



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



VACANCIES ANNOUNCEMENT

In 2021, the European Union approved Phase 2 of the National Information Platform for Nutrition (NIPN) to specifically consolidate and institutionalize it in Uganda by strengthening its strategic and analytical capacity to produce disaggregated information for more effective decision making.

The Office of the Prime Minister plans to recruit critical staff to support the implementation of the second phase of NIPN as well as Uganda Nutrition Action Plan.

The Office of the Prime Minister therefore invites suitably qualified Ugandans to submit written applications to fill the following positions in the Project Management Unit:

Post/Title	No of Vacancies
Senior Policy Advisor	1
Monitoring and Evaluation Officer	1
Nutrition Officer	1
Communications Officer	1

Duty Station : **Kampala**  
Type and Duration of contract : **Fixed term for a period of 2 Years**  
Probationary Period : **6 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, and 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: **4<sup>th</sup> October, 2022 at 5:00 p.m.**

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



Keith Muhakanizi  
**PERMANENT SECRETARY**

## **FIND BELOW THE DETAILED JOB SPECIFICATIONS AND JOB DESCRIPTIONS**

<b>POST</b>	:	<b>Senior Policy Advisor</b>
<b>DURATION OF EMPLOYMENT</b>	:	<b>2 Years</b>
<b>SALARY SCALE</b>	:	<b>Project Scale</b>
<b>REPORT TO</b>	:	<b>Project Director</b>

### **MINIMUM QUALIFICATION AND WORKING EXPERIENCE**

The Senior Policy Advisor will have an Honours Bachelor's Degree in Public Policy; or Social Sciences majoring in Sociology; or Social Administration; or Economics; or Political Science and Public Administration; with a paper in Policy Analysis and Planning; or an Honours Bachelor's Degree in Economics; or Quantitative Economics; or Economics and Statistics; or an Honours Bachelor's Degree in Statistics plus a Master's Degree in Public Policy; or Economic Policy and Planning; or Economic Policy Management or global health policy, or food security and nutrition governance, ideally with a strong focus on developing countries

The Policy Advisor should have at least 10 years of relevant practical experience of working in a policy development, analysis and implementation 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. 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



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## DUTIES

The main function of the position is 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. The main responsibilities are:

1. To support the Project Director and Project Coordinator in the OPM to deliver the objectives of the National Information Platform for Nutrition project.
2. To guide, facilitate and support the work of other MDAs that are members of the inter-sectoral Policy Advisory Committee to identify and priorities 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
3. To undertake policy analysis; translate the findings into policy briefs and support staff of the OPM and ministries to undertake policy analysis for nutrition.
4. Disseminate the output of the analysis to policy analysis officers for relevant MDAs to promote the work of NIPN and explain the implications for policies and programmes.

5. 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
6. To promote and disseminate the work and findings of the analysis within government so that decision makers are aware of the potential impact of investments in programmes and interventions
7. 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.

**POST** : **Monitoring and Evaluation Officer**  
**DURATION OF EMPLOYMENT** : **2 Years**  
**SALARY SCALE** : **Project Scale**  
**REPORT TO** : **Project Director**

#### **MINIMUM QUALIFICATION AND WORKING EXPERIENCE**

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Quantitative Economics; or Economics; or Statistics; or Mathematics; or Policy Analysis; or Social Sciences, Commerce plus a minimum of a Post Graduate Diploma in Monitoring and Evaluation, Economics or Policy and Planning, Project Planning and Management, or a related discipline obtained from a recognized University/ Institution.

Applicants should have:

1. At least 6 years of professional experience in Planning Processes, Policy Analysis, Monitoring and Evaluation or Performance Management including experience in developing and refining Theories of Change, Results Chains and Results Frameworks, indicator selection, baseline assessments, and setting targets
2. Demonstrable experience of not less than 5 years in supporting multi-sectoral programmes and partners to develop and operationalize a MEAL plan

3. At least 4 years of using both qualitative and quantitative data collection/ research techniques in health and/ or nutrition
4. Field experience at national and sub-national level work environments with good working knowledge of UNAP implementation at national and local government level being an added advantage.

## DUTIES

The Office of the Prime Minister is seeking to recruit a Monitoring and Evaluation officer to support the UNAP secretariat during the second phase of the NIPN project. The M&E Officer will support and strengthen the capacity of the UNAP secretariat to monitor and coordinate the implementation of the MEAL Plan for UNAP II. The officer will provide support to the following key actions:

1. Periodically monitor and track implementation of the UNAP II MEAL plan to inform programme decisions for the Multi-Sectoral Nutrition Technical Coordination Committee.
2. Support stakeholder meetings to routinely review performance of UNAP II against the set standards and targets
3. Work closely with relevant M&E focal points in the different OPM departments e.g. Disaster preparedness, Strategic

Coordination Implementation (SCI), Nutrition related projects/ programs to ensure relevant nutrition sensitive actions contribute to the UNAP MEAL

4. Support the mapping of relevant nutrition indicators to inform the Government Annual Performance Report (GAPR) and subsequent dissemination of Nutrition Extract reports to key stakeholders
5. Lead the preparation and generation of progress reports on a quarterly and annual basis for UNAP Secretariat
6. Support supervision for functionality assessment at the OPM and SUN Networks.
7. Provide technical assistance to the UNAP secretariat in terms of concept development, methods, data management, etc. for any identified areas of research under UNAP II



8. Working closely with the Knowledge Management Officer at OPM, support development and dissemination of Nutrition related knowledge products and analytical briefs for the UNAP secretariat
9. Working closely with the UNAP Nutrition Officer, monitor and provide regular updates on the UNAP II Implementation Road map
10. Generate concept notes and terms of reference for midterm review and end term evaluation of UNAP II
11. Support the development of the training packages of the UNAP II MEAL plan
12. Support training of OPM and SUN networks staff on UNAP II MEAL plan.

**POST : Communications Officer**  
**DURATION OF EMPLOYMENT : 2 Years**  
**SALARY SCALE : Project Scale**  
**REPORT TO : Project Director**

#### **MINIMUM QUALIFICATION AND WORKING EXPERIENCE**

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Mass Communication; or Journalism; or Communication Studies; or Public Relations; or Public Administration; or International Relations; or Arts; or Law; or Social Sciences; or a relevant field of study from a recognized University / Institution plus a Post Graduate Diploma in Mass Communication; or Journalism; or Communication Studies; or Public Relations.

At least 7 years' experience of successful professional experience as a communications officer, with a specialist interest in science, agriculture or health. A specific interest in food security or nutrition would be useful.

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 organizational 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.

## **DUTIES**

The Communications Officer is responsible for:

1. Developing and implementing the project communication and visibility plan and for branding, editing and promoting the work of the NIPN.
2. Working closely with the Project Director, Project Coordinator and Senior Policy Advisor and other team members, to design communication materials to translate NIPN 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.
3. Disseminate these communication materials through the best channels to reach their targets in the most appropriate format.
4. Liaise with service providers such as editors, graphic designers, printers, etc., to produce communication tools and project documents.
5. Work with the web managers of the OPM and UBOS to keep the NIPN web pages up-to-date.
6. Manage communications about events organized by the NIPN teams to ensure that they are given a high profile in the country, when necessary.
7. Prepare briefings for the press about the findings of the NIPN analysis.

**POST** : **Nutrition Officer**

**DURATION OF EMPLOYMENT** : **2 Years**

**SALARY SCALE** : **Project Scale**

**REPORT TO** : **Project Director**

## **MINIMUM QUALIFICATION AND WORKING EXPERIENCE**

Applicants should be Ugandans in possession of an Honours qualifications: Bachelor's Degree in Advanced Degree in Applied Human Nutrition; Public



Health Nutrition or a related discipline obtained from a recognized University/ Institution. Applicants should have:

1. At least 5 years of professional experience in the multi-sectoral nutrition field, a good knowledge and understanding of multi-sector nutrition approach is an asset.
2. At least 3 years of professional experience in planning and implementing national nutrition or other multi-sectoral programmes in Government or non-governmental organizations/ development partners.
3. Field experience at national and sub-national level work environments with good working knowledge of UNAP implementation at de-centralized and National Level being an added advantage.
4. Experience in guiding policy processes and advocacy at national / subnational level;
5. Experience in facilitating multi-partner and multi-sector working groups in national settings
6. Proven ability to write policy briefs, technical reports and documents
7. Clear understanding of the Scaling up Nutrition roadmap and strategy 2022-2025
8. Ability to work in a multidisciplinary team and have the initiative to work independently to meet deadlines.

## **DUTIES**

The Officer will support and strengthen the capacity of the UNAP secretariat to coordinate the overall implementation of the Second Uganda Nutrition Action Plan (UNAP II).

The officer will provide support to the following key actions:

1. Support OPM to organize and keep record of regular meetings of technical, strategic and political nutrition coordination structures.
2. Organize and support the UNAP Secretariat to conduct field supervision and mentorship in the area of nutrition governance to the national coordination structures and SUN networks
3. Support the functionality of SUN NETWORKS including preparing their annual implementation plans, support supervision

4. Follow up with UNAP implementing MDAs and SUN Networks to submit of quarterly progress reports and produce a consolidated report.
5. Regularly track monitor the attainment of milestones in the UNAPII roadmap
6. Support the monitoring and or tracking of the implementation of the UNAP II Risk Matrix and provide regular updates
7. Work closely with focal points for nutrition relevant projects and programmes within OPM to foster complementarity with UNAP II implementation
8. Closely work with the UNAP M&E Officer to support the implementation of the UNAPII MEAL Plan
9. Work closely with the Knowledge Management Officer to support development and dissemination of Nutrition related knowledge products and analytical briefs arising out of the NIPN Policy cycle
10. Support the coordination of implementation of advocacy actions of the NACS II strategy
11. Collaborate with relevant stakeholders nationally, regionally and internationally to foster information exchange and learning x. Support the organization of Nutrition related events such as the National Nutrition Forum, among others
12. Coordinate the preparation of a consolidated annual nutrition work plan
13. Any other duties as may be assigned from time to time Required