



JOB ADVERT

ABOUT US:

Windle International Uganda (WIU) is a registered INGO whose mission is to promote peace and development in communities through the provision and coordination of Education and training for Refugees and people affected by conflict.

Since 1996, Windle International Uganda has provided access to University, Secondary, and Primary Education, as well as Early Childhood Learning and Vocational Training for Refugees and the host population.

WIU is implementing various Education Projects for refugees and host communities in Refugee settlements across Uganda and seeks to recruit a suitably qualified person to fill the following vacant position for its growing operations:

POSITION: SETTLEMENT MANAGER

REPORTS TO: REGIONAL PROGRAM COORDINATOR

JOB PURPOSE:

This position will be responsible for providing overall technical leadership to the area program.

The Settlement Manager will steward the program including managing all aspects of the program implementation through liaison with implementing partners, preparing and maintaining reports, providing overall responsibility for the day-to-day operations, coordination and accountability of project activities and resources.

RESPONSIBILITIES:

1. **Provide technical and managerial supervision to all project staff ensuring a high-quality project implementation**
 - a. Provide technical and managerial instructions to/through Education Project Officers (EPOs), Human Resource Administrators (HRAs), Finance Administrators (FAs) and Monitoring & Evaluation (M&E) assistants for actions
 - b. Effectively supervise the EPOs and EPAs to ensure visibility of the project staff in the field and that routine monitoring standards are adhered to
 - c. Build a high performance team, which will deliver results as guided by the relevant project documents.
 - d. Support the project staff in their development, and take prompt action to address issues of underperformance and any other issues impacting on their professional conduct or implementation their duties and responsibilities.
 - e. Oversee the delivery of high quality education in EIE (Education In Emergency) contexts with an emphasis on teachers, schools, and communities.

- f. Work with the project staff to ensure that schools are safe spaces that protect children and are inclusive of the most vulnerable, especially girls and children with disabilities.
- 2. Ensure that all project staff have realistic work plans that are implemented in accordance to the project proposal**
 - a. Contribute to developing and preparation of project Master Work-plan/Log frame
 - b. Manage the project staff to deliver on time and on budget against the agreed weekly/monthly, quarterly, and annual work plans.
 - c. Lead the timely preparation and implementation of quarterly, weekly/ monthly work-plans
 - d. Work with the project staff, and logistics/finance/Field procurement committees to develop the procurement plans to guide implementation and timely preparation of the Concept notes, Procurement request forms (PRFs), and related payment requests.
 - e. Monitor the budget performance for the project to ensure that project budget utilization is in line with the project timelines.
 - 3. Ensure efficient use of Project resources and high standards of accountability**
 - a. Work with the Finance Administrators (FA), HR Administrator (HRA) and M&E Assistant, manage the project resources and data in line with donor requirements and WIU SOPs;
 - b. Review all the project funds requests, accountabilities, and reports to ensure accuracy of expenses charged to projects and effective s and outputs
 - c. Supervise the Administration and Finance team to maintain up to date and correct Assets lists at all times ensuring that the lists reflect the true status of assets
 - d. In close collaboration with the Finance Administrator and in coordination with the Regional Project Accountant, ensure timely and proper accountability for funds in line with WIU's policies.
 - e. Efficiently and effectively manage inventory in all the stores; submit timely and accurate inventory reports ensuring no fraud
 - f. Supervise and work with the M&E Assistants to ensure accurate and timely data is submitted.
 - 4. Conceptualize and contribute to the design and implementation of project interventions**
 - a. Support the RPC in the development of project annexes
 - b. Work with the RPC, and other project staff to identify priority education issues and key data requirements for project planning and monitoring to ensure that high quality project proposals are developed.
 - c. Implement project activities in a timely manner
 - d. Submit weekly reports on time with no budget/ time overruns
 - 5. Human Resource Management**
 - a. Participate in interviews for Program staff as and when requested
 - b. Work with the HRA and EPOs to ensure that teaching and non-teaching staff levels in schools are appropriate and effective through timely recruitment and gap filling to enable implementation of the project activities.
 - c. Ensure participation of the relevant stakeholders in the recruitment processes
 - d. Conduct honest and timely annual and mid-year appraisals for the Project staff as required
 - e. Recommend necessary trainings for staff development in line with the set strategies

- f. Provide guidance and support in the Management of Disciplinary matters at the Field level following the WIU Disciplinary guidelines
- 6. Ensure timely submission of all project reports and adherence to all reporting requirements.**
 - a. Review and submit accurate weekly, monthly, quarterly reports in a timely manner
 - b. Ensure other project reports are submitted on time, in line with donor and WIU requirements.
 - 7. Develop networks, and strategic alliances**
 - a. Network and develop strategic alliances so that stakeholders work together effectively to maximize benefits to the impact group to enhance a collective capacity for influence and impact.
 - b. Create and sustain positive working relationships with other technical staff in the organization, and with the district local government in the project area, partners in the settlement, and other key stakeholders.
 - c. Maintain an up to date understanding of key development trends in the education sector and project area.
 - 8. Safeguarding**
 - a. Emphasize a culture of zero tolerance of abuse and corporal punishment at field office and school level by overseeing all key HR policies including but not limited to safeguarding, code of conduct, and PSEA
 - b. Support the Safeguarding Assistant/ focal person to efficiently manage safeguarding concerns; provide adequate resources, team support where necessary and coordination with relevant partners or donors
 - c. Adopt child safeguarding and safe programming into the implementation of project activities.
 - d. Report any suspicion of safeguarding incident immediately

Qualifications and essential skills and competencies required:

- 👉 Minimum of degree in Education, Social work, Social sciences, Project Planning, Development Studies or a related field of study.
- 👉 A post-graduate qualification in project management or a related field of study will be an added advantage.
- 👉 Experience in refugee education programmes, including education in emergencies.
- 👉 Strong analytical and conceptual skills
- 👉 Ability to think and plan strategically
- 👉 Strong skills and experience in all aspects of project planning, including project monitoring, review and evaluation.
- 👉 Excellent organization and coordination skills;
- 👉 Team building and supervisory skills
- 👉 Proven ability to motivate and develop a team
- 👉 Must be result-oriented
- 👉 Negotiation skills; Analytical skills; Presentation skills;
- 👉 Very good verbal and written communication skills.
- 👉 Ability to build strong and effective working relationships;
- 👉 Ability to work under pressure and to work with multiple agendas.
- 👉 Proficiency in MS Word, Excel, PowerPoint

HOW TO APPLY:

- All interested applicants who meet the required competencies and wish to apply should visit our website at <https://windleuganda.org/careers/> for instructions on how to apply.
- Only applications submitted through the recommended link on the website will be accepted **from 18th May up to 31st May, 2022 by 17:00hrs.**

NOTE:

- *Windle International is an equal opportunity employer; Women and Persons with disabilities who qualify are encouraged to apply.*
- *Windle International Uganda does not charge a fee at any stage of the recruitment process. WIU will not be held responsible in the event that a candidate pays money to any person who claims to act on behalf of or for WIU. Report to the number 0800-111-428 or email wiu.integrity@windle.org if you are asked to pay a fee by any individual for this purpose.*
- *No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and blacklisted.*
- *WIU works with children and values takes seriously the responsibility to Safeguard her beneficiaries. Therefore, applicants must have no history of violation of children's rights or of SEA (Sexual Exploitation & Abuse) infractions or offenses.*