



OPEN POSITION

The Lutheran World Federation (LWF) Uganda is part of the Lutheran World Federation - World Service (LWF-WS), 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, Hoima and Kampala Districts: For more details, please check; <https://www.lutheranworld.org>

LWF Uganda Program is looking for a mature, qualified and experienced person to fill the following position:

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

Duties and Responsibilities

Job Profile: 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, other development partners including ensuring project synergy and integration with Emergency Response, Protection and Mixed Solutions Project.

Duties and responsibilities

Effective Project Implementation and monitoring: through timely implementation, monitoring and evaluation and adopting a community owned and centred approach for sustainability;

- Identify and reinforce existing support mechanisms and work closely with local counterparts to ensure community buy-in and cultural appropriateness of activities
- Organize and support trainings for projects officers and volunteers, as needed and appropriate
- Contribute to information-sharing and data management systems

- Compile periodic monthly, quarterly reports, on time and with accurate data
- 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;
- Prepares 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
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- Submit timely and accurate monthly, quarterly semi/annual reports and other reports as needed or requested
- Lead joint monitoring missions in collaboration with other key project stakeholders

Networking and Coordination

- Facilitate a collaborative environment to promote effective coordination with a range of actors to ensure access to multi-sectorial services and mainstreaming of risk mitigation and prevention efforts
- Coordinate with the Local Government, Implementing Partners, Development Partners and other local actors to ensure holistic action and support to refugees
- Actively participate in working group meetings and contribute to interagency initiatives
- Contribute to the positive image and overall credibility of the organization, notably through the application of the organization's Code of Conduct and ensure maximum visibility
- Assist in writing grant proposals and meeting with donors on project-related engagements/visits
- Fosters effective communication internally and externally

People Management:

- Assist in the selection, training and support of program/project staff
- Ensure annual appraisal of line managed staff against responsibilities and key performance Indicators are conducted appropriately.

- Promote principles of self-care for staff and provide opportunities for teams to seek support
- Comply with security protocols, consider security implications of all project activities and fosters a safe environment for staff to report security concern

Financial/Budget Management

- To take overall responsibility for financial management and monitoring of the project, ensuring that adequate financial and administrative systems are in place
- Maintain staff & stakeholder awareness of budget and expenditures in order to manage project within
- Develop work plans and expenditure targets in line with project budget
- Work with Finance and Logistics to plan and procure supplies within project budgets and expected timeframes
- Effective management of the project budget within acceptable minimum variance and in compliance with donor regulations/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 3 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, Livelihoods and peace building programming and coordination
- Ability to exercise sound judgment, to remain flexible to a changing environment, and to make decisions independently

- Strong communication skills, both oral and written

Application Procedure:

Applications (motivation letter and detailed curriculum vitae in English), with the names and e- mail addresses of three persons who know the applicant professionally, should be sent by **Monday 21st January 2019** to: Email: recruitment.uga@lutheranworld.org **Please do not include certificates for education, trainings, etc. Use the title of the job you are applying for as the subject line.**

Hand delivered applications can also be sent to our Offices in Kampala. 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
P. O. Box 5827
Kampala, Uganda.**

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.

Only short-listed candidates will be contacted