



Department
for International
Development



Vacancy Announcements

DEPARTMENT FOR INTERNATIONAL DEVELOPMENT

Uganda – Kampala

POSITION: Two (2) vacancies for B2 Programme Officer

SALARY: UGX 45,329,513 – 70,330,769 per annum

DURATION: 1 year contract with possibility of extension.

Objective: The Programme Officer (B2) will provide high quality and timely programme management advice and inputs to enable effective and efficient programme delivery. The successful candidate will be required to manage and/or engage with multiple projects/programmes simultaneously within their team.

Key accountabilities and responsibilities

- Contribute to the design and delivery of new projects/programmes, including the development of Business Cases, logical frameworks, due diligence assessments and formalisation of agreements.
- Manage all operational/implementation aspects of programme management - in accordance with DFID guidance.
- Provide accurate forecasting for programmes on a monthly basis, and provide this information at the monthly programme forecasting meetings.
- Work with the Lead Adviser/Senior Responsible Owner to maintain a risk matrix for projects/programmes and ensure that they are discussed / updated on a quarterly basis.
- Network with counterparts in the Government of Uganda, development agencies and civil society organisations to explain and support delivery of DFID policies.
- Ensure all public facing documents for projects are in line with DFID's transparency initiative.
- Support the corporate communication agenda. This includes, but is not limited to branding, Parliamentary Question's, and Ministerial Correspondence related to projects lead areas.

Minimum Requirements, skills and experience:

- Graduate level degree from a recognised University in Social Sciences, Development Studies, Business Administration or any related field.
- Minimum of 5 years relevant/ demonstrated experience in programme/project management
- Excellent (English) verbal and written communication skills
- Strong computer literacy with a full knowledge of office applications
- Excellent attention to detail
- Ability to complete tasks in a timely manner

Key core competencies required:

- Changing and improving
- Making effective decisions
- Delivering at pace
- Collaborating & Partnering
- Delivering Value for Money
- Building Capability for all

Important – HOW TO APPLY!!

- Interested candidates should request the Application Form and full job description from **AfricaHrHubRecruit@Dfid.gov.uk**. The subject line must read **"B2 Programme Officer – Uganda"**.
- The candidate must complete and send back the form with a copy of their most recent CV. The subject line must read **"B2 Programme Officer – Uganda"**.
- Failure to follow the outlined procedure might result in the application not being considered. The closing date for the vacancy is close of business day on **Friday, 13th of May 2016**. If no response has been received after 2 weeks, consider the application as unsuccessful