

World Education Inc. /Bantwana (WEI/B) is a Non-Government Organization that helps children orphaned and made vulnerable by HIV/ AIDS to access the comprehensive support and care they need to grow into healthy adults. ... Learn more at bantwana.org

World Education Inc. /Bantwana (WEI/B) is implementing the five-year USAID funded Project, BETTER OUTCOMES for Children and Youth in Eastern and Northern Uganda. The goal of the project is to improve the wellbeing of children and youth orphaned and made vulnerable by HIV and other adversities in Eastern and Northern Uganda. BETTER OUTCOMES is implemented by a consortium of five partners, namely: WEI/B as the prime partner; Mercy Corps, Uganda Women's Efforts to Save Orphans (UWESO), Youth Alive and Friends of Christ Revival Ministries (FOC-REV); each responsible for specific technical aspects of the project. The project is being implemented in 13 districts of Eastern and Northern Uganda.

As an equal opportunity employer, WEI/Bantwana is seeking to hire qualified persons to fill the following positions;

Position: District Coordinators (3 Positions)
Reports to: Manager, Direct Implementation
Duty Station: Mbale, Iganga, Jinja (indicate your preferred duty station)

Job Summary

The District Coordinator (DC) will provide overall district leadership and managerial responsibility. The DC will manage the day-to-day oversight of the activities in the district both administrative and technical. The DC will ensure that the staff and funds are coordinated effectively and efficiently in the delivery of the USAID/Uganda BETTER OUTCOMES activities in the district. The DC is responsible for supporting the Direct Implementation Manager in developing a culture of learning, a team environment, and cultivating key external relationships at district level. The District Coordinator will work closely with the Finance and Operations Directorate to ensure adherence to organizational standards and procedures.

As this position requires new program development ideas to complement existing BETTER OUTCOMES initiatives, the DC will have the ability to assist with the development, implementation and management of innovative programs and have good writing skills.

Major Responsibilities

Programme Development and Administrative Support

- The District Coordinator will assist the Direct Implementation Manager in project management, monitoring, reporting, developing and maintaining partnerships to meet project objectives in the district; provide technical expertise; handle administrative and supervisory responsibilities; and also work closely with local partner organizations in the district.
- Provide leadership to the technical team in planning, implementation, and monitoring of project activities in the district. Work with the Direct Implementation Manager to ensure an integral approach during implementation of project interventions.
- Lead and coordinate timely development of work plans by assisting in the planning, organizing, and the preparation of the annual work plan and the project budget.
- Maintain a central role in implementing the BETTER OUTCOMES in the district, including ensuring strategic goals, objectives and targets are met, as well as identifying and developing new initiatives that strengthen and deepen programming.
- Lead and coordinate timely development and submission of project reports. Compile partner and team reports and assemble district quarterly and annual progress reports.

Human Resource Management

- Manage an innovative, informed, motivated and efficient team. Provide day-to-day direction/supervision of project staff through mentoring, coaching, and capacity-building/ training of staff, as needed.
- Implements performance management processes and regularly set targets for staff under his/her supervision and conducts effective staff appraisals.
- Reports to the Human Resource Manager any employee grievances and conflicts resolution regularly.

Logistical Support

- Coordinate with program, finance, and operations staff to ensure operational systems are in place to support field activities, including logistics (transport and warehousing/ stores), asset management, procurement, security, administration, and human resources.
- Manages and coordinates all events

Reporting

- Identify opportunities for WEI BANTWANA to professionally document and promote its Direct Implementation model; coordinate with the Direct Implementation Manager on publicity and public relations activities
- Regularly ensure that all administrative and programmatic activities are documented (including meeting minutes), analyzed and reported.

Qualification, Knowledge, Skills, Attributes and Abilities

- A bachelor's degree in Public administration, Leadership, Management, Social or Behavioral Sciences, or any other related degree in Humanities. Additional training in Project Planning and Management is an added advantage
- Minimum of three (3) years of progressively increasing responsibility working in program management of OVC and youth work. Working knowledge of and experience with USG-funded activity management, policies and procedures will be an added advantage.
- Good analysis and strategic planning skills as well as a demonstrated and theoretical understanding of the project cycle, issues of community development are necessary.
- Work experience in the Eastern region and an appropriate balance of technical, financial, administrative, managerial and interpersonal experience and oversight.
- Prior management experience on donor funded projects, including experience in planning, supervision, monitoring, and budgeting.
- Ability to work in a fast-paced dynamic environment with multiple partners. Flexible and independent.
- Good organizational, analytical, and oral and written communication skills (in English). Effective organizational, and prioritization skills. Versatile multi-tasker with the proven ability to organize and prioritize many urgent tasks.
- Willingness to travel frequently to project sites within the district including beneficiary households.

Position: Community-Facility Linkage Coordinator (1 Position)
Reports to: Case Management Specialist
Duty Station: Jinja

Job Summary

The primary role of the Coordinator is to provide technical support and backstopping to Better Outcomes Case Management team, IPs and CSO sub grantee staff in delivery of Community-Facility Linkages within the Case Management Model. The coordinator will offer technical support in terms of operationalizing the guidance, conducting trainings, provide support supervision, mentorship and coaching to the CSO team in referrals and linkages. The coordinator will support HIV-sensitive programming standards and practices within Case Management.

Major responsibilities

- Training development, Mentorship and Coaching
- Take lead in identifying training needs for project team to enhance its performance and efficiency.
 - Support identification of CSO staff skills gap and training needs in case management, referrals and linkages.
 - Provide technical oversight and backstopping in trainings Consortium partners, CSO staff and Community Resource Persons (CoRPs) including Para Social Workers in Case Management and community-facility linkages.
 - Provide mentorship, support supervision and coaching to Case Management team both at IP and CSO level as well as Local government staff (CDOs).

Referrals, Linkages and Networking

- Support appropriate technical case intervention planning and effective referrals for beneficiary households based on identified needs
- Work with community structures and health facilities to ensure harmonized linkage, referral and follow up
- Provide technical support to PSWs, health facility staff and various child protection service providers both formal and non-formal to ensure appropriate referral mechanism and comprehensive service delivery.
- Participate in monthly and quarterly meetings with various partners and use the forum to coach and mentor stakeholders in case management

Qualification, Knowledge, Skills, Attributes and Abilities

- At least a first degree in social sciences, development studies, social work and social administration, community psychology or any humanity; a post graduate in project planning and management or Child protection training will be an added advantage.
- At least five years' experience working on large project and experience with USAID funded programs/projects necessary.
- Demonstrated ability in designing, coordinating and implementing OVC/Youth HIV programs and PEPFAR supported activities.
- Experience in working with health facilities, youth groups and child protection agencies.
- Experience with implementing OVC interventions and programing, case management direct service to OVC households and knowledge of HIV/AIDS service delivery among positive caregivers and children
- Ability to work autonomously with demonstrated creativity, initiative and commitment.
- Ability to work with multi sectoral external agencies, such as community social services, schools, health facilities, and OVC service providers.
- Possess a high standard of personal and professional integrity
- Willingness to work as a team member, taking on additional tasks as needed to ensure the overall success of the project
- High level of attention to detail, ability to multi-task and work well under pressure in a culturally sensitive environment.
- Strong analytical and inter-personal skills
- Strong organizational and interpersonal skills;
- Fluent in oral and written English and excellent writing skills
- Ability to work in a challenging environment, under high pressure and ability to cope with tight deadlines;

Position: Technical Officer Economic Strengthening (3 Positions)
Reports to: District Coordinator
Duty Station: Mbale, Iganga, Jinja (indicate your preferred duty station)

Job Summary

The position holder will be responsible for coordinating all project activities related to Result 1 (Orphaned and other vulnerable children, youth and their caregivers are better economically empowered to access core services) in the District to achieve the project Goal. The Economic Strengthening Technical Officer shall be the immediate technical supervisor for CBTs and or DBT. S/he shall have a dotted line technical report and provide overall leadership on implementation of VSLA+, Youth focused, Temporary consumption support activities and private sector lead activities at District level.

Major responsibilities

Programme Development and Implementation

- Develop and share with FAs, CBTs and DBTs periodic work plans for Economic strengthening and provide support supervision and monitoring
- Provide oversight to ensure that implementation of VSLA+, youth focused, market systems and group based education are in line with the BOCY Economic Strengthening technical guide and strategies.
- Coordinate/Prepare and submit key VSLA, Youth (Group Based Education - GIGs, PECs and PEECs) and market based progress performance reports such as monthly narrative reports and VSLA+ MIS. Ensure VSLA MIS reports are shared with Local Government quarterly and BOCY (by 5th of the new quarter)
- Train staff and other relevant partners on VSLA+ methodology and ensure OVC Fund modal is well implemented among VSLA groups
- Monitor, control, supervise and coordinate FAs, DBTs, and other community volunteers in the District to ensure the Group Based activities are on course at all times
- Provide supervision to sub county Field Assistants to ensure proper implementation of planned activities/interventions

Training and Development

- Take lead in identifying training needs, networking, coordination, supervision, monitoring, performance appraisals, mentorship, coaching , quarterly planning meetings, case conferencing, for FAs, CBTs, DBTs and PSWs in Economic Strengthening interventions

Project monitoring and documentation;

- Compile and triangulate reports from Field Officers on Economic Strengthening to write a district report for upward

sharing

- Carry out spot checks and visits to groups, households and areas within the district of operation for effective service delivery to beneficiary households
- Review and provide feedback to FAs, CBTs and DBTs on their weekly case management updates and share uploads

Qualification, Knowledge, Skills, Attributes and Abilities

- Degree in Social work, Development Studies, Education or Community Psychology. Training in Child Protection, Project Planning & Management and Counseling will be an added advantage.
- At least 3 years' experience implementing economic strengthening initiatives targeting OVC and PLHIV. Experience working with the private sector and USAID funded programs/projects necessary
- Strong organizational and interpersonal skills;
- Fluent in oral and written English and excellent writing skills; and knowledge of the local language
- Ability to work in a challenging environment, under high pressure and ability to cope with tight deadlines;
- Ability to work both independently and collaboratively as part of an interdisciplinary team.

Position: Technical Officer Case Management (2 Positions)
Reports to: District Coordinator
Duty Station: Mbale, Iganga (indicate your preferred duty station)

Job Summary

The Case Management Officer will support the Case Management function and Coordination in provision of comprehensive service to beneficiary households within the district. CM Officer will be responsible for working and collaborating with Field Assistants, Para Social Workers, local agencies (child protection service providers), Community Development Officer (CDO), and other Project staff to enable appropriate case identification, assessment, case planning, referrals and monitoring. The Officer will work closely with CBTs, DBTs, and Economic Strengthening Officers to ensure vulnerable children, caregivers and their household members are receiving comprehensive OVC/Child protection services. He/She will support implementation, monitoring and documentation of CM project activities, train other staff in case management, provide oversight, leadership, support supervisor to Field Assistants and PSWs, and conducting spot checks to ensure adherence to standards in implementation of case management activities.

Major Responsibilities

Programme Development and Implementation

- Provide guidance and technical advice during beneficiary household identification, assessment, enrollment and retention.
- Participate in developing weekly, monthly, quarterly and annual work plans and maintaining high standards of stewardship and accountability for all activity resources
- Support sub county CDOs, Para social workers and other community resources persons to improve case identification, detection, follow up and monitoring to ensure effective case management and work with consortium partners (DBTs, CBTs, ESOs) to ensure delivery of planned activities in their respective thematic areas
- Provide mentorship, coaching and support supervision to Field assistants and para social workers in delivery of services with in the case management cycle.
- Oversee monthly case management meetings (case conferences) with FAs, para social workers and other OVC service providers with in the district
- Steering the process of partnership development and liaising with other OVC service points (health centers, schools, police, local councils etc) to ensure effective cross referrals and linkages

Qualification, Knowledge, Skills, Attributes and Abilities

- Degree in Social work, Development Studies, Education or Community Psychology. Training in Child Protection, Project Planning & Management and Counselling will be an added advantage
- At least 3 years' experience in working with Child protection focused projects and OVC programming on large project and experience with USAID funded programs/projects necessary.
- Experience with implementing OVC interventions, knowledge of HIV/AIDS service delivery among positive caregivers and children
- Ability to work autonomously with demonstrated creativity, initiative and commitment.
- Ability to work with multi sectoral external agencies, such as community social services, schools, health facilities, and OVC service providers.
- Possess a high standard of personal and professional integrity
- High level of attention to detail, ability to multi-task and work well under pressure in a culturally sensitive environment.
- Strong organizational and interpersonal skills;
- Fluent in oral and written English and excellent writing skills
- Ability to work in a challenging environment, under high pressure and ability to cope with tight deadlines;
- Strong analytical and inter-personal skills

Position: Technical Officer Capacity Building (3 Positions)
Reports to: District Coordinator
Duty Station: Mbale, Iganga, Jinja (indicate your preferred duty station)

Major responsibilities

Planning and programme development

- Support in developing, and submitting concepts, Requests & accountabilities for Capacity Building activities
- Mobilize for Para Social Workers trainings, field visits, LG, CSO & community partnership
- Write and submit accurate and timely Activity/Field reports
- Backstop field Assistants in planning and conducting coordination meetings for OVC work
- Support district to reconstitute DOVCC and SOVCC
- participate in District Management Committee meeting plus Linkage & Network meetings)
- Backstop Para Social Workers Trainings in the districts
- Render support to FAs, CSOs, and other stakeholders on OVCMS and SIMS Tool
- Support in conducting capacity assessments for districts and CSOs and developing capacity building plans
- Coach and mentor FAs and CSOs on project initiatives and other relevant government materials/guidelines

Partnership and representation

- Represent the organization and the project at DMC, DOVCC/ SOVCC meetings and other relevant forums, CSO staff, district officials and community structures in the districts of operation

- Mentor and coach CSOs, PSWs and other stakeholders about OVC & Youth policies, guidelines & standards
- Monitoring, documentation and reporting**
- Compile and submit activity and field reports on time
- Support in documentation of regular achievements, challenges, and lessons learnt from Capacity Building activities
- Support the district OVCMS System reporting and documentation

Qualification, Knowledge, Skills, Attributes and Abilities

- Degree in Social work, Development Studies, Education or Community Psychology. Training in Child Protection will be an added advantage.
- Minimum of 3 years' progressive work experience with Child protection focused projects and OVC programming on large project and experience with USAID funded programs/ projects necessary.
- Experience with implementing Ability to work autonomously with demonstrated creativity, initiative and commitment.
- Ability to work with multi sectoral external agencies, such as community social services, schools, health facilities, and OVC service providers.
- Possess a high standard of personal and professional integrity
- High level of attention to detail, ability to multi-task and work well under pressure in a culturally sensitive environment.
- Strong analytical and inter-personal skills
- Strong organizational and interpersonal skills;
- Fluent in oral and written English and excellent writing skills
- Ability to work in a challenging environment, under high pressure and ability to cope with tight deadlines;
- Ability to work both independently and collaboratively as part of an interdisciplinary team.

Position: Field Assistants, Mbale, Iganga (6 Positions)
Reports to: District Coordinator
Duty Station: Mbale, Iganga (indicate your preferred duty station)

Job Summary

The Field Assistant (FA) will provide overall sub-county leadership and managerial responsibility. The FA will manage the day-to-day oversight of the project activities in the sub-county mainly technical with a 20% administrative role. The FA will assist the Sub-county Coordinator to develop a culture of learning and team environment at the sub-county level.

Major responsibilities

Programme Development and Administrative Support

- The FA will assist the Sub-county Coordinator in project management, monitoring, reporting, developing and maintaining partnerships to meet project objectives in the sub-county; and work closely with local partner organizations in the sub-county.
- Provide guidance to the CBTs, DBTs and PSWs in planning, implementation, and monitoring of project activities in the sub-county. Work with the District Coordinators and Technical Officers to ensure an integral approach during implementation of project interventions.
- Oversee technical issues related to economic strengthening, Systems strengthening and Case Management within the sub-county
- Actively participate/lead organizing periodic meetings at the sub-county level including monthly case conferencing, review meetings, SOVCCs and Council.
- Support timely development of work plans by assisting in the planning, organizing, and the preparation of sub-county level periodic work plans and budgets.
- Maintain a central role in implementing the BETTER OUTCOMES in the sub-county, including ensuring project sub-county targets are met, as well as identifying and developing new initiatives that strengthen and deepen programming.
- Participate in CBT, DBT and PSW activities including attending group based activities and Household visits.
- Coordinate timely development and submission of project periodic reports.
- Manage an innovative, informed, motivated and efficient team at the sub-county that includes DBTs, CBTs and PSWs.
- Support supervision, mentorship and coaching of DBTs, CBTs and PSWs to perform their roles effectively and efficiently

Reporting

- Identify opportunities for WEI BANTWANA to professionally document and promote its Direct Implementation model; coordinates with the District Coordinator on publicity and public relations activities
- Regularly ensure that all administrative and programmatic activities are documented (including meeting minutes), analyzed and reported.

Qualification, Knowledge, Skills, Attributes and Abilities

- A bachelor's degree in Public administration, Leadership, Management Social or Behavioral Sciences, or another related degree in Humanities.
- Working knowledge of and experience with USG-funded projects will be an added advantage. At least one (1) year progressive' experience working in OVC, youth and HIV programming.
- Good analytical, planning and problem solving skills as well as understanding of community development are necessary.
- Good experience in the Eastern region including culture, language and interpersonal experience and oversight.
- Ability to work in a fast-paced dynamic environment with multiple partners, flexible, and willing to train (trainable).
- Good oral and written communication skills (in English) including Computer usage.
- Willingness to travel frequently to project sites within the sub-county including beneficiary households. Ability to ride a motorcycle with a valid driving license is an added advantage.

Position: Monitoring and evaluation Assistants (4 Positions)
Reports to: Monitoring and Evaluation Officer
Duty Station: Mbale, Iganga (indicate your preferred duty station)

Job Summary

The M&E Assistant will be responsible for ensuring timely collection, entry, processing, documentation and dissemination of all data and information relevant to Project and AMELP reporting. He/ She will follow up and ensure timely collection of data, check for completeness and reliability of data before entry into the database, ensure timely data entry into the Database, Check for completeness of entered data against the physical data on forms/ tools and perform elementary data analysis to inform service delivery.

Major responsibilities

- Ensure Timely collection of Data from the Field
- Compile and share data collection and entry timelines to all data collectors
- Follow-up with data collectors on all pending data requirements
- Support field data collection exercises whenever necessary.
- Check for completeness and reliability of data before entry into the database
- Ensure Timely Data entry into the Database.
- Check for completeness of entered data against the physical data on forms/ tools
- Perform elementary data analysis to inform service delivery.

Qualification, Knowledge, Skills, Attributes and Abilities

- A bachelor's degree in a quantitative field such as econometrics or statistics; Demography, Development Studies, Social Sciences, Information Technology and any other related disciplines
- Evidence of Additional hands on training, coaching and mentorship in Monitoring and Evaluation
- One (1) year progressive work experience on development projects where research and data analysis skills have been applied;
- Familiarity with management of information systems, and use of electronic databases;
- Good working knowledge of major databases and analytical programs including MS access, MS excel, STATA, SPSS and Epi Data.
- Strong skills in teamwork and networking;
- Good verbal communication and writing skills;
- Ability to work in a challenging environment
- Fluent in oral and written English and excellent writing skills.

Position: Administration Assistant (2 Positions)
Reports to: District Coordinator
Duty Station: Mbale, Iganga (indicate your preferred duty station)

Major Responsibilities

- Assist Program Technical team in program implementation such as planning, running, and compiling reports for trainings, workshops, and meetings.
- Assist in scheduling and coordinating project implementation events including training, workshops, and conference calls.
- Compile Program meetings minutes and assist in the documentation of activities.
- Help develop materials and resources to assist reporting.
- Assist in in budget planning, monitoring, procurement, and management of program activities.
- Together with the Finance/Administration Officer, maintain an electronic and paper filing system for the Regional Office and coordinate transfer of necessary files to the Project Headquarters Office.
- Assist Program staff with administrative tasks, and;
- Perform other duties as assigned.

Qualification, Knowledge, Skills, Attributes and Abilities

- University degree in relevant studies such as; Development studies, Business Administration or any discipline in humanities
- Three (3) years of progressive work in administration/ program work experience, particularly on donor-funded NGO projects.
- Familiarity with donor project management policies, procedures and requirements, particularly USAID strongly preferred.
- Strong ability to quickly assemble knowledge of program management.
- Strong interpersonal skills and ability to work in teams.
- Good computer literacy (Microsoft office package).
- Experience in preparation and presentation of reports.

Position: Office Assistants (2 Positions)
Reports to: Administration Assistant
Duty Station: Mbale, Iganga (indicate your preferred duty station)

Job Summary

Work closely with the Administration Officer to provide World Education Bantwana staff with all necessary office assistance, and to ensure a clean, neat and hygienic working environment

Major responsibilities

- Prepares and serves tea, water and foods to staff and visitors. At all times maintain high standards of hygiene and cleanliness in the preparation, handling and serving of tea, foods, drinks and other consumable items provided.
- Monitor the office water dispenser to ensure that it has adequate supplies and functioning normally
- Perform a variety of cleaning functions to keep the office premises clean and tidy,
- Maintain records of such utensils and report any breakage or loss for ease of tracking
- Photocopying and binding of documents.
- Provide support in filing of some documents
- Assist at the Front Desk / Reception when the Front Desk Manager is not available.
- Carryout office/town errands, purchase of office supplies, and delivering mail around the office, posting and collecting mail from the post office.
- Ensure that all office equipment is dust-free.
- Assist in the set up for meetings and workshops which may include serving refreshments.

Qualification, Knowledge, Skills, Attributes and Abilities

- Minimum qualification of Ordinary Certificate of Education, training in house keeping will be an added advantage
- Minimum of at least 3 years' experience working with a big organisation in a similar position
- Ability to read, speak and write English
- Good interpersonal skills and customer care
- Team player,
- Ability to use office equipment like photocopiers, printers, scanners and computer
- High level of integrity
- Ability to work on own initiative / proactive attitude
- High Organisational Skills

How to apply:

Interested applicants with the required Qualification, Knowledge, Skills, Attributes and Abilities should send their applications and CVs (detailing responsibilities carried out in previous positions) to the Human Resource Manager, World Education Inc. Bantwana through the following Email: wei_recruitment@ug.worlded.org Indicate clearly on the application subject line the position applied for and the location/Duty station for easy reference. Only shortlisted candidates will be contacted.

Deadline for applications: **December 30, 2016 at 5:00pm**