



LWF World Service is the humanitarian and development arm of the Lutheran World Federation. We are a widely recognized, international, faith-based organization working in over 20 countries. We seek to bring people of all backgrounds together in the common quest for justice, peace, and reconciliation in an increasingly complex and fragmented world.

A commitment to the human rights of every individual, regardless of their status, guides our work, actions, and operations. We are particularly known for our timely, compassionate, and professional humanitarian work, and for our field presence in hard-to-reach areas. Our work is people-centered and community-based. Above all, we work with the most vulnerable, and in order to claim and uphold their rights, we engage proactively with local government and community structures.

Lutheran World Federation (LWF) Uganda is part of the LWF World Service and we are currently supporting Congolese and South-Sudanese refugees living in settlements in the districts of Kamwenge, Adjumani, Moyo, Kyangwali and Lamwo respectively.

For more information about LWF World Service, please check; <https://www.lutheranworld.org/WorldService>

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

Job Title: WASH Project Manager (1)
Place of Assignment: Kitgum/Pader Sub Program
Reports to: Sub Program Manager

Job Summary: The WASH Project Manager is responsible for planning, coordination, implementation, monitoring and reporting of WASH Projects in the area of operation in accordance with the project descriptions and budget provisions.

Duties and Responsibilities

1. Project Implementation:

- Take lead in overall WASH Project lifecycle management to ensure quality, timeliness, cost effectiveness and in accordance with in relevant national and international standards.
- Evaluating the relevance and appropriateness of current and future programming in relation to water, sanitation and hygiene promotion in the local context;
- Manage the Initiation, Design and construction of Water supply, sanitation and water resources infrastructures (**Solar water supply system, BH Handpump Drilling, etc.**).
- Ensuring that all relevant stakeholders have information about the organization's background, program, objectives, working areas, duration of programs and activities in the field;

2. Project Planning;

- Ensure that all Projects have approved work plans;
- Ensure that all Work Plans, Procurement Plans, Manpower Plans for all projects in the sub program are submitted to Management on time;
- Build the capacity of project teams on project planning and scheduling.

3. Staff Management:

- Provide supervision, guidance and monitoring for project Team, ensuring clarity over project plans and priorities and encouraging effective team work, identifying staff talents, providing technical trainings, coaching and mentorship to improve staff capacities.
- In liaison with the Human resources department, support in recruitment of sector staff.
- Agree clear performance objectives for all project staff, direct reports in appraisal, and ensuring all team members have appropriately set objectives, and that appraisal are undertaken in a timely manner;
- Carry out capacity needs assessments of the WASH sector staff and organize appropriate training to address the gap.
- Lead and manage staff ensuring clarity over plans and priorities, providing supervision, guidance and mentoring, encouraging effective team work and inclusiveness and building a team spirit through regular meetings and events and clear reporting mechanisms for each team member.

4. Representation and Coordination.

- Represents and Coordinates WASH Programs with Other NGOs, UN, Refugees leadership and local Authority in operational area/National level.
- Participates in sector related coordination meetings at the District level.

5. Financial Management / Budget Monitoring & Control:

- Develop accurate annual budgets and budget revisions for the project/programme according to standards of the donor;
- Monitoring all water and sanitation expenditure and ensuring appropriate utilization of budget;

- Keep track of all project/programme budgets and ensure that project/programme activities are within assigned budgets;
- Review management accounts to track expenditures and provide feedback to the SPA;
- Ensuring that the financial implications of plans are fully considered and reflected in the annual budgets;
- In liaison with the SPA, develop tools for budget tracking and monitoring.

6. Project Monitoring, Evaluation and Reporting:

- Day-to-day follow up and oversight of project activities.
- Coordination of WASH Program assessments, technical studies/surveys and documentation.
- Provide technical advice on the development of concept papers and proposals for, WASH Related calls including budget development and M&E Planning.
- in liaison with M&E Unit, participate in the implementation of a robust M&E System to monitor project performance and ensure an appropriate level of accountability;
- Ensure that proper program mapping is done & information shared on time.
- In partnership with the M&E department, participates in developing M&E Tools and ensure effective deployment and use of those tools.

Other:

Undertake other related duties as may reasonably be assigned by the Supervisor.

Required qualifications, skills and experience:

- University Degree Water, Civil, Mechanical, Public Health, Social Sciences, Development or other relevant field of study;
- Post Graduate training in Project Planning and Management sound knowledge of Financial Management is desirable.
- Minimum of 4 years' experience in WASH Project Management/Community Development programming;
- Sound Knowledge of WASH National and International Standards (Sphere, UNHCR etc.).
- Demonstrated knowledge of Computer Aided Designs Software (WaterCAD, ArchiCAD, EPANET, GIS)
- Proven knowledge and experience in WASH interventions in Humanitarian context.

Special Skills, Aptitude or Personality Requirements:

- Problem Solving and Decision-Making skills;
- Ability to inspire and build capacity of national staff;
- Good interpersonal skills and excellent negotiation skills;
- Excellent English Language (both written and spoken);
- Information Technology (MS Office, Internet);
- Ability to work under pressure to meet tight deadlines;
- Good team worker with good communication skills;
- Ability to exercise sound judgment, to remain flexible to a changing environment, and to make decisions independently.

Application Procedure:

Candidates who are interested in the above jobs should submit an updated CV, copies of academic documents, most recent pay slip 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 Friday 6th March 2020 by 5:00pm