECIFIC DUTIES AND RESPONSIBILITIES

- i. Developing strategies for rolling out of component
- ii. Develop and implement strategies to provide component specific training and capacity building to district and sub-county staff
- iii. Providing technical guidance to the Local Governments on planning and implementation of subprojects under the Improved Household Livelihood Investment Support Component. This includes business planning for the attainment of enterprise profitability in subprojects to be financed under the Project.
- iv. Preparing annual and quarterly work plans and budgets for the Livelihood Component for consolidation and approval by Management
- v. Take lead in guiding the establishment of innovation platforms for value addition chain development for community agriculture-related subprojects financed under the Project.

- vi. Undertake regular monitoring and supervision visits to the Districts and communities to support implementation of activities under the Livelihood Investments Support Component.
- vii. Identifying component specific implementation gaps in districts, and accordingly executing capacity building events, workshops etc. for the district teams.
- viii. Monitor the progress of implementation of Project activities under the Component to ensure adherence to implementation guidelines, targets, time schedules and sector standards and norms.
- ix. Assist in the development of and maintain database for beneficiary communities including tracking systems that provides updates on fund flows, reporting , audit, budget revisions and project deliverables.
- x. Strengthen system for better monitoring of component
- xi. Participate in the preparation and review of Project implementation guidelines , handbooks and manuals
- xii. Advise project management and District Authorities on performance improvement measures and resolution of implementation bottlenecks under the Component.
- xiii. Identifying innovation happening around livelihood sector, consolidating learning out of it and rolling out strategies accordingly for value addition in delivery of the component
- xiv. Identifying component related success stories/best practices and disseminating them across districts
- xv. Ensure implementation of the recommendations for improvements and innovative solutions for communities during the implementation of the project.
- xvi. Contribute to the generation of knowledge, documentation of experiences and lessons learned as well as dissemination to the various sub regions implementing the project.
- xvii. Successfully mapping best practices of livelihoods existing in the districts (to draw lessons and feed them into district livelihood sub-project cycle for upscaling.
- xviii. Review subproject requests submitted by the Districts to ensure accuracy, completeness, viability, sustainability and compliance with relevant sector norms and standards before financing.
- xix. Prepare component quarterly progress reports
- xx. To build up strategies to promote livelihoods through various kinds of partnerships that would allow for sector based technical assistance to districts.
- xxi. Participate in the preparation and conduct of the GOU/World Bank Joint Implementation Support Missions and other supervision and evaluation missions
- xxii. Participate in the preparation of Terms of Reference (ToRs) for Consultancies to be undertaken under the Project
- xxiii. Develop a plan for component-related capacity enhancement for the Project implementers and beneficiary communities
- xxiv. Any other duties assigned by management

Qualifications:

- i. Masters or equivalent in Human Resource Development, Livelihoods Management, Development Studies or related disciplines.
- ii. Five years of relevant experience of working on Household Income Support and livelihoods programs.
- iii. Experience of working with the Government and poor communities in low capacity environments.
- iv. Extensive knowledge and understanding of livelihood development processes including community mobilization, targeting, group formation, training, business plan development, management and monitoring of livelihood sub-projects etc.
- v. Excellent project management skills, and should have demonstrated similar skills in the past.
- vi. Ability to work in teams and collegial attitude.
- vii. Strong writing skills especially in English language.
- viii. Proficient in using MS word, Excel, PowerPoint and internet.

(b) Contract duration

Two (2) Years contract renewable upon satisfactory performance

(b) Work station

The duty station of the work is Kampala but with regular travels to the field in Northern Uganda whenever duty calls.

TITLE: PROJECT HOUSEHOLD GRANTS OFFICER – KARAMOJA

REPORTS TO: PROJECT OPERATIONS SPECIALIST

(a) JOB PURPOSE

To provide strategic direction and ensure systematic planning and implementation of Project activities under the Improved Household Investment Support (IHISP) Component

To offer technical support in programs execution under the Improved Household Income Support Component at National, District and Community levels to ensure maximum benefit to the Project beneficiaries.

(b) OUT PUTS:

- (i) Providing of technical guidance to the local Government on planning and implementation of sub-projects;
- (ii) Preparation of annual and quarterly work-plans for the Improved Household livelihood component
- (iii) Guiding the establishment of innovation platforms for value addition chain development for community Agriculture related projects
- (iv) Monitoring progress of the implementation of project activities in Districts;
- (v) Support the implementation project activities in districts;
- (vi) Preparation of quarterly Reports

(c) SPECIFIC DUTIES AND RESPONSIBILITIES

- (i) Providing technical guidance to the Local Governments on planning and implementation of subprojects under the Improved Household Livelihood Investment Support Component. This includes business planning for the attainment of enterprise profitability in subprojects to be financed under the Project.
- (i) Preparing annual and quarterly work plans and budgets for the Livelihood Component for consolidation and approval by Management
- (ii) Take lead in guiding the establishment of innovation platforms for value addition chain development for community agriculture-related subprojects financed under the Project.
- (iii) Undertake regular monitoring and supervision visits to the Districts and communities to support implementation of activities under the Livelihood Investments Support Component.
- (iv) Monitor the progress of implementation of Project activities under the Component to ensure adherence to implementation guidelines, targets, time schedules and sector standards and norms.
- (v) Assist in the development of and maintain database for beneficiary communities including tracking systems that provides updates on fund flows, reporting , audit, budget revisions and project deliverables.
- (vi) Participate in the preparation and review of Project implementation guidelines , handbooks and manuals

- (vii) Advise project management and District Authorities on performance improvement measures and resolution of implementation bottlenecks under the Component.
- (viii) Ensure implementation of the recommendations for improvements and innovative solutions for communities during the implementation of the project.
- (ix) Contribute to the generation of knowledge, documentation of experiences and lessons learned as well as dissemination to the various sub regions implementing the project.
- (x) Review subproject requests submitted by the Districts to ensure accuracy, completeness, viability, sustainability and compliance with relevant sector norms and standards before financing.
- (xi) Prepare component quarterly progress reports
- (xii) Participate in the preparation and conduct of the GOU/World Bank Joint Implementation Support Missions and other supervision and evaluation missions
- (xiii) Participate in the preparation of Terms of Reference (ToRs) for Consultancies to be undertaken under the Project
- (xiv) Develop a plan for component-related capacity enhancement for the Project implementers and beneficiary communities
- (xv) Any other duties assigned by management

(d) Person Specification

- i. A first degree in Human Resource Development, Livelihoods Management, Agriculture, Development Studies or related disciplines from a recognized University
- ii. Must have three (3) years of relevant experience of working on Community empowerment, social protection interventions, Household Income Support and livelihoods programs in Karamoja
- iii. Must be hailing from and a resident of Karamoja but also fluent in Kajong language
- iv. Possession of skills in community engagement and participatory support
- v. Experience of working with the Government and poor communities in low capacity environments.
- vi. Extensive knowledge and understanding of livelihood development processes including community mobilization, targeting, group formation, training, business plan development, management and monitoring of livelihood sub-projects etc.
- vii. Excellent project management skills, and should have demonstrated similar skills in the past.
- viii. Ability to work in teams and collegial attitude.
- ix. Strong writing skills especially in English language.
- x. Proficient in using MS word, Excel, PowerPoint and internet.

(b) Contract duration

Two (2) Years contract renewable upon satisfactory performance

(b) Work station

The duty station of the work is Karamoja.

TITLE: LABOUR INTENSIVE PUBLIC WORKS SPECIALIST

REPORTS TO: PROJECT OPERATIONS SPECIALIST

JOB PURPOSE

To provide technical guidance in the planning and implementation of Labour intensive public works projects in the communities within the watershed management areas.

To offer technical support in programs execution under the Improved Household Income Support Component at National, District and Community levels to ensure maximum benefit to the Project beneficiaries.

(a) Key Result Areas:

- i. Reviewing of cost estimates of schedules of materials, labour, transport, tools and bill of quantities;
- ii. Verify expenditure against physical progress of sub-projects;
- iii. Monitoring progress of on-going projects;
- iv. Drawing terms of reference for engaging Consultants who may assist in sub-projects;
- v. Reviewing of sub-project requests submitted by the Districts

(b) SPECIFIC DUTIES AND RESPONSIBILITIES

- i. Review cost estimates of schedules of materials, labor, transport, tools and bill of quantities to ensure correctness and reflection of actual requirements.
- ii. Verify expenditure against physical progress of sub projects.
- iii. Advise in the preparation and revisions of budgets and cost estimates to reflect current needs and prices as well as costing of community inputs.
- iv. Liaise with sector staff in subproject appraisals, monitoring, assessments, inspection and certification to ensure quality of output.
- v. Monitor progress of on-going subprojects for adherence to sector standards and specification and agreed implementation strategies and project targets.
- vi. Draw up terms of reference to serve as basis for engaging facilitators/consultants who may assist in the supervision of subproject implementation.
- vii. Assist communities in engaging lead local artisans or contractors in liaison with the district.
- viii. Review subproject requests submitted by the Districts to ensure accuracy, completeness, viability, sustainability and compliance with relevant sector norms and standards before financing.

(a). QUALIFICATIONS AND SPECIFICATION

- Holder of First Degree in any of the following fields: Engineering (Water or Civil), Environment, Forestry, Agriculture, Social Sciences from a reputable University
- Additional training in Labour Intensive Public Works program (LIPWP) and Water shed Based Development (WSBD) are added advantage
- A minimum of Eight 8 years' experience Public Works Program or similar programs in a large public or private organization.
- Good oral and written communication skills. Should be fluent in English.
- Proven high level of integrity in handling public resources and in executing duties.
- A high level of interpersonal and management skills and ability to work with teams
- Must be result focused and be able to work under pressure and tight deadlines
- High level of integrity

(b) Contract duration

Two (2) Years contract renewable upon satisfactory performance

(b) Work station

The duty station of the work is Kampala but with regular travels to the field in Northern Uganda whenever duty calls.

Title : **DISASTER RISK FINANCING COORDINATOR**

Reports to : Commissioner Disaster Management, OPM

Second Supervisor : Director NUSAF3

Supervisees : GIS Assistant Officer and support staff

(a) JOB PURPOSE

The Coordinator will oversee all project related activities regarding the overall implementation status of the DRF sub-component.

To supervise, coordinate and monitor all project activities related to triggering the DRF and scaling up Labour Intensive Public Works, from a technical perspective.

The DRF Coordinator will also work closely with the IT System officer & Remote Sensing Specialist to ensure the timely completion of activities by the DRF team.

To support and maintain strong network of stakeholders within the DRF Technical Committee in the contributing to the smooth implementation of the DRF sub component.

(b) Scope of Work:

The DRF Coordinator will work as part of the DRF team under the supervision and guidance of the Director NUSAF3, the Commissioner of DRMPM and NUSAF3 Secretariat for the attainment of project's goal.

The DRF Coordinator's main responsibility is to assist and provide guidance on project related activities. S/he will report to the Commissioner DRMPM & The Director NUSAF3, and support the DRMPM team on aspects of the project. The Coordinator is expected to work closely with the LIPW technical officers in addition to the broader Project Implementation Unit (PIU) team for seamless implementation of project activities.

(c) SPECIFIC DUTIES AND RESPONSIBILITIES

- Develop a close working relationship with the LIPW technical officers, becoming highly knowledgeable of the public work planning, preparing and implementing process;
- Develop a work plan and budget for the implementation of the DRF sub-component
- Coordinate and , monitor the work of the DRF subcomponent (component 1.2) of NUSAF3 and ensure quality and timely outputs and deliverables as per the design, monitoring framework, and annual work plan and budget;
- Support data collection and analysis activities as defined by the project team;

- Provide support to the implementation of the DRF sub-component as it relates to logistics, the organization of technical missions, communication, partnerships, and other local meetings and events. The DRF coordinator is expected to:
 - i. Organize, arrange, attend and share minutes/key takeaways on necessary meetings with all key counterparts as requested;
 - ii. Coordinate and organize workshops and similar events needed for DRF TC coordination, knowledge management and dissemination efforts.
- Liaise with staff of DRDPM, NUSAF 3 and attend programme meetings. ;
- Support the Commissioner DRDPM in his role as Chairperson of the DRF TC, working with the DRDPM team provide advisory, reliable and guidance basing , on evidence-based recommendations the decision to the scaling up for LIPW in Karamoja;
- Develop the following critical documents within the 1st three months of being hired:
 - i. Training plan - develop specific, tailored training materials to build capacity on the DRF subcomponent for the following groups of people: (i) the LIPW Technical officers; (ii) the DRDPM; (iii) the District Disaster Management Committees (DDMCs), and; (iv) the community elders
 - ii. Monthly report – develop the draft outline and content for the monthly report which will be presented to the DRF TC, detailing: (i) the data collected on the primary & secondary (when available) triggers; (ii) whether a scale up has been triggered from this data; (iii) the districts where a scale up has been triggered, and the severity of the scale up, and; (iv) the amount of resources that will be made available from the scale up.
 - iii. Communication strategy – develop a draft Communication strategy which will be deployed in the event of a scale up to notify all key groups and agencies. It is expected that this strategy will link to the DRF TC, the DRM platform and the Donor Steering Group
 - iv. Templates for the letters that must be drafted at each stage if a scale up is triggered (see DRF handbook)
- Develop the following documents within 6 months of being hired:
 - i. Working closely with the M&E specialist of the NUSAF III PIU, a M&E strategy for the DRF subcomponent,
 - ii. The Annual Scalability Report, which will document the triggers and rules of scalability for the upcoming year, and summarize experience from the previous year
- Establish relationships needed to support coordination, both within GoU as well as with development partners. Key actors will include: the Office of the Prime Minister, the Directorate of Relief, Disaster Preparedness and Refugees, FEWS NET, ILRI, WFP, University of Makerere, FAO, ACTED, Ministry of Health, Ministry of Agriculture, DfID, USAID, Irish Aid, the EU etc. The Coordinator r will work with the project team and the GoU to develop these coordination mechanisms and ensure ongoing dialog is maintained with all the relevant stakeholders.
- Monitor and produce quarterly reports on the progress of DRF Subcomponent activities, to be presented to the Director of NUSAF III and Commissioner

DRDPM in addition to short briefs when the project is facing critical milestones and decision points (as agreed between the DRF coordinator and the Commissioner DRDPM / Director of NUSAF III).

- In addition to the DRF TC meetings, the DRF coordinator is expected to conduct
- Support organization of meetings, workshops, and seminars to raise awareness about the project and to disseminate lessons learnt from the project to a wider audience, as appropriate. This will include all technical aspects of the project and including those relating to environmental and social safeguards.
- Take ownership of the DRF handbook, and be responsible for updating it over time as the project evolves and the PIU learn and gather experience
- Seek input and coordinate with Commissioner DRMPM on all technical aspects of the project.
- If necessary, other works as assigned or instructed by the Commissioner DRMPM related to the DRF Subcomponent during implementation of this project.
- Ensure timely deliverable of project activities in communication, progress reporting, as well as day-to-day management.
- Liaise frequently with: (i) M&E officer at the PIU to monitor DRF related KPIs, and; (ii) World Bank DRF team in Washington DC and Uganda to keep them appraised of sub-component progress and relevant discussions

(d) QUALIFICATIONS AND SPECIFICATION

- The candidate should have at least a Masters degree in either Agricultural Economics or Management or Climatic Sciences and at least 5 years of working experience at senior level in a reputable organization.
- Ability to coordinate and facilitate meetings across a range of teams; ability to distill lessons and synthesize outcomes from a range of consultations and outreach meetings.
- Basic training in GIS and remote sensing
- An understanding of humanitarian / disaster response is desirable
- Experience working in development programs in Northern Uganda and/or in government programs at the central level preferred
- Ability to coordinate and work in a multifaceted and cross-cutting environment
- Some experience of working with international or national policy-making institutions in the environment field;
- Excellent statistical analysis, report writing and communications skills..
- Sound knowledge on project management and administration with at least 3-5 years of successful managerial experience.
- Working experience with bi-lateral and multi-lateral development agencies will be given priority.
- Experience on planning, monitoring and evaluation of community based projects will be an added advantage.
- Experience in managing donor-funded projects is an advantage

2. Output/Reporting Requirements:

The Coordinator will report to the Commissioner DRDPM. In addition to the regular tasks, the Coordinator should be responsible for providing /preparing the following documents and reports during the assigned period.

- I. Monthly, Quarterly, and Yearly Project Implementation Progress Report;
- II. Monitoring and Supervision report as per the requirement.
- III. Prepare and submit Guidelines/Manuals of concerned fields as per the need of the project.
- IV. A communication strategy for when a scale-up of the LIPW is to be implemented
- V. Draft monthly report including minutes of DRF Technical Committee meetings
- VI. Templates for letters as defined in the DRF handbook
- VII. The draft of the annual scalability report
- VIII. A M&E strategy for the DRF subcomponent
- IX. Short briefing notes, as requested by the Director NUSAF 3 / Commissioner DRMPM reports and proceeding of seminars, workshops and training
- X. Final Report at project closure

(b) Contract duration

Two (2) Years contract renewable upon satisfactory performance

(b) Work station

The duty station of the work is Kampala

Title	:	ACCOUNTANT
Reports to	:	Financial Management Specialist/ NUSAF3
Supervises	:	Accounts Assistants

(a) JOB PURPOSE

The Project Accountant will be a team player committed to effectively contribute to achieving the NUSAF3 goals particularly by supporting the finance unit to provide updates of budget execution.

To support the Financial Management Specialist in the proper planning and management of financial resources in line with the provisions of the agreed guidelines satisfactory to IDA and other participating stakeholders

(b) Key Result Areas:

- (i) Developing financial plans and budgets for the project in consultation with the Principal Accountant;
- (ii) Managing disbursement of funds to NUSAF3 sub-projects in liaison with Financial Management Specialist;
- (iii) Preparation of Quarterly and annual financial Reports;
- (iv) Reporting periodically on financial programme activities;
- (v) Helping the Financial Management Specialist to Ensure internal and external audits are carried out

(c) KEY OUTPUTS AND TARGETS FOR WHICH THE OFFICER HAS MANAGEABLE INTEREST

- (i) Financial Management Handbook to guide project implementation on financial matters is in place by June 2016
- (ii) Financial plans and budgets for project activities in conformity with project policies, guidelines and legal agreements are developed on quarterly basis
- (iii) A system for monitoring internal controls and reporting of project funds is established by June 2016
- (iv) Draft Schedules for disbursement of funds to the districts for approved activities are submitted to FMS within two weeks from receipt of requests by districts
- (v) Draft reports on project financial transactions are submitted to the FMS / NUSAF3 on monthly, quarterly and annual basis
- (vi) Books of accounts for the project finances are ready for external audit every end of financial year
- (vii) Interim un-audited financial reports (IFRs), including progress reports and procurement plan, which form the basis for disbursement by IDA are ready on a quarterly basis

(d) SPECIFIC DUTIES AND RESPONSIBILITIES

- (i) Analysis of payment requests and reconciliation with approved documentation including purchase orders (LPO) and contracts.
- (ii) Posting payment invoices into financial management system in line with approved work plans.
- (iii) Responsible for the management of the Project commitments i.e. generating summary of LPO in the system on monthly basis, prepare reports on outstanding payments / obligations and extracting periodic Commitment Control Reports.
- (iv) Updating control cards for contractual payments and ensure no contract over-run
- (v) Preparing staff payroll and timely remitting statutory deductions to the relevant authorities.
- (vi) Update stores records and the assets register as appropriate
- (vii) Preparing schedule of payments approved by FMS indicating period taken to complete payment process;
- (viii) Reviewing Reimbursement Claims submitted from the NUSAF3 Districts for compliance to operational and financial procedures.
- (ix) Reviewing expenditure accountability documentation for completeness, adequacy and compliance with financial and operational guidelines.
- (x) Reviewing financial transactions entered into the FMS and generating of Payment Vouchers and receipts and filing of documentation.
- (xi) Perform monthly bank reconciliation and prepare reconciliation statements for review by the FMS
- (xii) Participate in preparation of periodic progress management reports in accordance with GOU and donor guidelines.
- (xiii) Assist in preparation of annual statutory financial reports and accounts.
- (xiv) Generating vehicle and telephone usage reports
- (xv) Managing NUSAF3 stores functions.
- (xvi) Any other duties as will be assigned from time to time

(e) QUALIFICATIONS AND SPECIFICATION

- (i) A degree in Accounting or Finance, Business Administration with a major in accounts;
- (ii) Professional Qualification in Accountancy (CPA or ACCA)
- (iii) Computer literacy with knowledge in the use of Accounting Software Application, (e.g. Oracle Financials, Sun system, Navision Microsoft Office) Knowledge of IFMS is an added advantage.
- (iv) Auditing Skills
- (v) Excellent communication and report writing skills;
- (vi) Good Interpersonal Skills and ability to relate well with a multiplicity of stakeholders.
- (vii) A minimum of three years of Finance and Accounting experience in public sector and at least two with donor funded project.

(b) Contract duration

Two (2) Years contract renewable upon satisfactory performance

(b) Work station

The duty station of the work is Kampala but with regular travels to the field in Northern Uganda whenever duty calls.

TITLE : **GIS Assistant Officer**

Reports to : **The Coordinator DRF**

JOB PURPOSE

To Support DDMCs in data collection, mapping, and preparation of digital maps at region, district scales using various GIS soft wares.

Key Result Areas

- Monitor GIS Systems operations.
- Develop spatial data at the appropriate scales
- Ensure that GIS data is entered into Disaster Risk Financing web-portal in NECOC

(a) Specific Duties and Responsibilities

- Support DDMCs in data collection, mapping, and preparation of digital maps at region, district scales using various GIS soft wares.
- Develop spatial data at the appropriate scales, and standardisation of non-spatial data from the various sources to formulate GIS products.
- Organize the data collected from the field into the agreed data storage format, for processing and retrieval to generate value added information decisions.
- Present GIS data into Disaster Risk Financing web-portal in NECOC.
- Support the DRF coordinator and project team in organising meetings and trainings.
- If necessary, other works as assigned or instructed by the Project Focal Person in the DRDPM related to the DRF Subcomponent during implementation of this project.

(b) Person Specification

- A degree in Geography or Environmental Sciences or Climate Sciences or related Sciences.
- Should possess a Post Graduate diploma in Geographic Information Science/Systems and Remote Sensing.
- Minimum of 2 years' experience in the field of GIS.
- Knowledgeable on use of GPS, Geo-ODK for field data collection.
- Experience of not less than 2 years working with rural communities.
- Previous experience in risks assessments and related studies.
- Demonstrated ability to work in a multi-cultural and multi-discipline team environment
- Strong analytical and report writing skills

(b) Contract duration

Two (2) Years contract renewable upon satisfactory performance

(b) Work station

The duty station of the work is Kampala. However, the GIS Assistant will be required to travel to Karamoja region on a regular basis for field data collection.

TITLE: LABOUR INTENSIVE PUBLIC WORKS OFFICER - KARAMOJA

REPORTS TO: LABOUR INTENSIVE PUBLIC WORKS SPECIALIST

JOB PURPOSE

To provide technical guidance in the planning and implementation of Labour intensive public works projects in the communities within the watershed management areas.

To offer technical support in programs execution under the Improved Household Income Support Component at National, District and Community levels to ensure maximum benefit to the Project beneficiaries.

(a) Key Result Areas:

- i. Reviewing of cost estimates of schedules of materials, labour, transport, tools and bill of quantities;
- ii. Verify expenditure against physical progress of sub-projects;
- iii. Monitoring progress of on-going projects;
- iv. Drawing terms of reference for engaging Consultants who may assist in sub-projects;
- v. Reviewing of sub-project requests submitted by the Districts

(b) SPECIFIC DUTIES AND RESPONSIBILITIES

- i. Review cost estimates of schedules of materials, labor, transport, tools and bill of quantities to ensure correctness and reflection of actual requirements.
- ii. Verify expenditure against physical progress of sub projects.
- iii. Advise in the preparation and revisions of budgets and cost estimates to reflect current needs and prices as well as costing of community inputs.
- iv. Liaise with sector staff in subproject appraisals, monitoring, assessments, inspection and certification to ensure quality of output.
- v. Monitor progress of on-going subprojects for adherence to sector standards and specification and agreed implementation strategies and project targets.
- vi. Draw up terms of reference to serve as basis for engaging facilitators/consultants who may assist in the supervision of subproject implementation.
- vii. Assist communities in engaging lead local artisans or contractors in liaison with the district.
- viii. Review subproject requests submitted by the Districts to ensure accuracy, completeness, viability, sustainability and compliance with relevant sector norms and standards before financing.

(a). QUALIFICATIONS AND SPECIFICATION

- Holder of First Degree in any of the following fields: Engineering (Water or Civil), Environment, Forestry, Agriculture, Social Sciences from a reputable University
- Additional training in Labour Intensive Public Works program (LIPWP) and Watershed Based Development (WSBD) are added advantage
- A minimum of Eight 5 years' experience Public Works Program or similar programs in a large public or private organization.
- Good oral and written communication skills. Should be fluent in English.
- Proven high level of integrity in handling public resources and in executing duties.
- A high level of interpersonal and management skills and ability to work with teams
- Must be result focused and be able to work under pressure and tight deadlines
- High level of integrity

(b) Contract duration

Two (2) Years contract renewable upon satisfactory performance

(b) Work station

The duty station of the work is Karamoja

Title : **ICT Assistant Officer**
Reports to : **ICT Officer / NUSAF3**

(a) JOB PURPOSE

To support the provision of efficient and effective ICT Support Services to project staff.

(b) Key Result Areas:

- (i) Support implementation, roll out and use of ICT systems for users both at the district and TST
- (ii) Provide technical support & Trouble shooting services for commonly occurring technical problems (both hardware and software based).
- (iii) Ensures effective functioning of the project hardware and software packages
- (iv) Supports networks administration for the office WiFi and LAN
- (v) Support regular back up of project data.
- (vi) Ensure up to date ICT inventory list.

(c) KEY OUTPUTS AND TARGETS FOR WHICH THE OFFICER HAS A MANAGEABLE INTEREST

- (i) Timely support to Project users both at OPM/NUSAF3 and the districts at all times on ICT related issues.
- (ii) Troubleshoot ICT users' problems relating to internet connectivity, LAN connectivity, email access, computer hardware and software.
- (iii) Ensure regular backup for project data (both onsite and off-site).
- (iv) Installation of software and related upgrades
- (v) Users are aided in backing up and restoration of data, as well as in virus detection, removal and prevention.
- (vi) Ensure that systems and network logs, traffic, usage and performance at all times.
- (vii) Have in place security measures are established to secure project systems and data from unauthorized access.
- (viii) An up-to-date inventory of ICT software and hardware maintained at all times.
- (ix) Ensure that the NUSAF3 webpage is regularly updated in conjunction with Development communications unit and a report on such updates maintained.
- (x) Ensure that Project staffs are trained on ICT and emerging technologies. Have a training program and updated record of training.
- (xi) Any other assignment related to the above

(d) SPECIFIC DUTIES AND RESPONSIBILITIES

- (i) Provision of ICT support to project users both at OPM/NUSAF3 and at the districts.
- (ii) Troubleshoot ICT users' problems relating to internet connectivity, LAN connectivity, email access, computer hardware and software.
- (iii) Maintenance of regular backup for project data (both onsite and off-site).
- (iv) Installation of software and related upgrades
- (v) Support users in backing up and restoration of data, as well as in virus detection, removal and prevention.
- (vi) Monitoring of systems and network logs, traffic, usage and performance all time.
- (vii) Employ security measures to secure project systems and data from unauthorized access.
- (viii) Maintenance of an up-to-date inventory of ICT software and hardware.
- (ix) Support the regular update of the NUSAF3 webpage in conjunction with Development communications unit.
- (x) Assist in training of project staff on ICT and emerging technologies.
- (xi) Any other assignment related to the above

(e) PERSON SPECIFICATIONS

- (i) Minimum of Bachelor of Science degree in Computer Science, Information technology or its equivalent from a Recognized University
- (ii) Should be certified in any of the following CCNA, MCSE.
- (iii) Knowledge of windows-based applications, web designing, Relational Databases and programming skills in sql and/or oracle
- (iv) At least three years' experience in any of Network administration, systems administration, and/or database administration.
- (v) Knowledge of ICT systems analysis, design and implementation.
- (vi) Knowledge of implementation of network and systems security.
- (vii) Ability to update websites using any of html, java scripts or any other language.
- (viii) Self-driven, initiative-taking, highly dynamic & able to work long hours unsupervised.
- (ix) Demonstrates ability to identify problems and propose solutions.
- (x) Demonstrate knowledge of current and emerging ICT technologies.
- (xi) Ability to identify new and better ICT approaches to work processes and incorporates same.
- (xii) Demonstrate logical and analytical approach to problems solving.
- (xiii) Must be a Team player with high level of integrity and confidentiality.

(b) Contract duration

Two (2) Years contract renewable upon satisfactory performance

(b) Work station

The duty station of the work is Kampala but with regular travels to the field in Northern Uganda whenever duty calls.

TITLE : **DRIVER No 2**

Reports to : Administrative Assistant

Job purpose

Reporting to Office Administrative Assistant, the driver is to assist NUSAF3 to fulfill their mission of working for the project by providing safe driving support and general administration and logistical work..

(a) Key Result Area

- Driving
- Car Security and Maintenance
- Car Logbook maintenance
- Administrative work.

Specific duties and Responsibilities

- Drive vehicle for official travel as requested by Officer.
- Maintain high standard of service to both internal and external guests
- Ensure punctuality and safe transport
- Observing the road and traffic laws and regulations.
- Alcohol must not be consumed or present whilst on duty.
- Ensure vehicle is kept clean, tidy and in good working condition at all times
- Ensure vehicle is given regular/day to day maintenance checks, oil, water, battery , brakes and tyres.
- Prepare and submit accountability.
- Assist the Admin Assistant to ensure vehicle insurance and registration is updated.
- Log official trips, daily mileage.

Person Specification

- Must possess minimum possess Uganda Certificate of Education (Ordinary Level).
- Competence test in driving
- Minimum of 3 year experience as driver with good driving record.
- Must be a team player with positive attitude towards work and colleagues.

(b) Contract duration

Two (2) Years contract renewable upon satisfactory performance

(b) Work station

The duty station of the work is Kampala but with regular travels to the field in Northern Uganda whenever duty calls.