



## OFFICE OF THE PRIME MINISTER

### Development Response to Displacement Impact Project (DRDIP)

#### VACANCY ANNOUNCEMENT

The Government of Uganda received a loan from the World Bank towards the Development Response to Displacement Impact Project (DRDIP). The Project is intended to improve access to social services, expand economic opportunities and enhance environmental management for host communities in the targeted areas of Uganda; in the districts of Arua, Adjumani, Yumbe, Koboko, Moyo, Lamwo, Hoima, Kamwenge, Isingiro, Kiryadongo and Kyegegwa. The project has components which include (i) Social and Economic Services and Infrastructure; (ii) Sustainable Environmental Management; (iii) Livelihoods Program; and (iv) Project Management including Monitoring and Evaluation, and Regional and National Institutional Support.

DRDIP will be executed under the supervision of Office of the Prime Minister. To ensure effective project implementation, Office of the Prime Minister invites applications from suitably qualified Ugandans to fill the following vacant positions existing in DRDIP project.

Post/Title	Reference No.	No. of Vacancies	Duty Station
Communications Officer	001/DRDIP/CO	1	Kampala
Livelihoods Officer	002/DRDIP/LO	1	Kampala

- Post** : Communications Officer

**Salary** : Attractive

**No. of posts** : One (1)

**Duration** : Two (2) years Contract renewable upon satisfactory performance and availability of funds

**Duty Station** : Kampala

**Reports to** : Project Manager DRDIP

**Job Purpose:**

To assist project management and facilitate timely and regular information dissemination and sharing among stakeholders on project implementation issues to ensure effective stakeholder participation, strong management mechanisms and efficient service delivery.

**Qualifications:**

- (i) Applicants should be Ugandans holding an honors' degree in any of the following areas: Mass Communication/ Journalism.
- (ii) Master's degree in Mass Communication, Journalism or related field.
- (iii) Qualifications or training in public relations would be an added advantage.
- (iv) At least eight (8) years of professional experience in Development or Corporate Communications at a senior position in government public or private organizations, international agencies or other relevant reputable development institutions.

**Competencies:**

- (i) Experience in communication and media relations, media campaigns and promotional material development
- (ii) Experience in using a wide range of communication tools in print, broad casting, electronic and traditional media
- (iii) Experience in working with grass roots communities, non-governmental organizations multilateral bilateral development agencies and government.
- (iv) Excellent communication skills (verbal and written)
- (v) Should be able to work with minimum supervision and deliver under pressure
- (vi) Exhibit high level of integrity and ethical code of conduct

**Duties and responsibilities:**

- (i) Refine/develop and supervise the implementation of the DRDIP Communication Strategy in line with the Project Development Objective;
- (ii) Assess information needs of the stakeholders and prepare targeted messages on Project issues
- (iii) Work in close coordination with communities being funded under the Project in determining information needs/rights of access to community assets established or support provided to the community.
- (iv) Coordinate the development and production of IEC materials in liaison with the various Programme Specialist and stakeholders to ensure quality and timely dissemination.
- (v) Monitor and evaluate the implementation of the communication strategy

- (vi) Liaise with print/electronic media on promotion of the Project activities.
- (vii) Work with traditional media groups to disseminate Project messages through songs, drama and theatre.
- (viii) Promote a positive culture and image of the Project and market the Project for greater visibility and access of the target population
- (ix) Establish and maintain a website for the Project in liaison with the IT Specialist
- (x) Review the information on the Project website and provide content development support and ensure website promotion on a regular basis
- (xi) Organize media events such as press conferences, talk-shows, interviews of key Project staff and stakeholders on public and private media.
- (xii) Supervise the development of printed, multimedia and/or web-based publications (case studies, research reports, project updates, newsletters etc.) and provide quality control in line with the Project corporate identity standards
- (xiii) Establish and maintain the Project Resource Centre
- (xiv) Generate specific outputs (deliverables) as determined from time to time in the respective projected work plans for each quarter.
- (xv) Performing any other duties as may be assigned from time to time

<b>2. Post</b>	: Livelihoods Officer
<b>Salary</b>	: Attractive
<b>No. of posts</b>	: One (1)
<b>Duration</b>	: Two (2) Years Contract renewable upon satisfactory performance and availability of funds
<b>Duty Station</b>	: Kampala
<b>Reports to</b>	: Project Manager

### **Job Purpose:**

To provide strategic direction and ensure systematic planning and implementation of Project activities under the livelihoods sector of DRDIP Component

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

## **Qualifications:**

- i. BSC in Agriculture Economics, BA Micro Finance and Community Development, BA SS Economics from a recognized University
- ii. Must have three (3) years of relevant experience of working on Community empowerment, social protection interventions, Household Income Support and livelihoods programs

## **Competencies:**

- i. Possession of skills in community engagement and participatory support
- ii. Extensive knowledge and understanding of livelihood development processes including community mobilization, targeting, group formation, training, business plan development, management and monitoring of livelihood sub-projects etc.
- iii. Excellent project management skills, and should have demonstrated similar skills in the past.
- iv. Ability to work in teams and collegial attitude.
- v. Strong writing skills especially in English language.
- vi. Proficient in using MS word, Excel, PowerPoint and internet.

## **Duties and Responsibilities**

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

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

#### **SUBMISSION OF APPLICATIONS:**

Applications accompanied by the job reference number, 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: **Tuesday, 30<sup>th</sup> April 2019 at 5:00 pm.**

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

Wanjala Joel  
**FOR: PERMANENT SECRETARY**