

CAREER OPPORTUNITY

Salary band 4 – Professional	Fulltime Technical Officer (National Staff)
Reports to:	Project Coordinator
Job Location:	Moroto / Uganda
Contract Duration:	May 2016 - May 2017

The GIZ Reform of the Urban Water and Sanitation Sector Programme (RUWASS) is looking for a full-time TECHNICAL OFFICER, based in Moroto

The Reform of the Urban Water and Sanitation Sector Reform Programme (RUWASS), implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), aims at strengthening the institutional, regulatory and managerial capacities as well as the efficiency of the partner institutions in the water and sanitation sector in Uganda. One component of the RUWASS programme aims at supporting Integrated Water Resources Management (IWRM) in Uganda.

The UK Department for International Development (DFID) leads the UK Government's effort to promote international development. DFID's overall aim is to reduce poverty in poorer countries. Through the Enhancing Resilience in Karamoja Programme (ERKP), DFID aims at increasing resilience to extreme climate and weather events in semi-arid Karamoja through strengthening nutrition programmes, livelihoods and food security for the vulnerable communities by December 2016.

To strengthen integrated water resources management (IWRM) in Karamoja, DFID decided to co-fund the RUWASS programme, implemented by GIZ. The implementation of the support is done in close cooperation with the Food and Agriculture Organization of the United Nations (FAO) and the Ministry of Water and Environment.

The programme focuses on the Karamoja region of Uganda. Activities include amongst others IWRM interventions, such as soil and water conservation measures as well as water retention measures, and measures to support the refurbishment and extension of piped water supply schemes in the towns of Kotido, Kaabong, Nakipelimoru, and Kakingol.

For our activities in Karamoja, we are looking for an experienced full-time technical officer. The position is based in Moroto.

Responsibilities

The successful candidate will be a full-time employee of GIZ Uganda and as such will be responsible for:

- Liaison and coordination with all partners and stakeholders in the field: The candidate will be based in Moroto and will act as linkage between all stakeholders in the field and the project coordinator (based in Mbale). Stakeholders include Local government, NGOs, implementing partners, UN, among others.
- Support in technical assessment, planning, and implementation of field interventions (especially of water

supply schemes, IWRM measures)

- Day-to-day supervision of the implementation sites and contractors, on behalf of the project coordinator, including flagging of critical issues to the project coordinator and preparation of supervision and monitoring documents
- Support in reporting, monitoring & evaluation (together with M&E specialist)
- Any other duties as requested by the project coordinator

Required Entry Qualifications and Competencies

- University education (minimum Master's degree) in a relevant subject (engineering, water management, environment)
- At least 7 years of relevant professional working experience (Water Supply & Sanitation, Water Resources Management)
- Very familiar with Ugandan guidelines related to Water Supply / Sanitation / Water Resource Management
- Experience in working for Donor Agencies, Non-Governmental Organisations, or other International Organizations is an advantage
- Strong organisational and analytical skills and ability to work well under pressure and with minimal supervision in a remote area

Other Qualifications

- The position is based in Moroto. The successful applicant will travel frequently to the project districts (focus on Moroto, Kotido, Kaabong, Napak, Abim), as well as Mbale.
- Very good working knowledge of ICT and technical software (MS Office, AutoCAD, GIS) and computer applications (e.g. MS Office). Knowledge of hydrological modelling software is an advantage
- Ability to effectively transfer skills and knowledge
- Team player in multi-cultural and inter-disciplinary team
- Fluent written and oral English, knowledge of German is an advantage

Reports to: Project Coordinator

Note: Application should include 2 pages max for cover letter and 3 pages max for CV. The deadline for submission of applications is April 13th, 2016.

All applications should be submitted to the **Human Resources Department, GIZ Offices, Plot 23 Nakasero Road, Kampala** or send an email to recruitment-uganda@giz.de.

CAREER OPPORTUNITY

Salary band 2 – Assistant 2A	Receptionist/ Administrative Assistant
Reports to:	Administrative manager
Deputy:	-

A. Responsibilities

The receptionist/administrative assistant is responsible for

- liaising with customers in a service-oriented manner on behalf of the office by providing a professional phone service, personally welcoming visitors and maintaining a high standard in the reception area
- dealing with phone calls related to GIZ
- ensuring incoming and outgoing calls are efficient and uninterrupted
- performing reception and secretariat services on a daily basis
- supporting administrative procedures on request of administrative manager

The receptionist/administrative assistant performs the following tasks:

B. Tasks

1. Phone and reception services

The receptionist/administrative assistant

- answers and accepts phone calls and messages and/or forwards them
- maintains a callback list of all incoming calls which cannot be taken by the relevant staff member
- operates the answering machine appropriately
- registers, documents and organises incoming and outgoing correspondence (fax, emails, packages and personally delivered messages)
- ensures deputisation for other staff members
- ensures that visitors are comfortable by offering newspapers, refreshments etc.

2. Office work and services

The receptionist/administrative assistant

- ensures creation and/or regular updating of a list of contacts and addresses (telephone, fax, email)
- sorts and distributes incoming correspondence (email, fax, other official documents)
- is responsible for distributing and accepting documents and packages to/from the post office, government institutions, embassies etc., and is responsible for these
- ensures periodicals are put out

3. Support to Administrative Experts

- Makes photocopies and scans documents if and when required

- Compiles and organises information materials
- Labels files according to GIZ filing system
- Fills lists and tables according to the specific instructions of the administrative expert
- Assists in preparing inventory lists
- Maintains record of service requests
- Prepare invoices/ receipts ready for stamping and have them signed by the responsible people
- Assist in the preparations for internal control
- To update the trainings, consultancy lists and databases as advised by the technical staff
- Advance and refund calculations on flight tickets
- Updating of the business cards to the contact list
- Regularly updating the fuel consumption of all project vehicles
- Checking the logbooks of all project vehicles

4. Other duties/additional tasks

The receptionist/administrative assistant

- performs other duties and tasks at the request of management

C. Required qualifications, competences and experience

Qualifications

- Bachelor in business/public administration, secretarial studies, social sciences or any related field.

Professional experience

- at least 1-3 years' professional experience in a comparable position

Other knowledge, additional competences

- good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- very good written and oral knowledge of the English language.
- politeness and helpfulness in dealing with visitors
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

Applications should be submitted to the GIZ Human Resource department on 23 Nakasero Road or send an email to: recruitment-uganda@giz.de by Friday 08 April 2016.