



Lutheran World Federation (LWF) is part of the Lutheran World Federation Department for World Service (LWF-DWS), an international humanitarian and development agency. LWF Uganda works to reduce people's vulnerability, supporting them to realize their potential, to build on their assets, and to respond to their own problems and needs. LWF Uganda is currently operating in Pader, Kitgum, Lamwo, Adjumani, Moyo Luuka, Kamwenge, Kyangwali and Kampala Districts: Please check <https://www.lutheranworld.org> for more details

The LWF Uganda Program is looking for a mature, qualified and experienced persons to fill the following positions:

Job Title: Project Manager UNHCR Project
Duty Station: Kamwenge Sub Program
Reports to: Team Leader

Job Summary: To oversee the effective planning, implementation, and coordination of multi-sectoral Project interventions; The Project Manager will be responsible for overall project leadership in implementation, budget management, monitoring and evaluation, reporting, building collaborations and networks with District line departments and other development partners.

Duties and Responsibilities

Reporting directly to the Team Leader, the Project Manager's role will be to;

1. Provide technical and programmatic leadership to ensure quality implementation of the project activities and achievement of Project objectives.
2. Take lead in the coordination, planning and implementation of the UNHCR Project in Kamwenge subprogram; in line with the approved project documents and donor guidelines.
3. Design, establish and manage appropriate project monitoring and evaluation framework. Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards and donor requirements;
4. Prepare periodic project work plans, procurement plans and budget tracking tools in conjunction with other project participants to ensure appropriate and timely utilization of project resources
5. Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project;
6. Monitor cash flow projections and report actual cash flow and variance to Team Leader on a regular basis (monthly and quarterly);
7. Ensure that all the staffs under the UNHCR project understand the project, their performance outputs and have been appraised with appropriate documentation of performance.

8. Conduct regular visits to project sites to assess, verify and document project implementation against the expected outputs and outcomes stated in the log frame and ensure that donor requirements are met.
9. Prepare and submit regular progress reports to the Team Leader, as and when required and to the donor requirements

Required Qualifications, Skills & Competencies

- University Degree in Social Work, Social Sciences, Development or other relevant field of study.
- Post Graduate training in Project Planning and Management sound knowledge of Financial Management is an added advantage
- At least 5 years' experience in Project Management/Community Development programming,
- Proven knowledge and experience in developing and implementing community mobilization projects
- Familiarity with standards and guidelines for Environment, WASH, Livelihoods and Protection Interventions in both emergency and development setting
- Ability to exercise sound judgment, to remain flexible to a changing environment, and to make decisions independently
- Strong communication skills, both oral and written

Job Title: Legal Officer
Duty Station: Adjumani Sub Program
Reports to: Protection Coordinator

Duties and Responsibilities

Reporting to the Protection Coordinator, the Legal Officer will be responsible for;

1. Follow up refugee matters before the courts of law and offer advisory services to refugee;
2. Carry out prison visits and give legal counselling to suspects;
3. Work in collaboration with other partners, sector and government entities to organize, facilitate and support the mobile court within the assigned area of operation;
4. Develop and foster professional relationships with other NGOs and human rights organizations in Uganda and elsewhere;
5. Providing legal sensitization for staff, local communities and LWF stakeholders;
6. Provide the best possible legal aid including preparation of legal documents, legal assistance and in accordance with the aims and principles of LWF;
7. Actively encourage protection mainstreaming and a rights-based approach throughout all interventions in the assigned project area;
8. Prepare and submit weekly/monthly/quarterly and feature reports on legal issues in the settlement as required;
9. Collaborate with other LWF sectors and implementing partners in order to ensure smooth implementation of legal activities and coordination of efforts;

10. Advocate on behalf of beneficiaries to government authorities and civil society on issues related to rights of refugees, asylum seekers and other persons of concern.

Required Qualifications, Skills & Competencies

- University Degree in law & Diploma in Legal Practice with a valid practicing certificate
- Minimum 3 years' experience working with or representing asylum seekers/refugees;
- Knowledge or familiarity with UNHCR guidelines and procedures, an added advantage;
- Ability to exercise sound legal judgment with a demonstrated interest in human rights;
- Demonstrated compassion for refugees, asylum seekers, displaced people;
- Demonstrated ability to communicate effectively both orally and in writing;
- Demonstrated ability to work in a team as well as individually;
- Ability to deal with complex legal issues into reader-friendly and policy relevant language

Job Title: Protection Advisor

Duty Station: Kampala Head Office

Reports To: Emergency Operations Manager

Duties and Responsibilities:

- Promote collaborative working relationships among all the Program Staff implementing protection related activities (Child Protection, GBV, Legal and Psychosocial services) to support the delivery of effective, high quality humanitarian programmes in line with LWF's vision for humanitarian responses.
- Ensure that all protection programming is standardized in the Sub Programs responding to humanitarian needs of refugees, displaced or communities affected by natural disasters; ensuring that protection activities are of high technical quality, meet humanitarian standards and are flexible and responsive to contextual changes.
- Ensure that protection related projects design and implementation is consistent with LWF's quality and accountability standards, emergency guidelines, the Core Humanitarian Standard and that protection work meets Sphere Standards and other external quality commitments.
- Ensure all protection work includes a strong gender and child protection analysis and works to promote children and women's rights, including gender equity.
- Promote integrated, gender aware protection responses which demonstrate accountability to beneficiaries and are consistent with LWF policies and international quality standards
- Carry out protection analysis, develop the protection element of the response strategy and support program staff and or Protection Team to design appropriate interventions and approaches to protection.
- Participate in field assessments in order to include protection issues, and/or carry out specific protection assessments to inform decision making and program performance improvement.
- Provide guidance to Protection team in all sub programs on meeting safe programming minimum requirements (in line with Sphere Protection Principles and the Core Humanitarian Standard).
- Support the integration of specific protection activities into the humanitarian response forums (eg. into advocacy, coordination, information dissemination, features, newsletters etc.) including establishing internal referral processes.
- Ensure that protection-related internal and external reporting and donor requirements are met, and that reports are of a high quality and are submitted on time.

- Work closely with the field Protection Team to mainstream protection and gender principles through LWF programs.
- Build on and improve protection monitoring tools and reports allowing for actionable, informed decision-making, and context-appropriate project design.
- Develop positive and strong working relationships with protection stakeholders to ensure a coordinated protection response.
- Represent LWF in coordination meetings and working groups (Protection Working Group), and to donors, UN agencies, government officials, national civil society and NGOs.
- Support (in close collaboration with relevant stakeholders (e.g. UNFPA, UNICEF) the capacity building of LWF staff on protection e.g. specific issues such as gender-based violence, child protection, e.g. through mentoring, coaching, training.

Required qualifications, skills and Experience:

- Bachelor's Degree in Law, Social Work and Social Administration, Human Rights, Education or related field.
- Master's Degree is an added advantage
- Minimum 5 years' experience in the Protection field implementing protection interventions in a humanitarian setting
- Demonstrable skills and experience in grants and partnership management.
- Excellent understanding & experience in; Humanitarian Protection Principles, Protection Minimum Standards and Guidelines, Protection Mainstreaming.
- Very strong interpersonal, cross- cultural and teamwork skills with the ability to work with different stakeholders
- Expert Computer Skills mainly in Microsoft Office package especially MS Excel, Word and PowerPoint.
- Willing to travel within Uganda, in refugee settlements.
- Well-organized, self-motivated and able to work in a team
- Effective in written and verbal communication in English

Application Procedure:

Candidates who are interested in the above jobs should submit an updated CV and Application letter giving a day time telephone contact and email addresses of 3 (three) work related referees only through our recruitment email recruitment.uga@lutheranworld.org clearly indicating the job title in the email subject.

Hand delivered applications can also be sent to our Offices in Kampala. Please indicate the position you have applied for on the top of the parcel addressed to:

The Human Resource Manager

Lutheran World Federation

Plot 1401, Ggaba, Road next to Quality Hill

P. O. Box 5827 Kampala, Uganda.

Deadline for receiving application is Monday 15th July 2019

LWF/DWS is an equal opportunity employer, irrespective of gender, race or religious affiliation. Female candidates possessing the above requirements are encouraged to apply. LWF/DWS is a signatory to the Code of Conduct for humanitarian agencies. Our recruitment and selection procedures reflect the organization's commitment to the prevention of abuse and exploitation of beneficiaries.