



European Union



**BTC UGANDA**

Belgian Development Agency

## VACANCIES

### Introduction:

The EU Commission established the Emergency Trust Fund for Stability and Addressing the Root Causes of Irregular Migration and Displaced Persons in Africa (EU-TF) on 20.10.2015 and signed the Constitutive Agreement in La Valletta on 12.11.2015 during the EU-Africa Summit in Valetta.

As part of the EU-TF, BTC-Uganda is preparing and intervention to *enhance 'livelihood and labour market relevant' skills for youth, women and girls of the refugees and host communities*.

The intervention will build on policy and practice and will contribute to improved employment opportunities for refugees and their host communities through short and medium term Vocational Training and Entrepreneurship Support in Adjumani, Kiryandongo and Arua districts in North-Western Uganda (Northern Uganda). The intervention is fully integrated into the Support to the Refugee Settlements and Host Communities in Northern Uganda programme of the EU trust fund.

This intervention will follow a similar reform approach applied by Belgian funded **"support to implementation of Skilling Uganda strategy"**, which is supporting a nationwide reform process following a wide and overarching sectorial analysis, and will be implemented under the Belgian Development Agency, BTC.

To this end, BTC is looking for strong professionals to fill the following positions:

### 1. Project Director

**Duty Station:** Kampala, with regular field visits  
**Duration:** 36 months (upon final project approval)

S/he will work under the direct supervision of the International Project TVET Expert and will be responsible for:

#### Coordination and project management 40%

- Oversee planning and implementation of activities for the roll out of the support to the EU Trust Fund project

- Contribute to the quality assurance and technical guidance of the Skills Development activities in the Northern three districts;
- Actively coordinate and seek synergies with other programmes targeting gender and disadvantaged youth in Northern Uganda;
- Implement additional technical activities assigned to him/her according to the joint team planning;
- Ensure the follow-up of administrative files in support of the supervisor(s)

#### Coaching and supporting 30%

- Support the overall implementation of the Skill Development component EU Emergency Trust Fund in Northern Uganda, by providing guidance on skills development and livelihood opportunities for refugee and host community
- Support the setting up of a BTNET knowledge sharing platform for BTNET stakeholders (regional business membership organizations (BMO's), humanitarian livelihood coordination, district education partners and skills development coordination bodies) Coaching and supporting the selected Skill Development providers in the three Northern districts in design, adaptation and quality assurance of Skills Development training programmes for refugees and host communities
- Lead on undertaking Skills Needs Assessments in North-West Uganda;

#### Reporting/knowledge sharing 30%

- Oversee the monitoring (including baseline) of progress towards plans of the selected BTNET partners, as well as the implementation of the training and other investments financed by the SDF together with the implementing agencies in each district;
- Compile (monthly and) quarterly progress and activity reports as required
- Facilitate/support the External monitoring and audits;

#### Minimum profile -

- A Master's degree or equivalent in technical fields, social sciences/ Business Management & Administration/ Education ;
- At least 6 years of proven, relevant experience in strategic change management of private sector

- organisations and/or BTNET training institutions;
- Profound knowledge of and experience in project management;
- Relevant experience in facilitating the cooperation between BTNET institutions and private sector stakeholders would be an advantage;
- Experience working with/in the private sector would be an advantage.
- Experience working for a bilateral or multilateral agency would be an advantage.
- Fluent in English, with excellent reporting skills;
- Soft skills such as to work in a team, to work autonomously, etc.
- ICT skills in Word, Excel, Power Point and Internet;
- Having no objection to undertake regular field missions & working overtime.

### 2. Communication Officer

**Duty Station:** Kampala, with regular field visits  
**Duration:** 36 months (upon final project approval)  
He/she will work closely with the Project Director as well as with the International Technical Advisor, as follows:

#### Coordination of communication and visibility activities 40%

- Set up the communication and visibility framework & manual following EU guidelines on visibility for the various EU Emergency Trust Fund project's components;
- Be available as Single Point of Contact (SPOC) on Communication and Visibility for EU delegation and the 3 different implementing partners;
- Coordinate and facilitate the communication exchange and meetings between the 3 implementing partners of EU Emergency Trust Fund through:
  - o regular COMM meetings,
  - o regular monitoring visits to the 3 district areas;
- Contribute to the development, mainstreaming and quality assurance of communication and visibility material for various components of the EU Emergency Trust Fund;

#### Advocacy and knowledge sharing 30%

- Lead the promotion campaign on SD component of the EU Emergency Trust Fund, promoting the

- participation of specific disadvantaged groups in Business Technical Vocational Education and Training (BTNET);
- Contribute to the mainstreaming of other cross cutting issues in the communication of the project, including disability, environment, and HIV-AIDS
- Support knowledge sharing on communication in BTNET provision at both regional and central level targeting different social and gender groups;

#### Reporting 30%

- Compile best practises and lessons learned amongst 3 implementing partners of EU Emergency Trust Fund for dissemination purposes;
- Collect, edit and publish dissemination material for 3 implementing partners of EU Emergency Trust Fund for dissemination purposes (e.g. for EU day);
- Contribute to SDF progress and activity reports and compile lessons learned from SDF supported activities;

#### Minimum profile -

- A Master's degree or equivalent in communication/ social sciences/ business management & administration/ education ;
- At least 4 years of proven, relevant experience in communication
- Experience working for civil society, bilateral or a multilateral agency would be an advantage.
- Fluent in English, with excellent writing and reporting skills;
- Soft skills such as to work in a team, to work autonomously, etc.
- ICT skills in word, excel, power point, communication platforms;
- Having no objection to undertake regular field missions & working overtime.

**How to apply:** Please send your motivation letter, CV, copies of academic/professional certificates and at least three recent professional references in a sealed envelope to: **BTC, Lower Kololo Terrace plot 1B, Kampala, Uganda.**

Only short listed applicants will be invited for interviews.  
**Deadline:** March 11, 2016 by 16:00 hours.