



Office of the Prime Minister

DEVELOPMENT INITIATIVE FOR NORTHERN UGANDA (DINU)



VACANCIES ANNOUNCEMENT

The Government of Uganda has received a grant from the 11th European Development Funds towards the Development Initiative of Northern Uganda (DINU). The Programme is intended to eradicate poverty and under-nutrition and strengthen the foundations for sustainable and inclusive socio-economic development in the sub-regions of Acholi, Lango, Teso, West Nile and Karamoja, and as such promote sustainable and inclusive socio-economic development. It will provide support in the three focal sectors identified in the National Indicative Programme (Food Security and Agriculture; Transport Infrastructure and Good Governance).

DINU will be executed under the supervision of the Office of the Prime Minister. A Programme Management Unit (PMU) operates as the technical and management support unit to OPM with Liaison office in OPM premises in Kampala and two Programme offices in Gulu and Moroto.

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

Post/Title	No of Vacancies	Location
National Programme Coordinator	1	Kampala
Regional Programme Coordinator	2	Gulu (1) Moroto (1)
Monitoring and Evaluation Specialist	1	Kampala
Programme Partnership and Governance Officer	1	Kampala
Communication and Visibility Officer	1	Kampala
Programme Engineer	1	Moroto
Finance and Contracts Officer	1	Kampala
Administration and Logistics Officer	1	Kampala
Finance and Administration Officers	2	Gulu (1) Moroto (1)
Programme Officer Agribusiness	1	Gulu
Programme Officer Nutrition	1	Gulu
Programme Officer Governance	1	Gulu
Programme Officer Governance and Community Development	1	Moroto
Programme Partnership Officer	1	Moroto

Applicants should apply for **ONLY ONE (1)** post.

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

SUBMISSION OF APPLICATIONS:

Application accompanied by detailed curriculum vitae, copies of certificates and academic transcripts, three competent referees, one of whom **MUST** be from your current employer or previous employer for those temporarily unemployed plus a passport photo, contact details (mobile number and e-mail), photocopy of the National ID 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: **Friday, 23 February 2018 at 5:00 p.m.**

The application forms should be delivered at the Human Resource Office 3rd Floor, Office of the Prime Minister

Annet M. Musinguzi

For: PERMANENT SECRETARY

POST/TITLE:**NATIONAL PROGRAMME COORDINATOR****NO OF VACANCIES:****ONE (1)****DUTY STATION:****KAMPALA****AGE:****35 YEARS & ABOVE****REPORTS TO:****PERMANENT SECRETARY, OFFICE OF THE PRIME MINISTR****2 years with the possibility of extension subject to performance and available funding****LENGTH OF CONTRACT:****JOB PURPOSE:**

The National Programme Coordinator (NPC) provides technical support to the Permanent Secretary in the co-ordination and implementation of DINU activities in line with Government policies, Financing Agreement (FA) for DINU, and subsequent Programme Estimates, specific commitments, contracts and delegation agreements that may be commissioned under the FA. The incumbent will head the Programme Management Unit and as such holds the most senior position in the daily management of the Programme. He/she will be assisted by a Technical Assistance Team (TAT), led by a Chief Technical Adviser/Team Leader and 3 other key experts, and locally recruited technical and support staff of approximately 20 persons based in three offices in Kampala, Gulu and Moroto. He/she will achieve the following key result areas:

- Lead and manage the Programme Management Unit, in liaison and collaboration with the Permanent Secretary, Under Secretary P&D and the Chief Technical Adviser (CTA) of the DINU Technical Assistance Team (TAT) as well as the DINU Regional Coordinators based in Gulu and Moroto.
- Ensure the timely and quality implementation of DINU according to the PRDP guidelines, Financing Agreements, agreed workplans and specific contracts;
- Monitor, report and communicate the progress and achievements of the DINU and liaise and interact closely with all stakeholders and key programme partners at national, regional and local level
- Ensure and maintain effective linkages and consultation with OPM in the coordination of the PRDP, and provide advice and support to OPM in this respect where required.

DUTIES AND RESPONSIBILITIES:

- Provide overall strategic and managerial leadership to the Programme Management Unit (PMU)
- Coordinate and supervise the execution of DINU in the different regions as per agreed Programme Estimates and grant, service, supplies and works contracts, and in accordance with the Financing Agreement and the 11th EDF rules and procedures;
- Provide advice, assistance and capacity to the Office of the Prime Minister (OPM) in the implementation of the Programme, and contribute to relevant management and consultation structures, functions and meetings in OPM, and other relevant bodies and persons within the overall PRDP framework;
- Ensure regular dialogue and networking with other national and international programmes and international development partners to maximize synergies and coordination in the rehabilitation of Northern Uganda;

- Provide technical inputs, advice and guidance in areas related to the specific objectives of DINU: rural development, agriculture, food security, water resources, energy, infrastructure and good governance etc.
- Provide technical supervision, assessments, coaching and motivation to the PMU team to maintain a shared culture of collaboration and ensure individual and team performance;
- Ensure the monitoring and reporting of Programme outputs and results in line with the Programme's Monitoring and Evaluation tools and guidelines to ensure adherence to set targets and implementation time schedules;
- Ensure the proper and efficient utilization of project resources and assets, including maintaining proper and accurate books of accounts, assets registers, stock and transport monitoring systems in line with EDF rules and the PMU's operations manuals;
- Report to the Permanent Secretary OPM periodically on programme activities and progress, and as required by the Financing Agreements and EDF rules.
- Ensure branding, visibility and understanding amongst key stakeholders and the public at large about the Programme, its objectives, achievements and funding agency;
- Perform any other duties from time to time within the framework of the PRDP as assigned by the Permanent Secretary or his/her delegate.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Advanced Post graduate degree in a relevant area: rural development studies, agricultural, environmental science, civil or water engineering, project or business administration, agri-business development, or any other relevant area.
- Honours Bachelors' degree in any of the following areas: Development studies, project planning and management, economics, social sciences, public administration and management, business studies, agricultural economics, engineering or a related field from a recognized university.
- Qualifications/training in project planning and management, monitoring & evaluation, management
- Minimum 10 years, of experience in project/programme management, of which 7 years in a senior function in a reputable national or international development institution, or a public organization;
- At least 7 years` experience of working with central, local governments and/or grass root communities as well as international development partners

COMPETENCIES:

- Extensive experience in project management of large-scale multi-sectoral interventions in areas such as rural development, agriculture, food security, water resources, energy, infrastructure and good governance etc.
- Extensive experience of working in and coordinating with national government structures, decentralized government agencies and with international development partners etc.
- Experience in human resource management, in terms of administration, individual coaching and team management;

- Proven experience with EDF/EU rules and procedures (PRAG) and Government systems and procedures;
- Excellent report writing and Monitoring and Evaluation skills;
- Good networking, interpersonal, and oral & written communication skills;
- Excellent computer skills;
- Capacity to build harmony and consensus in his/her team and between the PMU and national and local government agencies, international development partners, civil society, private sector etc.
- Have intricate knowledge of project cycle management, contract management and accountability system and procedures

POST/TITLE: MONITORING AND EVALUATION SPECIALIST

NO OF VACANCIES: ONE (1)

DUTY STATION: KAMPALA

AGE: 30 YEARS & ABOVE

REPORTS TO: National Programme Coordinator

LENGTH OF CONTRACT: 2 years with the possibility of extension subject to performance and available funding

JOB PURPOSE:

The designated person shall manage the implementation of the Programme Monitoring and Evaluation System to ensure effective tracking of progress in Programme implementation against programme goals and objectives and provide information for planning and management of Project activities.

On day-to-day operation, he/she will perform the duties under direct supervision of and in close consultation with the National Programme Coordinator, the PMU as well as in cooperation with the Technical Advisors of the DINU Technical Assistance Team.

DUTIES AND RESPONSIBILITIES:

- Support the development, maintenance and operation of the Monitoring and Evaluation System for effective monitoring of inputs and results of the DINU programme in liaison with members of the Technical Assistance Team, as well as national and international short-term experts recruited in support of M&E design and development.
- Provide technical guidance to Project Management and the Local Governments on data collection, collation, basic analysis and reporting and as required, train Project staff in the use of the M&E system.
- Develop and support the implementation of evaluation policies and strategies, including arrangement of the evaluation process and facilitation of knowledge building and knowledge sharing on monitoring and evaluation

- Coordinate the preparation of all project periodical and ad hoc reports from all action worksheets in accordance with approved reporting formats and ensure their timely submission.
- Contribute to the development of the Annual Work Plan, ensuring its alignment with programme intervention logic and ensuring that all work plan actions relate to identification of real needs, provide value for money and all budgeted costs are sufficiently justified by benefits derived.
- Supervise the collection of information for analyzing the Project performance, including collecting data from all DINU programme partners.
- Prepare quarterly, annual and other periodic project progress reports, including support in the preparation of key documents for various PMU and Project Steering Committee meetings etc.
- Monitor the progress of ongoing sub-projects to ensure adherence to set standards and specifications and agreed implementation time schedules;
- Liaise with other institutions to monitor and evaluate aspects of poverty alleviation in areas they operate which relate to the DINU Programme areas.
- Facilitate the design and implementation of studies, surveys, mid-term review and end of Project and impact evaluations.
- Prepare Terms of Reference (TOR) for baseline, mid-term, and end-line surveys/studies including methodology preparation and provide overall technical direction for the conduct of the surveys/studies
- Design a reporting system that captures information and shares lessons learned to provide a mechanism of measuring the extent to which the planned overall objective has been achieved and how the economic benefits from the programme have been spread within the beneficiary regions
- Support the management on identified project implementation strategies and project targets and operational problems through reports, review meetings and site visits.
- Generate specific outputs (deliverables) as determined from time to time in the respective projected work plans for each quarter;
- Ensure that the operational worksheet (fichop) is properly designed, regularly updated to reflect the five phases of the project cycle (summary, appraisal, monitoring, modifications and evaluation) and ensure that it assists in the collection and dissemination of consistent and compatible information for input in the periodical reports;
- Collaborate and coordinate closely with other DINU partners, government agencies, national and international short-term experts, NGOs and national and local organizations on monitoring and evaluation issues related to the DINU-activities
- Identify performance indicators that link the five key evaluation criteria of relevance, efficiency, effectiveness, impact and sustainability to the Programme intervention logic and integrate them into the various reporting formats;
- Perform any other duties as may be assigned to him/her from time to time by the National

Programme Coordinator.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Post graduate degree in a relevant area: Monitoring and Evaluation, or any other relevant area.
- Honours Bachelors' degree in any of the following areas: Economics, Statistics, Project Planning and Management or a related field from a recognized university.
- Qualifications/Training in project planning and management, management is desirable.
- Minimum 7 years, of experience in participatory planning, monitoring and evaluation of development projects in Uganda, of which 5 years in a senior function in a reputable development institution, or a public organization;
- Experience in management of databases is essential;
- Experience with working with national and/or international development partners in the area of M&E and have up-to-date knowledge of the international/EU and national standards for M&E-work
- Demonstrated experience with working with local and central government agencies in the areas of M&E and ideally also experience with working with international development partners in the areas of M&E and have up-to-date knowledge of the international/EU and national standards for M&E-work
- Proven experience of preparing independent analytical work;
- A team player and also a self-motivated, result-oriented person with impeccable integrity, strong organization skills, highly meticulous with a high degree of attention to detail
- Conversant with the results framework approach of planning, monitoring and evaluation;
- Excellent computer skills, preferably with one or more common database packages;
- Familiarity with quantitative as well as qualitative M&E methods
- Good networking, interpersonal, and oral & written communication skills;
- Also, willingness to travel to project areas

POST/TITLE:

PROGRAMME PARTNERSHIP AND GOVERNANCE OFFICER

NO OF VACANCIES:

ONE (1)

DUTY STATION:

KAMPALA

AGE:

30 YEARS & ABOVE

REPORTS TO: National Programme Coordinator

LENGTH OF CONTRACT: 2 years with the possibility of extension subject to performance and available funding

JOB PURPOSE:

The designated person shall support the strengthening and reform of appropriate institutional and governance systems that enable both best practice and best value to be applied at local level in a sustainable manner within the local capacity constraints and design and develop alternative local governance arrangements that follow best practice but that allow local (or community) level planning, budgeting and ownership whilst financial management, procurement and contract management services may be carried out by a different level of the government agencies.

On day-to-day operation, he/she will perform the duties under direct supervision of and in close consultation with the National Programme Coordinator DINU, the PMU as well as in cooperation with the Technical Advisors of the DINU Technical Assistance Team.

DUTIES AND RESPONSIBILITIES:

- Assessing capacity and needs of key local and national stakeholders and partners involved in the local governance process in relation to the requirements of the DINU programme, objectives and components
- Providing technical support to local governments as required on local governance issues, including identification of interventions and translating them into fundable activities under DINU based on various implementation modalities, including Call-for-Proposals and grant mechanisms
- Developing and/or contributing to training materials, manuals and best practice guides on local governance processes;
- Support coordination and partnership building with private sector, government, media and Civil Society Organizations (CSOs) to encourage public participation and citizen engagement in decision making, planning, implementation and monitoring of local government policies and programs, particularly those concerned with service delivery;
- Support the process of providing capacity development and technical assistance to key local implementing partners implementing governance related activities under DINU;
- Propose and oversee other administrative and logistical aspects related to capacity development and advocacy activities;
- Contribute to program monitoring, evaluating, and periodic reporting, including activity/work plan development related to the governance components of DINU
- Support in the preparation of key documents for various PMU and Project Steering Committee meetings etc.
- Assist in the organization of key DINU-events (i.e. training seminars, workshops, conferences etc.) and partnership meetings related to the governance components and activities under DINU, including preparing draft programme, list of participations, hand-outs and materials /presentations etc.
- Liaise and network with development partners, local and national government entities, the media, local NGOs, and the local business community in fora where governance issues are discussed;

- Provide coordination and technical support in finalization, dissemination and launch of the Call-for- Proposals relating to governance interventions and their implementation/operational guidance at the district and community levels;
- Support to the design and implementation of technical and organizational capacity and partnership building activities targeted at increasing the capacity of local CSO's to demand better local government transparency and service delivery.
- Promote methods and approaches of leveraging and strengthening Village Development Committees (VDCs) and District Development Committees (DDCs) in planning, oversight and communication with citizens;
- Provide technical inputs to the coordination and partnering of the governance programmes and components implemented in the beneficiary districts by DINU PMU and implementing partners and support DINU in its engagements with the local governments and officials where required;
- Perform any other duties as may be assigned to him/her from time to time by the National Programme Coordinator.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Post graduate degree in a relevant area: Public Management, Public Finance, Public Administration, Political or Social Services, Development Studies, or any other relevant area.
- Honours Bachelors' degree in any of the following areas: Social Works and Social Administration, Rural Development, Social Sciences, Economics or a related field from a recognized university.
- Qualifications/Training in project planning and management related to governance issues
- Minimum 7 years, of working experience in public administration, decentralization, local governance, community development, with special emphasis on local governance and local institutions in rural development areas of Uganda, of which 5 years in a senior function in a reputable development institution, or a public organization;

COMPETENCIES:

- Experience and knowledge of providing capacity development and technical assistance to local governments in rural development areas through measurable competency-based and participatory approaches
- Experience of supporting capacity building of CSOs for greater advocacy and government accountability and ideally also proven experience of (EU) grants management (i.e. Call-for-Proposals)
- Conversant with Public Financial Management with focus on budgeting, governance and service delivery in a local development context
- Strong knowledge and skills in advocating service provision accountability/transparency and community engagement, preferably in a rural development context
- Ability to communicate and interact with various audiences, national, regional and local, stakeholders, including public and private actors;
- A team player with good interpersonal, communication, public relations and

organizational skills;

- Demonstrated ability to deliver results; strong analytical, planning, monitoring, and problem-solving skills; ability to conceptualize program interventions and establish its links and partnerships with relevant areas of work;
- Ability to plan and deliver multiple activities/deliverables in a complex and time-pressing circumstances with high levels of precision and quality; ability to communicate complex issues in a concise and engaging way;
- Fluent in English, with an excellent command of written English, and the ability to effectively communicate information, policies, and/or procedures
- Excellent computer skills
- Willingness to travel to project areas

POST/TITLE: COMMUNICATION AND VISIBILITY OFFICER

NO OF VACANCIES: ONE (1)

DUTY STATION: KAMPALA

AGE: 30 YEARS & ABOVE

REPORTS TO: National Programme Coordinator

LENGTH OF CONTRACT: 2 years with the possibility of extension subject to performance and available funding

JOB PURPOSE:

To guide the overall reporting and communication strategy of the Programme through collection of relevant information from the PMU, the national program stakeholders and implementation partners in a timely manner in accordance with established Government of Uganda (GoU) and European Union (EU) Communication and Visibility procedures and guidelines, including the specific DINU Programme Visibility and Communication Strategy and Plan.

On day-to-day operation, he/she will perform the duties under direct supervision of and in close consultation with the National Programme Coordinator, the PMU as well as in cooperation with the Technical Advisors of the DINU Technical Assistance Team (TAT)

DUTIES AND RESPONSIBILITIES:

- Identify, design and disseminate messages that provide relevant and timely information to the programme stakeholders and target audiences such as beneficiary communities, the public, national and local authorities, the media and development partners
- Support the design and implementation of the DINU Programme communication plan and guidelines, including profile raising of the national and international implementing partners, manage the media strategy, including media liaison through issue of press releases and briefings,

- Support to organization of programme events such workshops, seminars and conferences at national and local level together with the PMU and the Regional offices, including contacts with the press and media
- Organize trips, press conferences, media workshops to ensure that key messages are conveyed to the relevant audiences
- Implement media and communication actions for DINU-events, in close coordination including preparing invitation letters and background information of events for disseminating to local media and press representatives. Also drafting and preparing press releases for DINU-events and generating media attendance for all events by contacting media representatives (at both central and local level)
- Build and maintain of press and media contact database at central and local level.
- Monitor and respond to press statements relating to the Programme and compile daily and weekly press reviews with the aim of increased visibility of the GoU and EU funding and assistance on the Programme;
- Design Information, Communication and Visibility (ICV) materials, products and tools such as brochures, articles, visual and audio materials, t-shirts, sign-posts, stickers, fliers, pamphlets,
- Support the design and implementation and maintenance of a programme web-site (to be developed with the support of a local service provider)
- Liaise and interact with the DINU implementation partners on their visibility and communication plans and guidelines as to create synergies and complementarities regarding the overall DINU visibility and communication actions and outreach,
- Coordinate DINU publications, while maintaining quality standards and ensuring that they clearly communicate about the DINU Programme in line with the GoU and EU support and assistance;
- Contribute to program monitoring, evaluating, and periodic reporting, including support to the development of activity and work plans;
- Support in the preparation of key documents for various PMU and Project Steering Committee meetings etc.
- Facilitate exchange of experiences and best practices by provision of relevant, accurate and timely information through quarterly, annual and ad hoc reports, as well as electronic platforms such as the programme website and e-mails. Ensure regular update of a documentation and resource Centre.
- Undertake regular visits to the DINU Regional offices and locally implemented projects and initiatives, to capture key events and milestones and to assist with the design and implementation of reporting and communication plans, identify whether planned benefits have been delivered and received;
- Continuously evaluate the Reporting and Communication systems of DINU, to ensure that they provide information and anticipate sustainability issues (if any) of the positive outcomes.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Post graduate degree in a relevant area: Project Monitoring and Evaluation, or any other relevant area.
- Honours Bachelors' degree in any of the following areas: Communication, Journalism, Public Relations or a related field from a recognized university.
- Qualifications/Training in project planning and management, management is desirable.
- Minimum 5 years, of experience in communication, public relations, social communication of development projects in Uganda, of which 3 years in a senior function in a reputable development institution, or a public organization;

COMPETENCIES:

- Proven experience in managing the Uganda press, social media applications, website design is an added advantage;
- Ability to communicate and interact with various audiences and stakeholders;
- Data analysis, superior writing, editing, information analysis, report writing and research skills;
- Good interpersonal, communication, public relations and organizational skills;
- Willingness to travel to project areas;
- Ability to think structurally, prioritize work and to work independently, under pressure and under minimum supervision;
- Fluent in spoken English, with an excellent command of written English, and the ability to effectively communicate information, policies, and/or procedures, with capacity to adapt the communication to various audiences;
- Attention to detail, initiative and ability to make good judgements complete the profile.
- Excellent computer skills

POST/TITLE:

FINANCE AND CONTRACTS OFFICER

NO OF VACANCIES:

ONE (1)

DUTY STATION:

KAMPALA

AGE:

30 YEARS & ABOVE

REPORTS TO:

National Programme Coordinator

LENGTH OF CONTRACT:

2 years with the possibility of extension subject to performance and available funding

JOB PURPOSE:

The designated person is responsible for sound contractual, financial, accounting and administrative management of DINU with respect to relevant standards, instructions, rules and regulations. The Finance & Contracts Officer shall be supported in these tasks by the Finance, Administration and Contracts Technical Advisor of the DINU Technical Assistance Team (TAT).

DUTIES AND RESPONSIBILITIES:

- Design, set-up and manage the financial systems and procedures of DINU according to international standards for sound managerial decision-making;
- Draft budgets and financial reports, and ensure timely submission of accurate quarterly expenditure reports, replenishment requests and final fund accountability statements for all Programme Estimates under DINU;
- Plan, draft and financially manage contracts' tender and award documents and procedures for all supplies, services, works and grant contacts of DINU in consultation with the programme offices in Gulu and Moroto;
- Receive, check and authorize all procurement requests through LPOs, financial reports and payments to grantees, and payment certificates for suppliers and contractors for the Kampala office; and ensure adherence to procedures and accuracy for the same for the Gulu and Moroto offices;
- Prepare all documentation required for external audits, assist in their execution and respond to audit findings;
- Contribute to quarterly and annual technical reports of DINU;
- Build capacity of and assist PMU staff, OPM, DLG and grantees in financial and contract management according to EDF rules and procedures;
- Update control cards for contractual payments and ensure no contract over-run
- Capacity building of programme staff, OPM, DLG and grantees in financial and contract management according to EDF rules and procedures
- Perform any other duties as may be assigned by the National Programme Coordinator and/or Finance, Administration and Contracts Technical Advisor of the Technical Assistance Team (TAT).

MINIMUM QUALIFICATIONS & WORKING EXPERIENCE:

- Master's degree in Business Administration or related field;
- Honours Bachelors' degree in Commerce, Accounting or Finance
- Minimum 5 years, of experience in accounting, finance or contract management, of which at least 3 years in a senior finance management position;
- Proven experience in financial management of donor funded programmes and Government of Uganda (Central or Local) systems and procedures;
- Experience in finance and contract management in an EDF funded programme will be an added advantage.

COMPETENCES REQUIRED

- A self-motivated and self-managed person with impeccable integrity, who is result-oriented and with the ability to work under minimal supervision, high pressure and to meet deadlines;

- High analytical capacity, thoroughness, accuracy and attention to detail;
- Full computer literacy with high proficiency in excel and accounting packages;
- Good networking, interpersonal, communication and reporting skills;
- Willingness to travel regularly up-country;
- Ability and capacity to communicate technical or specialized information in English.

POST/TITLE: ADMINISTRATION AND LOGISTICS OFFICER

NO OF VACANCIES: ONE (1)

DUTY STATION: KAMPALA

AGE: 30 YEARS & ABOVE

REPORTS TO: National Programme Coordinator

LENGTH OF CONTRACT: 2 years with the possibility of extension subject to performance and available funding

JOB PURPOSE:

The designated person is responsible for the effective and efficient office administration and management of the Kampala Liaison Office, including logistics management, HR support and preparing and processing of financial transactions. On day-to-day operation, he/she will perform the duties under direct supervision of and in close consultation with National Programme Coordinator, the PMU as well as in cooperation with the Technical Advisors of the DINU Technical Assistance Team.

DUTIES AND RESPONSIBILITIES:

- Check, code and process payment requests and accountabilities in conformity with EDF and programme guidelines;
- Prepare local purchase orders and vehicle job cards and ensure all procurements are properly contracted;
- Manage petty cash and operate as a bank agent, according to procedures set by the liaison office. monitor petty cash balances and report cash to the Finance and Administration Officer;
- Management vehicle maintenance and repairs. Verify invoices prior to submitting for payment;
- Carry out stores and assets management, and procure office supplies as and when required;
- Maintain equipment and transport fleet in excellent and safe operational condition and organize their use or movement in a rational and efficient manner and maintain an up-to-date record of their use and record in the asset register;
- Support the coordination for the logistical requirements and arrangement for organizing workshops, seminars;
- Coordinate the central archive, ensuring that all financial and contract documents are properly filed and retrievable according to an agreed administrative system;
- Monitor utility usage, refuse collection, etc. and secure timely payment of bills;

- Coordinate with staff to pay personal bills incurred using programme assets;
- Ensure telephone airtime and CUG coverage for staff is communicated to service provider each month;
- Manage contracts for provision of transport services. Maintains the tracker and requests for vehicles when required;
- Provide for basic Human Resource support, documentation and staff welfare;
- Ensure the scanning and electronic filling of all program records;
- Perform other related duties as may be assigned by the National Programme Coordinator.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Honours Bachelor's degree in Commerce or Business Administration or related field
- A Post Graduate Diploma in Project Planning and Management
- Minimum 5 years, of basic administration or logistics management in a reputable organization.
- Proven experience with basic administration and accounting practices
- Experience with EDF procedures is a significant added advantage

COMPETENCIES:

- A self-motivated person with impeccable integrity who is result-oriented and with the ability to work under minimal supervision, and to meet deadlines;
- High analytical capacity, thoroughness, accuracy and attention to detail;
- Computer skills with high proficiency in excel and accounting packages;
- Good networking, interpersonal, communication and reporting skills;

POST/TITLE:	REGIONAL COORDINATOR
NO. OF VACANCIES:	TWO (2)
AGE:	35 YEARS & ABOVE
DUTY STATION:	GULU, MOROTO
REPORTS TO:	NATIONAL PROGRAMME COORDINATOR
LENGTH OF CONTRACT:	2 years with the possibility of extension subject to performance and available funding

JOB PURPOSE:

The DINU Regional Coordinator will be responsible for managing and coordinating on a day-to-day basis the DINU programme and the DINU Project Management Unit (PMU) and OPM in Gulu, to

ensure the achievements of the DINU objectives and related implementation. He/she will work in close collaboration with the Technical Advisor of the Technical Assistance Team, located in Gulu and under the overall supervision of the DINU National Programme Coordinator located at the Kampala Office.

DUTIES AND RESPONSIBILITIES:

- Ensure proper and timely programme planning, budgeting, implementation and reporting in line with the DINU objectives, the overall DINU requirements, and 11th EDF rules and procedures;
- Identify in close collaboration with District Local Governments and implementing partner's suitable interventions in line with the Financing Agreement, existing policies, district development plans and best practices, and ensure their timely and quality execution;
- Prepare and manage in consultation with the Kampala PMU, tenders for works, supplies and service contracts according to 11th EDF rules and procedures;
- Plan, coordinate and execute the monitoring and reporting of programme outputs and results in line with the DINU's monitoring tools and guidelines;
- Build capacity of District Local Governments and implementing partners to technically and financially execute, monitor and report on (grant) contracts with the PMU/OPM;
- Represent DINU in meetings with regional and district authorities, implementing partners and other programmes in the region;
- Coordinate and manage the day-to-day operations of the PMU DINU to ensure effective and efficient programme execution and rational use of programme resources;
- Supervise, coordinate, coach, motivate and appraise PMU staff to maintain a culture of professionalism, integrity and team work, and ensure staff performance;
- Perform any other duties as may be assigned by the National Programme Coordinator.

MINIMUM QUALIFICATIONS & WORKING EXPERIENCE:

- A Master's Degree in Development Studies, Economics, Agricultural or Environmental Science, Water or Civil Engineering, Project Management, Business Administration or other relevant area;
- Honours Bachelors in any above related area
- A minimum 10 years of practical experience in project/programme management, 5 years of which must be at senior managerial level in development projects.
- Proven working experience with Local Governments, NGOs, and grass roots communities in terms of grant management, guiding, coaching and training.
- Proven experience with systems and procedures of donor funded programmes; experience with EDF (EU) systems and procedures is an added advantage.

COMPETENCIES:

- A self-motivated and self-managed person, who is results - oriented, with the ability to work under minimal supervision and high pressure;
- Postgraduate qualification in project planning and management;
- Qualifications/training in monitoring and evaluation;

- Proven planning, monitoring, evaluation and reporting skills;
- Proven experience in human resource management, in terms of administration, individual coaching, mentoring and team management;
- Good networking, interpersonal, communication and reporting skills;
- Willingness to travel widely within the project areas;
- Good spoken and written English and ability to effectively follow oral and written instructions.
- Excellent computer skills.

POST/TITLE:	PROGRAMME OFFICER AGRIBUSINESS
NO. OF VACANCIES:	ONE (1)
AGE:	30 YEARS & ABOVE
DUTY STATION:	GULU
REPORTS TO:	REGIONAL COORDINATOR
LENGTH OF CONTRACT:	2 years with the possibility of extension subject to performance and available funding

JOB PURPOSE:

The Programme Officer Agribusiness (Agriculture & Enterprise Development) will provide strategic direction and systematic planning, supervision, monitoring and reporting on all agriculture and agribusiness related interventions under DINU. He/she will work under the direct supervision of the DINU Regional Coordinator and receives technical support and backstopping from the Technical Advisor of the DINU Technical Assistance Team.

DUTIES AND RESPONSIBILITIES:

- Develop in close consultation with the Regional Coordinator, the Technical Advisor, and the district local governments, an overall intervention strategy for coordination, monitoring and support of public/ private agriculture and agribusiness components of DINU in line with the Financing Agreement;
- Identify in close collaboration with District Local Governments and implementing partners and private sector individuals and organizations suitable agricultural and agribusiness interventions based on existing policies, district development plans and best practices, and ensure their timely and quality execution;
- Undertake regular visits to the districts and communities to support the implementation of activities under DINU to ensure adherence to implementation guidelines, targets, time schedules and sector standards and norms;
- Assist the Regional Coordinator in preparing and supervising of public and private agriculture and agri-business-oriented tenders and calls for proposals and subsequent (grant) contracts;
- Assist the Regional Coordinator in monitoring and reporting of programme outputs and results in line with the DINU's monitoring tools and guidelines;
- Build capacity of District Local Governments and implementing partners to engage with

- private sector activities and to technically execute, monitor and report on (grant) contracts;
- Represent - as assigned by the Regional Coordinator - DINU in meetings with regional and district authorities, implementing partners and other programmes in the region;
- Assist the Regional Coordinator in preparing annual and quarterly work plans, budgets and reports for DINU;
- Contribute to program monitoring, evaluating, and periodic reporting;
- Provide coordination and technical support in finalization, dissemination and launch of the call for proposals relating to agri business and their implementation/operational guidance at the district and community levels;
- Perform any other duties as may be assigned by the Regional Coordinator.

MINIMUM QUALIFICATION & WORKING EXPERIENCE:

- Postgraduate degree in Agricultural Economics, Agribusiness or a related field;
- Honours Bachelors' degree in Rural Development, Agriculture, Economics or a related field;
- Qualifications/training and proven experience in project planning, monitoring and reporting;
- A minimum of 5 years, of relevant professional experience in the agricultural sector, at community level with farmer groups and organizations in a wide range of institutional environments;
- At least 3 years in a senior position in community livelihoods improvement projects/programmes;
- Experience in VSLA methodology;
- Experience with agricultural financing, value chain development and public/private sector partnerships will be a significant advantage;
- Experience with donor funded programmes and EDF procedures will be an added advantage.

COMPETENCES:

- A self-motivated, results-oriented person with impeccable integrity, and the ability to work under minimal supervision, with a high sense of duty and during long and irregular hours;
- Excellent analytical, participatory and communication skills, both orally and in writing;
- Excellent inter-personal and team-building skills;
- Fully computer literate;
- Willingness to travel widely within the project area;
- Knowledge of the local language(s) will be an added advantage.

POST/TITLE:

PROGRAMME OFFICER NUTRITION

NO. OF VACANCIES:

ONE (1)

AGE:

30 YEARS & ABOVE

DUTY STATION:

GULU

REPORTS TO:**REGIONAL COORDINATOR****LENGTH OF CONTRACT:****2 years with the possibility of extension subject to performance and available funding****JOB PURPOSE:**

Responsible for developing and promoting community-based nutrition initiatives and provide technical advice and guidance on nutrition strategies, programme design and implementation of all nutrition related aspects of the programme. He/she will perform the duties under direct supervision of and in close consultation with the Regional Coordinator, PMU as well as in cooperation with the Technical Advisor of the DINU Technical Assistance Team.

DUTIES AND RESPONSIBILITIES:

- Assess nutritional, food security and livelihoods aspects of in the beneficiary region and provide recommendations on appropriate response;
- Design and conduct nutrition and food security assessments and communicate the nutrition situation clearly and effectively to implementing partners and other stakeholders;
- Assist in aligning nutrition activities with national nutrition strategies and programmes and promote coherence of nutrition approaches, in close coordination and collaboration with Government institutions and implementing partners;
- Analyze and advise in program implementation modalities (targeting criteria, mobilization modalities, local partnerships, monitoring systems, staff schedules, etc.);
- Work with implementing partners, districts and local NGOs, at the district and community to enhance integration of nutrition interventions;
- Provide technical support and guidance to implementing partners, technical working groups on nutrition and community mobilization specialists in the implementation of nutrition and food security services at community level;
- Provide technical advice to the PMU on nutrition specific and nutrition sensitive programme and policy issues including assessment and data analysis, the choice of objectives, activities, transfer modalities and commodity choice for nutrition specific and food security interventions;
- Support the strengthening of local nutrition initiatives, including the development of local policies related to nutrition as well as nutrition strategies, action plans, protocols and guidelines in line with the current evidence;
- Contribute to program monitoring, evaluating, and periodic reporting;
- Provide support for operational partnerships, including inter-agency collaboration, to ensure a strong multi-sectorial response to nutrition in both emergency and non-emergency settings;
- Support interventions and strategies that aim to improve nutrition amongst children, adolescents and adults living with HIV in the supported facilities;
- Provide coordination and technical support in finalization, dissemination and launch of the call for proposals relating to nutrition interventions and their implementation/operational guidance at the district and community levels;

- Perform any other duties as may be assigned by the Regional Coordinator.

MINIMUM QUALIFICATION & WORKING EXPERIENCE:

- Postgraduate degree in Agricultural Economics, Nutrition or a related field;
- Bachelors' degree in Nutrition or a related field;
- A minimum of 5 years, of relevant professional experience in implementing health and community based nutrition interventions;

COMPETENCES:

- Proven experience in a food and nutrition initiative among pastoralist and nomadic population will be an added advantage.
- A self-motivated, result-oriented person with impeccable integrity, and the ability to work under minimal supervision, with a high sense of duty and during long and irregular hours;
- Excellent analytical, participatory and communication skills, both orally and in writing;
- Excellent inter-personal and team-building skills;
- Fully computer literate;
- Willingness to travel widely within the project area;
- Knowledge of the local language(s) will be an added advantage.

POST/TITLE:

PROGRAMME OFFICER GOVERNANCE

NO. OF VACANCIES:

ONE (1)

AGE:

30 YEARS & ABOVE

DUTY STATION:

GULU

REPORTS TO:

REGIONAL COORDINATOR

LENGTH OF CONTRACT:

2 years with the possibility of extension subject to performance and available funding

JOB PURPOSE:

Responsible for assisting the local governments in the beneficiary region in strengthening institutional capacity in several thematic areas such as participatory planning and budgeting; responsive and effective people-centered service delivery; local government financial management and conflict mitigation and conflict prevention and supporting advocacy engagements. He/she will perform the duties under direct supervision of and in close consultation with the Regional Coordinator DINU, PMU as well as in cooperation with the Technical Advisor of the DINU Technical Assistance Team.

DUTIES AND RESPONSIBILITIES:

- Providing technical guidance to the implementing departments in MOLG and the Local Governments in identifying, prioritizing, planning, implementation and commissioning of activities under the Governance components of the DINU programme and its objectives as to ensure that they comply with the minimum standards of service delivery;

- Support planning, budgeting, implementing and monitoring of programs and programmatic interventions in the local governance area as per approved work plans, tracking use of financial resources;
- Support partner organizations mapping and needs assessment and identifying and facilitating the planning of relevant mitigation mechanisms in accordance with community priorities and building local democracy strategies;
- Engage in coordination of programme planning and implementation with partners, executing agencies and government counterparts;
- Provide coordination and technical support in finalization, dissemination and launch of the call for proposals relating to governance interventions and their implementation/operational guidance at the district and community levels;
- Contribute to program monitoring, evaluating, and periodic reporting;
- Providing technical support to the target communities to strengthen the demand side of governance at the local level; Government agencies and civil society on local economic development;
- Support advocacy engagements to influence building local democracy practice and policies in favor of vulnerable, excluded and poor people in line with the DINU objectives;
- Perform any other duties as may be assigned by the Regional Coordinator.

MINIMUM QUALIFICATION & WORKING EXPERIENCE:

- Postgraduate qualification in any of the above fields;
- Bachelors' degree in Economics, Public Administration, Development Studies, Social Administration and Social Policy, Political Science or a related field;
- A minimum of 5 years, of experience in local governance, community development mobilization, decentralization management, local government finance, customary land management, policy and research or advocacy

COMPETENCES:

- Knowledge of decentralization governance, public finance management practices, land management or advocacy/advancing a policy-oriented agenda.
- A self-motivated, result-oriented person with impeccable integrity, and the ability to work under minimal supervision, with a high sense of duty and during long and irregular hours;
- Excellent analytical, participatory and communication skills, both orally and in writing;
- Public speaking and presentation skills
- Excellent inter-personal and team-building skills;
- Fully computer literate;
- Willingness to travel widely within the project area;
- Knowledge of the local language(s) will be an added advantage.

POST/TITLE:

FINANCE AND ADMINISTRATION OFFICER

NO. OF VACANCIES:	TWO (2)
AGE:	30 YEARS & ABOVE
DUTY STATION:	GULU
REPORTS TO:	REGIONAL COORDINATOR
LENGTH OF CONTRACT:	2 years with the possibility of extension subject to performance and available funding

JOB PURPOSE

Responsible for the effective and efficient administration, financial record keeping and performing clerical accounting roles in the programme office in Gulu. He/She will undergo the overall supervision and guidance of the Regional Coordinator DINU/PMU and is supported by the Finance and Contracts Officer and the Finance and Administration and the DINU Technical Advisor.

DUTIES AND RESPONSIBILITIES

- Manage the central archive, ensuring that all documents are properly filed and retrievable according to an agreed administrative system;
- Carry out stores and assets management, and procure office supplies as and when required;
- Maintain equipment and transport fleet in excellent and safe operational condition; and organize their use or movement in a rational and efficient manner and maintain an up-to-date record of their use and record in the asset register;
- Coordinate the logistical requirements for organizing workshops, meetings and appointments, organise materials, produce and distribute documents, make appointments, and take minutes;
- Check, code and process payment requests and accountabilities in conformity with EDF and programme guidelines;
- Maintain accounting system embracing all programme transactions and as per programme estimates;
- Manage petty cash, keep a basic cashbook, produce bank/cash, expenditure and fund balance reports and operate as a bank agent, according to procedures set by the liaison office;
- Provide for basic Human Resource support, documentation and staff welfare;
- Ensure the overall maintenance and tidiness of the Programme Office;

MINIMUM QUALIFICATIONS & WORKING EXPERIENCE:

- Honours Bachelor's degree in Commerce, Business Administration or its equivalent, plus professional accounting qualifications, like ACCA or CPA, up to stage II level or completed an accounting technician course from a professional accounting body;
- A minimum of 5 years, of relevant working experience in office administration of which at least 2 years in a senior position;
- Proven experience with basic administration and accounting practices;

COMPETENCES REQUIRED:

- A self-motivated, result-oriented person with impeccable integrity, and the ability to work under high pressure and to meet deadlines;

- Analytical skills, thoroughness, accuracy and attention to detail;
- A high level of interpersonal and management skills and ability to work with persons at all levels in the organization;
- Computer literacy with high proficiency in MS Word and Excel;
- Good spoken and written English and ability to effectively follow oral and written instructions.

POST/TITLE:	PROGRAMME ENGINEER
NO. OF VACANCIES:	ONE(1)
AGE:	30 YEARS & ABOVE
DUTY STATION:	MOROTO
REPORTS TO:	REGIONAL COORDINATOR
LENGTH OF CONTRACT:	2 years with the possibility of extension subject to performance and available funding

JOB PURPOSE:

Responsible for ensuring successful implementation of infrastructure-related activities based on approved government and EDF guidelines. He/she will be responsible for coordination, monitoring and collaboration for all infrastructure projects funded by DINU. He/she will work closely with the district technical departments and community-based management structures to ensure frequent monitoring of works during implementation. He/she will perform the duties under direct supervision of and in close consultation with the Regional Coordinator, PMU as well as in cooperation with the Technical Advisor of the DINU Technical Assistance Team.

DUTIES AND RESPONSIBILITIES:

- Prepare technical specifications of contracts and ensure that building and other structural plans are approved prior to their implementation.
- Responsible for preparing tender documents, leading the technical evaluation process, preparation and management of contracts and implementation agreements in collaboration with District Technical Teams (DTT) and Regional Coordinator
- Responsible for certification of works accomplished in relation to the programme support.
- Design and implement effective systems for monitoring and supervision for construction of infrastructure projects, technical advice on infrastructural development activities to the PMU, districts and other stakeholders;
- Liaise with Districts to conduct effective review of project applications by local government within appraisal budgets that are appropriate to the implementation of each respective project;
- Coordination and collaboration with engineering consultants during the design and implementation of infrastructural projects at various project stages and preparation of periodic reports;
- Provision of inputs for the infrastructure component of the Programme Estimates of the PMU

in line with the procurement guidelines of the programme.

- Plan and prepare monitoring and supervisory visits that ensure high quality of construction. Responsible for monitoring and supervision of all development works together with District Technical Teams (DTT);
- Networking with relevant line ministries to ensure projects are implemented within the Government of Uganda policies;
- Preparation of regular status reports on all matters concerning infrastructure development
- Support PMU in procurement, management of engineering services, responsible for the identification of rehabilitation, and maintenance of needs, production and review of cost estimates, technical specification and schedule of materials, labour and transport, tools, furniture and bills of quantities for development of proposals in collaboration with DTT
- Responsible for establishing effective maintenance systems for infrastructure in collaboration with partner districts and local communities
- Support in tendering, preparation and management of contracts and implementation agreements.
- Responsible for certification of works accomplished in relation to the programme support
- Identify, implement and promote alternative cost-effective technologies;
- Perform any other related duties as may be assigned by the Regional Coordinator

MINIMUM QUALIFICATION & WORKING EXPERIENCE:

- Honours Bachelors' degree in Civil Engineering or a related field;
- A Masters' degree in an engineering discipline is of added advantage;
- At least 7 years' experience or more in supervising or managing multiple civil works projects and contract administration;
- Must be registered with the Uganda Institution of Professional Engineers (UIPE), with a minimum of 6 years working experience with at least three at supervisory level in civil works, preferably with donor funded programmes/NGOs or Central/Local Government;
- Knowledge of EDF procedures will be an added advantage.

OTHER REQUIREMENTS:

- Training and experience in project planning and management;
- A self-motivated, result-oriented person with impeccable integrity, and the ability to work under minimal supervision;
- Excellent analytical, participatory and communication skills.
- Experience in project management and/or monitoring of community capacity building programmes.
- Excellent inter-personal and team-building skills;
- Computer skills in MS Word, Excel, Auto card to quantify and illustrate routine financial reports, statements, and/or projections with knowledge of computerized accounting systems;
- Willingness to live in and travel widely in the Northern Uganda;

- Familiarity with decentralization and local government processes, especially policies in relation to supervising and managing infrastructure projects.
- Have concern for work quality and their standards;
- Person with good ethical conduct and high integrity.

POST/TITLE: PROGRAMME OFFICER GOVERNANCE & COMMUNITY DEVELOPMENT

NO. OF VACANCIES: ONE (1)

AGE: 30 YEARS & ABOVE

DUTY STATION: MOROTO

REPORTS TO: REGIONAL COORDINATOR

LENGTH OF CONTRACT: 2 years with the possibility of extension subject to performance and available funding

JOB PURPOSE:

Work in collaboration with local government authorities in the beneficiary districts in participatory planning for strengthening institutional capacity in several thematic areas such as participatory planning and budgeting that is gender responsive; responsive and effective people-centered service delivery. The officer will be responsible for community mobilization, designing appropriate trainings to enable communities in the programme areas as to increase their business skills in developing profitable businesses. He/she will perform the duties under direct supervision of and in close consultation with the Regional Coordinator DINU, PMU as well as in cooperation with the Technical Advisor of the DINU Technical Assistance Team.

DUTIES AND RESPONSIBILITIES:

- Providing technical guidance to the implementing departments-of the local governments in the development and implementation of capacity building work plans in line with DINU programme guidelines and the district development plans.
- Work in consultation with the local government and other responsible authorities in the communities to identify, train and monitor the effective involvement of communities in DINU implementation based on a participatory approach.
- Prepare reference materials for training of the community-based project management communities at community level to contribute to attaining a sustainable management, operation and maintenance of various investments implemented under DINU
- Support planning, budgeting, implementing and monitoring of programs and programmatic interventions in the local governance area as per approved work plans, tracking use of financial resources;
- Ensure that the district focal point officers for DINU are well orientated on the project selection and prioritization criteria and on guidelines for programme implementation;
- Participate in the sector coordination activities organized at the district and regional levels aimed at harmonization of interventions by the different development actors.

- Provide coordination and technical support in finalization, dissemination and launch of the call for proposals relating to governance interventions and their implementation/operational guidance at the district and community levels;
- Contribute to program monitoring, evaluating and periodic reporting;
- Providing technical support to the target communities to strengthen the demand side of governance at the local level; Governments and civil society on local economic development;
- Ensure that cross-cutting issues of HIV, Gender, environment and good governance are integrated into project design, planning, implementation and monitoring and evaluation;
- Perform any other duties as may be assigned by the Regional Coordinator.

MINIMUM QUALIFICATION & WORKING EXPERIENCE:

- Minimum of Honours Bachelors' degree in Social Sciences, Social Work and Social Administration, Development Studies, rural development, Economics or any other related field;
- Postgraduate qualification in any of the above fields;
- A minimum of 5 years, of working experience in development organizations, in the areas of local governance, community development, decentralization management, local government finance, customary land management, policy and research or advocacy
- Experience with donor funded programmes especially EDF procedures will be an added advantage.

COMPETENCES:

- Knowledge of decentralization governance, public finance management practices, land management or advocacy/advancing a policy-oriented agenda.
- A self-motivated, result-oriented person with impeccable integrity, and the ability to work under minimal supervision, with a high sense of duty and during long and irregular hours;
- Excellent analytical, participatory and communication skills, both orally and in writing;
- Public speaking and presentation skills
- Excellent inter-personal and team-building skills;
- Fully computer literate;
- Willingness to travel widely within the project area;
- Knowledge of the local language(s) will be an added advantage.

POST/TITLE:	PROGRAMME PARTNERSHIP OFFICER
NO. OF VACANCIES:	ONE (1)
AGE:	30 YEARS & ABOVE
DUTY STATION:	MOROTO
REPORTS TO:	REGIONAL COORDINATOR
LENGTH OF CONTRACT:	2 years with the possibility of extension subject to performance and available funding

JOB PURPOSE:

Responsible for coordinating DINU implementing partners to strengthen the horizontal and vertical linkages through encouraging well designed interventions complementary to each other; to realize a holistic stream of programme benefits to the target beneficiaries in the districts. He/she should support the mapping of DINU and other development partners' interventions to facilitate harmonized planning and reporting. His/her interaction with partners will be based on DINU communication guidelines and with support from the programme's technical assistance team. He/she will perform the duties under direct supervision of and in close consultation with the Regional Coordinator, PMU as well as in cooperation with the Technical Advisor of the DINU Technical Assistance Team.

DUTIES AND RESPONSIBILITIES:

- Ensure that DINU implementing partners manage their components/grants in line with the 11th EDF guidelines and that grant activities and their locations are complementing those that are planned under other DINU objectives.
- Conduct frequent field monitoring visits to project sites to oversee performance of DINU partners and provide recommendations to the PMU on how to improve the effectiveness of the grant actions.
- Review DINU implementing partners' reports and conduct activity verifications at project sites to ascertain whether they offer value for money; and where appropriate, recommend actions to improve implementation.
- Maintain a strong and interactive relationship with implementing partners through joint planning and review meetings as well as organizing periodic joint monitoring of their projects with government authorities.
- Assist the Regional Coordinator in ensuring timely submission of implementing partners' plans and progress reports; extracting inputs from them for use in DINU progress reporting to OPM and the PMU/TA-office
- Ensuring that cross cutting issues of HIV, Gender, environmental conservation and good governance are integrated into project design, planning, implementation and monitoring and evaluation;
- Perform any other duties as may be assigned by the Regional Coordinator.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Post graduate degree in a relevant area: Public Management, Public Finance, Public Administration, Political or Social Services, Development Studies, or any other relevant area.
- Honours Bachelors' degree in any of the following areas: Social Works and Social Administration, Rural Development, Social Sciences, Economics or a related field from a recognized university.
- Minimum 5 years, of working experience in public administration, decentralization, community development, with special emphasis on local governance and local institutions in rural development areas of Uganda.

