



Office of the Prime Minister  
**NATIONAL INFORMATION PLATFORM FOR NUTRITION  
PROJECT (NIPN)**



**VACANCIES ANNOUNCEMENT**

The National Information Platform for Nutrition (NIPN) is an initiative of Government of Uganda and the European Commission supported by the United Kingdom Department for International Development and the Bill & Melinda Gates Foundation being implemented in selected countries including Uganda. Therefore, the Delegation of the European Union in Uganda has funded a project to establish a Uganda National Information Platform for Nutrition (NIPN). The initiative aims to strengthen National capacity to make better use of existing information and data to inform policies, programmes and interventions in all sectors that could contribute to better nutrition for the Ugandan population. This process requires analysis of current policies and programmes to identify issues; a systematic review of existing information both Internationally and Nationally on the issue identified; and, when useful, the analysis of existing data from Uganda to shed light on nutrition. The project is being implemented by the Office of the Prime Minister (OPM) in partnership with the Uganda Bureau of Statistics (UBOS), and in collaboration with all the sectors involved in the Uganda Nutrition Action Plan. Under this project, the OPM will take lead in analysis of current policies, programmes and interventions and existing information with support from sectors, while UBOS will take lead in analyzing the existing data. To operationalize the NIPN, Office of the Prime Minister is recruiting several staff.

The Office of the Prime Minister is inviting suitably qualified Ugandans to fill the following positions in the Project Management Unit:

Post/Title	No of Vacancies
National Senior Policy Advisor	1
Finance and Administration Officer	1
Project Assistant	1
Communications Officer	1

Duty Station : **Kampala**  
Type and Duration of contract : **Fixed term for a period of 45 months**  
Probationary Period : **3 Months**  
Salary : **Competitive**

Full job descriptions can be viewed and downloaded from the OPM website <http://opm.go.ug>

**SUBMISSION OF APPLICATIONS:**

Application to be accompanied by detailed curriculum vitae, copies of certificates and academic transcripts, at least two competent referees, one of whom **MUST** be from your current or previous employer, passport photo, contacts both Mobile and Email, should be addressed

**To: The Permanent Secretary**

**Office of the Prime Minister**

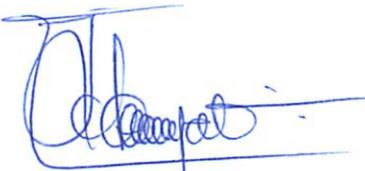
**New Government Block**

**Plot 9-11 Apollo Kaggwa Road**

**P.O. Box 341, Kampala.**

**Note:** Only short-listed applicants will be contacted. Any form of canvassing shall automatically lead to disqualification of a candidate. Closing date for receipt of applications: **19<sup>th</sup> November, 2018 at 5:00 p.m.**

**The application forms should be delivered at the Human Resource Office 3<sup>rd</sup> Floor, Office of the Prime Minister**



Joel Wanjala

**For: PERMANENT SECRETARY**

## Detailed Job Descriptions for National Information Platforms for Nutrition (NIPN) Project 2018

Position	National Senior Policy Advisor
<b>Main role:</b>	<ul style="list-style-type: none"> <li>• The Office of the Prime Minister is seeking a Senior Policy Advisor to work on the UNIPN project. The main functions of the position are to facilitate inter-sectoral discussions to identify topics for analysis, to undertake and supervise policy analysis, and to ensure that the analysis and evidence generated by the platform is responsive, relevant and useful for developing and implementing policies and programmes for nutrition.</li> </ul> <p><b>The main responsibilities are :</b></p> <ul style="list-style-type: none"> <li>• To support the Project Director in the OPM to deliver the objectives of the Uganda National Information Platform for Nutrition project.</li> <li>• To guide, facilitate and support the work of other MDAs that are members of the inter-sectoral Policy Advisory Committee to identify and prioritize questions for analysis that could inform the process of developing policies and programmes to improve nutrition both for the national plan of action for nutrition and in for any sector that could contribute to improving nutrition</li> <li>• To undertake policy analysis; translate the findings into policy briefs and support staff of the OPM and ministries to undertake policy analysis for nutrition.</li> <li>• Disseminate the outputs of the analysis to policy analysis officers for relevant MDAs to promote the work of NIPN and explain the implications for policies and programmes.</li> <li>• To support and work with staff in both government and nongovernment institutions involved in the analysis done by the NIPN so as to ensure that the analysis responds to the needs of policies and programmes.</li> <li>• To promote and disseminate the work and findings of the analysis within government so that senior advisors are aware of the potential impact of investments in programmes and interventions.</li> <li>• To ensure that the structures set up to implement the National Information Platform for Nutrition are functioning and efficient; that the platform responds to requests for information; and that the work of the project supports national governance mechanisms and multi-sectoral efforts for nutrition, in particular on issues around monitoring, evaluation and learning, and supports accountability for the national multi-sectoral plan of action.</li> </ul>
<b>Required qualifications</b>	The Policy Advisor will have a Higher Degree (Masters) in public policy, international or global health policy, or food

	security and nutrition governance, ideally with a strong focus on developing countries.
<b>Required experience</b>	<p>The Policy Advisor should have at least 10 years' practical experience of working in a policy development environment such as a policy unit in a government ministry in Uganda or Multi-Lateral Organizations or may have worked as facilitator or knowledge broker to help develop policies and programmes in public health generally, in food security, or in nutrition specifically. Experience in setting up and managing a knowledge and evidence use platform is an added advantage.</p> <p>As this is a technical advisory position, the expected outcomes are to: contribute to the analysis of policies and programmes for nutrition in any sector; to maintain a strategic demand for the platform's outputs; to stimulate and facilitate the involvement of government staff from all sectors in developing questions for analysis and seeking solutions through policies and programme ; and to connect people, train them, and build their capacity, particularly in soft inter-personal skills such as facilitation, animation, consensus building and communication for policy development. A key attribute will be practical experience in leading the process of policy development in government. Priority will be given to national candidates with both international experience and a good working knowledge of the national context in which policy is developed.</p>
<b>Required skills and expertise:</b>	<p>The Policy Advisor should have skills in leading or facilitating policy development and policy evaluation or should have been involved in providing substantial support to policy development and policy evaluation in public health, food security or more specifically nutrition. The policy advisor should have :</p> <ol style="list-style-type: none"> <li>i. Experience of working in a multi-stakeholder/multi-sectoral setting</li> <li>ii. The ability to analyze policy and write authoritatively about the findings of the analysis</li> <li>iii. Proven ability to strengthen the capacity of national counterparts and partners to sustain their activities and ensure common understanding</li> <li>iv. Solid skills in facilitation and coordination, in team building, consensus building, mediation and conflict resolution</li> <li>v. The ability to establish priorities, provide leadership in support of the project director, and get things done.</li> <li>vi. The ability to interact with and influence senior decision-makers in different sectors and institutions, as well as with technical experts in nutrition.</li> <li>vii. The ability to work in a complex situation</li> <li>viii. The capacity to act with credibility, tact and diplomacy on sensitive issues, as well as remain neutral.</li> <li>ix. Good communication and interpersonal skills.</li> <li>x. The person should be fully familiar with the latest</li> </ol>

	<p>developments in nutrition, such as the Scaling Up Nutrition movement, the Sustainable Development Goals, the Decade for Nutrition, the World Health Assembly targets and other international commitments and frameworks currently guiding the international and national agendas for improving nutrition, and should be familiar with the work of the UN network in nutrition, including REACH. The person should know and preferably have experience of, the national policy context and the national nutrition agenda, as well as have an understanding of general governance mechanisms for nutrition in Uganda and national policy development processes. The Advisor should be able to read, write and speak English fluently.</p>
<p><b>Detailed description of duties and responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Help government staff in any sector to identify and assess decision makers' needs for information, analysis and evidence in relation to their sector's policies, programmes and investments for improving nutrition</li> <li>• In relation to the above, facilitate, enable and guide the process of developing and prioritizing questions for analysis and evidence generation by the NIPN that will contribute to improve both national and sectoral priorities and decisions for nutrition through policies and programmes</li> <li>• Ensure a high level of engagement of government, Development Partners and non-government partners in the work of the NIPN to support their roles and responsibilities in line with sectoral interests</li> <li>• Be aware of sectoral interest and priorities, and seek to engage staff in sectors in the work of the NIPN</li> <li>• Contribute to the national multi-sectoral plan of action for nutrition.</li> <li>• Assist the work of the Project Director as required, such as to develop an annual work plan for the NIPN, help plan meetings and conferences etc</li> <li>• Support the national project director to create, constitute and operate the NIPN Policy Advisory Committee based on an annual work plan</li> <li>• With the Project Director, ensure that the work of the NIPN Policy Advisory Committee is aligned, integrated and supportive of existing national multi-sectoral coordination mechanisms for the governance of nutrition.</li> <li>• Support multi-sectoral efforts for nutrition as well as the engagement of sectors, specifically in relation to</li> </ul>

	<p>monitoring, evaluating and learning</p> <ul style="list-style-type: none"> <li>• Support government staff to create a culture of accountability for national multi-sectoral plans of action.</li> <li>• Work in close collaboration with the policy FIRST officers in country, if nutrition is one of their priorities, and then ensure complementarity to enhance mutual interests and outcomes between the two initiatives.</li> <li>• Assess and identify the needs for training and capacity building of national policy advisors and government staff working on the NIPN initiative, in particular to formulate policy-relevant questions and interpret analysis</li> <li>• Train staff on policy analysis, policy development and policy implementation both informally, on the job, and formally through training Courses, perhaps arranged with staff of national policy institutions or a university</li> <li>• Conceive, design and help deliver the materials and training needed to build the capacity of the members of the NIPN Policy Advisory Committee to achieve their goals and work plan, with support from staff of the GSF</li> <li>• Lead or support training courses for capacity development for other policy advisors.</li> <li>• Support the identification and formulation of analysis question and/or identify the information needed to support multi-sectoral nutrition policy processes and government and non-government partners.</li> <li>• Help identify and understand what are the key policy and programming processes in relation to nutrition that the platform needs to account for in its implementation timeframe.</li> <li>• Support the use of methods and approaches that follow best practices</li> <li>• Work in collaboration with the NIPN analysis unit to meet the needs for information</li> <li>• Undertake original analysis of policies or other issues at the request of the Project Director or the Policy Analysis Committee</li> <li>• Write documents, reports, policy briefs and papers that describe the analysis done by the NIPN</li> <li>• Help the Communications Officer to develop an effective visibility and communications plan for the project and disseminate the findings</li> <li>• Ensure that the outputs and outcomes of the platform are translated into communications that are appropriate for</li> </ul>
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	<p>their intended audience and are disseminated widely and effectively</p> <ul style="list-style-type: none"> <li>• Support the recruitment of short-term experts to carry out specific assignments as agreed with the Project Director, senior advisors and the project management committee</li> <li>• Contribute to the annual review of the progress of the NPN, particularly in terms of policy and programme development, and to the annual report to donors.</li> <li>• Work in close collaboration with the CSF, which will support the overall strategic and technical guidance on the project and ensure inter-countries coherence.</li> <li>• Contribute to and participate in the NIPN annual review meetings and any other meetings at international and national level that are relevant for the implementation and promotion of the platform</li> <li>• As agreed with the Project Director, report to the European Union Delegation on matters related to policy development and to the identification, generation and diffusion of information and analysis for decision-making in nutrition.</li> </ul>
<b>Key deliverables</b>	<ul style="list-style-type: none"> <li>• Support establishment of the Project Management Unit</li> <li>• Support policy processes through the NIPN Policy unit</li> <li>• Support the NIPN policy Advisory Committee under OPM leadership</li> <li>• Facilitate establishment of the NIPN project management committee</li> <li>• Facilitate the identification and prioritisation of questions for analysis and development of annual workplans</li> <li>• Performance of qualitative analysis of data</li> <li>• Provide reports on data analysed with interpretation, conclusions and recommendations</li> <li>• Design and implement a communication and visibility plan</li> <li>• Share the findings of analysis and disseminate information for relevant audiences</li> <li>• Develop expertise in formulating evidence based nutrition policies in the NIPN implementing sectors</li> </ul>
<b>Reporting</b>	<p>The NIPN Senior Policy Advisor will report to the Project Director in the Office of the Prime Minister. Regular communication is also expected with the country focal person in the GSF on progress and achievements. Frequent contact and regular communication flow may also be expected with the project focal person in European Union Delegation</p>

**Position: Finance and Administration Officer**

**Main duties and responsibilities:**

The Office of the Prime Minister is seeking a Project Finance and Administration Manager (called the Project Administrator) to work on the UNIPN project. Under the leadership of the Project Director and with support from the Senior Policy Advisor, the Finance and Administration Officer will;

- Deal with all administrative and financial matters related to the project and the use of funds; ensure proper financial follow-up and reporting; and provide support to project partners
- Work with the Project Assistant within the Office of the Prime Minister and with staff of the Uganda Bureau of Statistics to administer the project.
- Arrange for the disbursement of funds to partner organisations through the finance department of the OPM; collect and collate and technical and financial information to provide regular status reports of expenditure to senior project managers, and for reporting to the Delegation of the European Union through the official finance management procedures of the Office of the Prime Minister.
- Participate in the establishment of a project management unit; and NIPN Project management committee
- Support other senior staff to monitor project activities against the proposed work plan, and monitor achievements against planned milestones and deliverables.
- Organise meetings of the Project Management Committee (PMC) on behalf of the Project Director and make sure that the PMC decisions about opportunities for training, attending meetings and consultancies are implemented promptly and effectively.
- Write and disseminate the minutes of meetings of the PMC. The Finance and Administration Officer will also provide support for the administration of the UNIPN Policy Advisory Committee.
- Work with management staff of UBOS to report on project activities and expenditure in order to provide combined reporting through the OPM's processes and procedures.
- Help to organise public events related to the UNIPN with support from the Policy Advisor, the Communications

	officer and the Project Assistant.
<b>Required qualifications:</b>	Advanced degree(Masters) in Business Administration and Management, or Financial management, with professional qualifications in finance and management such as CPA, CIMA. Must have proven experience in Financial management for projects. Qualifications in public administration and management will be an added advantage.
<b>Required experience:</b>	At least 5 years' experience of successful professional experience in the management of projects within a public institution or a NGO.
<b>Required skills and expertise:</b>	Fluent in spoken and written English. An ability to work in a team and with good facilitation skills. An ability to work in a complex inter-sectoral environment and create networks. Excellent organisation skills, including a methodical and rigorous approach, and the ability to work autonomously. An ability to work in a stressful environment and to meet strict deadlines. An ability to treat information confidentially. A high degree of familiarity with Microsoft Office programmes is required. Knowledge of the procedures used by EU funded projects and government of Uganda Public Finance procedures is an advantage.
<b>Detailed description of duties and responsibilities:</b>	<p>The Finance and Administration Officer works closely with the Project Director and with the finance and office administrators of the Office of the Prime Minister and the Uganda Bureau of Statistics to implement the project.</p> <ul style="list-style-type: none"> <li>• S/he is responsible for setting up and operating a technical and financial monitoring system that is consistent with the existing procedures of the Office of the Prime Minister and which meets the reporting requirements of the European Union and government of Uganda.</li> <li>• S/he is charged with liaising with the project partners and the funding agency, monitoring project activities and expenditures, collating information from partners, and organising and finalising reports to be submitted by the project director.</li> <li>• S/he is responsible for convening, on behalf of the Project Director, the Project Management Committee and writing and circulating minutes of the meetings.</li> <li>• S/he centralises management information related to the project and disseminates it to relevant project stakeholders.</li> <li>• S/he coordinates the organisation of events initiated by the UNIPN project. S/he sets up and manages the office of the</li> </ul>

	project including the purchase and maintenance of equipment and the maintenance of the office facilities.
<b>Reporting:</b>	The Finance and Administration Officer reports to the National Senior Policy Advisor.

<b>Position: Project Assistant</b>	
<b>Main duties and responsibilities:</b>	<p>The Office of the Prime Minister is seeking a Project Assistant to work in the Project Office for the Uganda National Information Platform for Nutrition. Under the leadership of the Project Director and the Finance and Administration Officer, the Project Assistant will;</p> <ul style="list-style-type: none"> <li>• Support and assist the implementation, management and maintenance of the project office to be set up under the Office of the Prime Minister.</li> <li>• Support all aspects of project administration and financial management: disbursing funds to partner organisations; collating technical and financial information for reporting; arranging participation in meetings, conferences and training courses; and liaising with the project funding agency and with partner organisations.</li> <li>• Closely monitor the implementation of the project against the project proposal and against an annual project work plan, and will track achievements against planned milestones and deliverables.</li> <li>• Participate in the establishment of a project management unit; and NIPN Project management committee</li> <li>• Support the work of the Senior Policy Advisor, <b>Finance and Administration Officer</b> and all staff in the project office for smooth running of day to day project activities, as required.</li> <li>• Provide support to project partners for organising meetings, writing meeting reports, organising local and international travel, registration for courses</li> <li>•</li> </ul>
<b>Required qualifications:</b>	Degree in Business Administration and Management, Secretarial studies, Office management from a recognised university
<b>Required experience:</b>	At least 5 years' experience of successful professional experience as Project Administrative Assistant or Team Assistant in a related field

<b>Required skills</b>	A high level of familiarity with Microsoft Office is required including word processing and spreadsheet software. An ability to work in a team and in networks. Excellent organisation skills, a rigorous approach and the ability to work autonomously and get things done. Ability to work in a stressful environment and to meet strict deadlines. Leadership and Problem Solving Skills. Ability to treat information with the required level of confidentiality. Excellent spoken and written English. Time Management and Organizational Skills.
<b>Detailed description of duties and responsibilities:</b>	The Project Assistant supports the Project Director and the Finance and Administration Officer and assists with administrative tasks of the Senior Advisor. The PA helps with all administrative aspects of the project, such as: <ul style="list-style-type: none"> <li>• Managing the agendas of the team;</li> <li>• Coordinating meeting schedules and invitations</li> <li>• Preparing templates;</li> <li>• Drafting letters and emails;</li> <li>• Managing project information and documents;</li> <li>• Editing and formatting documents;</li> <li>• Preparing mission and payment orders;</li> <li>• Liaising with providers of goods and services;</li> <li>• Liaising with relevant services within the OPM;</li> <li>• Dealing with practical arrangement such as the organisation of missions, meetings, workshops and events including travel for project staff and for staff identified by the project to benefit from these opportunities.</li> </ul>
<b>Reporting:</b>	The Project Assistant reports to the <b>Finance and Administration Officer</b> .

<b>Position:</b>	<b>Communications Officer</b>
<b>Main duties and responsibilities:</b>	The Office of the Prime Minister is seeking a Communications Officer to work on the UNIPN project. The Communications Officer will; <ul style="list-style-type: none"> <li>• Be responsible for the development and implementation of a communication and visibility plan for the NIPN; development of outputs in suitable formats and ensuring output dissemination</li> <li>• Develop and produce of communication tools about the project; and for helping analysis and policy staff to communicate the results of their analysis to different audiences depending on their needs and background.</li> <li>• Work with the senior policy analysis advisors and with</li> </ul>

	<p>technical staff from Ministries, Departments and Agencies to write the documents and outputs required.</p> <ul style="list-style-type: none"> <li>• Support the implementation of the communication strategy of the Uganda Nutrition Action Plan</li> </ul>
<b>Required qualifications:</b>	Advanced Degree (Masters) in Mass Communication, Public Relations or Journalism. Must have evidence of writing and publishing
<b>Required experience:</b>	At least 5 years' experience of successful professional experience as a communications officer, with a specialist interest in science, food security and nutrition, agriculture or health is useful.
<b>Required skills and expertise:</b>	Excellent writing skills in English. Experience of writing about complex technical matters in simple and clear language, driven by the need for comprehension. Ability to work in a team and to establish or engage with communications networks. Excellent organisational skills, rigorous attention to detail and an ability to work autonomously. An ability to work in a stressful environment and to meet strict deadlines. A good knowledge of the most common software used in the design of communication materials. A good knowledge of software to prepare presentations. Examples of documents written should be provided with the application.
<b>Detailed description of duties and responsibilities:</b>	<p>The Communications Officer is responsible for developing and implementing the project communication and visibility plan and for branding, editing and promoting the work of the UNIPN.</p> <ul style="list-style-type: none"> <li>• S/he designs communication materials to translate UNIPN findings into key messages for policy makers in different formats such as technical summaries and policy briefs and produces other communications materials such as reports, guidelines, videos, newsletters and press releases designed to meet the needs of different audiences - politicians, technical experts, policy advisors, district officials, and the general public.</li> <li>• S/he disseminates these communication materials through the best channels to reach their targets in the most appropriate format.</li> <li>• S/he liaises with service providers such as editors, graphic designers, printers, etc., to produce communication tools and project documents.</li> <li>• S/he works with the web managers of the OPM and UBOS to keep the UNIPN web pages up-to-date. S/he manages communications about events organised by the UNIPN teams to ensure that they are given a high profile in the country, when necessary.</li> </ul>

	<ul style="list-style-type: none"><li>• S/he prepares briefings for the press about the findings of the UNIPN analysis.</li></ul>
<b>Reporting:</b>	To the Senior Policy advisor, working closely with the Senior Analysis Advisor