



JOB DESCRIPTION

Director of Institutional Development & Quality Assurance (DIDQA)- Windle International Uganda

Duty Station: Kampala

A. Personal Information

Position	Director of Institutional Development and Quality Assurance
Directorate	Institutional Development and Quality Assurance
Location	Kampala
Supervisor	Executive Director

B. PURPOSE OF THE POSITION

The **Director of Institutional Development and Quality Assurance (DID&QA)** is a member of the Senior Management Team (SMT) at Windle International Uganda (WIU). He/ She leads the development of high quality, innovative programmes that deliver immediate and lasting change. He/ She will provide leadership in the design and monitoring of all programmes and ensure technical support and guidance to Directorate of Programs which is responsible for programme implementation. He/ She will oversee WIU's Directorate of Institutional Development & Quality Assurance and take lead in resource mobilization, research as well as monitoring, evaluation, accountability and learning. The position is also responsible for ensuring the quality of programmes and providing technical capacity building of partners in sectoral areas.

Scope of Work:

He/ She will be responsible for spearheading the development of funding proposals, organisational strategy as well as partner due diligence and approval processes, compliance and quality and timely reporting. The DIDQ&A will spearhead the development of an organisation wide strategy to facilitate and monitor grant acquisition and management across organisational entities; map out and target funding opportunities and build key relationships.

Reporting: The Director will be supervised by the Executive Director.

The Director will work directly with the Executive Director on issues of strategic direction, growth and development at WIU.

Supervision:

The DIDQ&A will supervise the following positions:

- Manager, Research, Institutional Development and Innovation
- Manager, Monitoring, Evaluation, Accountability and Learning

C. KEY RESULT AREAS

1.0 Program Development and Fundraising

- 1.1 Develop a robust fundraising strategy.
- 1.2 Develop and track emerging funding opportunities and position WIU to strategically benefit from these opportunities
- 1.3 Align portfolios with strategic priorities, plans and resource gaps
- 1.4 Coordinate the development, review and submission timely funding proposals to potential donors
- 1.5 Ensure technical staff provide input into proposals and regularly communicate planned requirements for programme design and implementation
- 1.6 Proactively identify and seek donor intelligence on potential funding opportunities that match organisational priorities
- 1.7 Organize and facilitate capacity building in project design and management for selected staff
- 1.8 Support program staff to ensure quality programming that meets minimum humanitarian standards
- 1.9 Ensure effective stakeholder participation in design, implementation and monitoring of programmes
- 1.10 Streamline the mainstreaming and reporting of cross cutting issues in programme implementation
- 1.11 Ensure programme design and implementation is informed by evidence; ensure that Accountability to Affected Persons is integrated into program design and implementation

2.0 Managing Donor and Partner Relations

- 2.1 Engage with and support strategic partners on interventions that are in line with WIU's vision, mission, values and long-term strategies
- 2.2 Coordinate the signing of MOUs for projects, District Local Governments and other partners; ensure compliance with terms and conditions in MoUs for partnerships and agreements; review agreements and contracts and provide appropriate and timely recommendations
- 2.3 Participate in national, regional and global donor meetings/events/consortiums on behalf of WIU
- 2.4 Establish and strengthen working relationships with key partners including humanitarian and development donors, local and international NGOs; Proactively seek for partnership programs

3.0 WIU Strategy Development and Performance Reviews

- 3.1 Lead and coordinate the development and periodic review of the Strategic Plan; oversee its alignment to key national and international frameworks and guidelines; Lead needs assessments and programme analysis to support annual strategic plan review and planning process

- 3.2 Ensure that the MEAL department conducts bi-annual reviews of the WIU Strategic Plan implementation and report on performance
- 3.3 Lead the development of standardised programmes and sector logframes aligned with strategic plan
- 3.4 Coordinate and ensure technical input to strategy, proposals and reports
- 3.5 Streamline feedback mechanism for all projects and follow-up on key action points
- 3.6 Ensure that all new projects and guidelines are disseminated to staff

4.0 Research and Innovation

- 4.1 Establish a mechanism to track all innovations in education related to WIU work and ensure that staff are aware of them
- 4.2 Develop periodic policy briefs and position papers
- 4.3 Explore new opportunities for innovation mainly through research and close monitoring of cutting-edge approaches and dynamics in international development.
- 4.4 Seek for and establish for collaborative research
- 4.5 Take lead in coordinating dissemination of research findings and advocacy and media campaigns

5.0 Monitoring, Evaluation, Accountability and Learning

- 5.1 Provide in-country technical leadership and support the monitoring, evaluation and learning.
- 5.2 In collaboration with the MEAL team, promote use of data for evidence based decision making
- 5.3 Strengthen the learning across all programmes, document best practices and draw lessons to be integrated into programme implementation.

6.0 Capacity building

- 6.1 Recommend appropriate training for the department's staff development in line with the strategies.
- 6.2 Build capacity of staff in gender analysis and transformative programming such as; Education in Emergencies, basic humanitarian standards and project cycle management among others.

7.0 Reporting, compliance and risk management

- 7.1 Provide timely presentations and progress reports to the Board of trustees in Uganda and Windle International Council; Support the coordination of the implementation of board and audit recommendations
- 7.2 Ensure compliance to government and donor guidelines.
- 7.3 Take the lead in ensuring an effective project risk management process.

8.0 Emergency Preparedness and Response

- 8.1 Develop programmes that are adaptive and can respond to humanitarian crisis as and when necessary
- 8.2 Ensure excellent coordination and cooperation with various teams during emergencies
- 8.3 Lead on ensuring the appropriate level of technical input into any emergency response

Skills and experience we are seeking:

- Master's Degree in Management, Education, Project Planning & Managements, Monitoring and Evaluation or any related course from a reputable institution
- Minimum of 5 years' senior level experience in an INGO or NGO environment, including experience directing and implementing programmes in both emergency and development contexts preferably in education, youth empowerment, protection and experience working with partner organisations in humanitarian or development settings
- Politically astute, with a good understanding of external environments and how to relate effectively with them.
- Solid experience developing and managing Research and /MEAL. Systems
- Comprehensive knowledge and experience of development programs, advocacy and campaigning and humanitarian programmes
- Fundraising: Has an in-depth understanding and experience with various fundraising strategies and methods used to support the mission of WIU, including grants, major and planned gifts, annual fundraisers, and special events.
- Excellent communication skills (written and verbal) Excellent presentation and report-writing skills. Strong analytical and conceptual thinking skills

OUR VALUES:

The Director of Institutional Development and Quality Assurance will reflect the values and aspirations of the WIU, by providing clear and consistent leadership. Our values are;

Respect for Individuals, Equity, Honesty and Transparency, Professional Conduct and Stewardship.

Additional responsibilities:

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.