



Link Community Development Uganda
Job and Person Specifications: Project Manager (Katakwi)

Job Title: Project Manager Katakwi

Overall purpose of job:

Lead in the implementation of the programme which aims to improve the capacity of schools, sub-counties and district to address the needs of displaced children and communities affected by conflict, helping to encourage and stabilize resettlement in three sub-counties: Ongongoja, Ngariam and Magoro in Katakwi District.

Reporting to: Senior Education Specialist

Location: Katakwi District Local Government - Department of Education

Working Hours: 8.30 am – 5.00 pm - Monday to Friday

Terms and Conditions

- The post is for a three year contract (*Upon satisfactory completion of a 6 month period of probation*)
- Starting salary Ug Shs 1,874,952/= gross taxable per month
- Health insurance
- Employers National Social Security Fund (NSSF) contribution
- Eligible for Ug Shs 1,000,000/= staff development allowance

Leave:

- 29 working days a year (Expectation of majority taken during school holidays and over Christmas break and New Year)

Core Responsibilities

- Providing overall leadership, management and general technical direction of a new programme in Katakwi District focusing on addressing the needs of displaced children and communities affected by conflict, helping to encourage and stabilize resettlement.
- Line management of all other LCD staff based in Katakwi district
- Preparing annual and quarterly workplans and reports

- Ensuring preparation of requests for cash and timely submission of accountability.
- Ensuring project achieves monitoring and evaluation plan targets
- Maintaining strong relationships with District and Sub-county officials, partners and other NGOs working in the district.
- Writing and editing of training materials
- Disseminating of experience from LCD projects to MoES and other partners
- Organising and participating in annual school data collection
- Ensuring preparation of reports at school, sub-county and district levels
- Facilitating School Performance Review meetings at school community level
- Supporting schools in preparation and implementation of School Development Plans
- Organising annual sub-county and district education conferences
- Delivering training to District officials, School Management Committees, Local Leaders, Head-teachers and Teachers.
- Training of school community groups on HIV / AIDS and skills for sustainable livelihoods
- Supporting schools and communities to establish demonstration gardens
- Delivering peace education in schools
- Implementing Child Friendly School activities in schools

Skills

Essential

- Knowledge of provision of education in post conflict setting in Uganda
- Organisational and project management skills
- Leadership skills and ability to motivate
- Strong research, analytical and writing skills, including clear narrative and report writing skills

- Community mobilisation skills
- Guidance and Counseling skills
- Skills in writing and editing of training materials
- Training and capacity building skills
- Monitoring and Evaluation skills
- Strategic Planning skills
- Knowledge and skills of establishing school /community demonstration gardens
- Skills in handling IDPs and community resettlement

Desirable

- Fluency in Ateso
- Typing speed of at least 30 words per minute
- Computer Literacy (Proficiency in MS Word, Excel and PowerPoint)
- Driving license

Experience

- At least 5 years experience in the education and / or NGO sector, with a proven record in project management and training.

Qualifications

- Degree in education from a recognized University
- Qualifications at least a certificate in Project Management
- Training (at least certificates) in areas relevant to the project such as: Agriculture, Health Sciences including HIV/AIDS, Peace Education, Counseling.

Added Advantages

- Experience in working on conflict management related issues
- Experience in addressing needs of internally displaced children and communities who have been affected by conflict and are resettling.

- Demonstrated experience in modern agricultural farming practices
- Training in HIV/AIDS management

The Person

- Pleasant, social, hardworking, with good interpersonal skills and spirit of team work / building
- Willingness to work and reside in a rural setting Katakwi District
- Self – motivated and able to work under minimum supervision
- Strong personality that is result driven

Note: The duties listed herein are intended to provide clarity regarding management expectations of performance. However they do not represent an exhaustive list. Duties may be changed from time to time, and employees are expected to respond to any other reasonable request for assistance made by the Programme Director.