



CAREER OPPORTUNITY

The Ministry of Gender, Labour and Social Development (MGLSD), through its Programme Management Unit (PMU) is implementing the second Phase of the Expanding Social Protection Programme (ESPII). The goal of ESP is to reduce chronic poverty and improve life chances for poor men, women and children in Uganda. The programme aims to embed a national social protection system, including social assistance for the poorest and most vulnerable, as a core element of Uganda's national planning and budgeting processes. A core element of the Programme is the Social Assistance Grants for Empowerment (SAGE) under which government provides the Senior Citizens Grant to older persons.

The MGLSD through the PMU seeks to recruit a competitive, competent and well-motivated person on temporary basis for six months to the position of Policy and Advocacy Assistant with the Expanding Social Protection (ESP) Programme Policy and Advocacy Unit.

The Policy & Advocacy Unit is responsible for supporting the MGLSD to coordinate the implementation of the National Social Protection Policy and the SP advocacy agenda and partnerships at all levels to leverage synergies for establishment of a national social protection system. During the transition from ESPI to ESPII, an institutional Development Subcommittee of the ESPP Steering Committee was constituted to support the development of the Institutional framework for implementation of the ESPII. However, given the need to minimise administrative costs, the number of staff for the Policy and Advocacy Unit was reduced from the anticipated 4 officers to only three.

The Unit is responsible for the delivery of 3 outputs and given the magnitude of work to coordinate the implementation of the NSPP, the work load for the existing policy team is heavy. The work involves administrative work of organising meetings and preparing minutes and reports of the national social protection thematic group and technical thematic working groups. Most of the policy work is done through consultants and there is an increasing role of supporting the consultants to organise consultation meetings and workshops. This kind of work draws the officers away from technical work and research to support the national roll-out of the SCG as well as the work of developing new areas of social protection as proposed in the NSPP i.e. Developing a comprehensive social care and support services operational framework, extending social protection to the informal sector, developing foundations for new grants and systems development for harmonisation of the implementation of social protection interventions and development of a social protection system.

Position:	Policy and Advocacy Assistant
Reporting to:	Coordinator, Policy and Advocacy
Working Relationship:	Policy and Advocacy Coordinator, SPO Advocacy, Capacity Building, Institutional Development and Social Inclusion; and SPO Social Protection, Communications Adviser, SPO Communications and Programme Specialist Social Protection

Roles and Responsibilities

1. Supporting the policy team to organize workshops, conferences and meetings
2. Disseminating research outputs and producing reports of the assigned activities
3. Preparing minutes of the meetings and distributing them to the relevant attendees
4. Organising and sharing required documents with the consultants;
5. Supporting national missions of the consultants, particularly organising meetings, arranging transport and other related logistics;
6. Accompanying Consultants to meetings for undertaking of research studies being conducted to inform development of appropriate social protection policies and programmes
7. Preparing schedule of meetings, field visits and/or other activities for the Consultant's visit. Preparing list of key informants and making appointments for Consultants to meet them;
8. Supporting Coordination and organising of social protection thematic working group meetings and workshops
9. Supporting the Coordination and delivery of training and capacity building activities on social protection;
10. Providing assistance and support in any other tasks as and when required;

Key Deliverables

- Good quality reports of meetings and workshops
- Well managed consultant's schedule
- Well attended workshops/meetings
- Good filing system of reports
- Relevant documents for desk review made available to the Consultants
- Timely delivery of letters from the Policy and Advocacy Unit to stakeholders

PERSON SPECIFICATIONS

The candidate for this role will have the following credentials:

- A Bachelor's degree in any of the following courses: Social Work and Social Administration, Communications, Economics, Development Studies, Social Sciences or related field from a recognised university;
- Knowledge and experience in working with government and non-state institutions
- Experience organising meetings and appointments is highly desirable;
- Strong written and oral communication skills, fluency in English essential.
- Team Work

How to Apply:

Suitably qualified and interested candidates should send application letters, detailed CV, names and addresses of three referees along with the relevant certified copies of academic transcripts, certificates, email address, and daytime telephone contact and relevant appointment letters by or before 23rd November 2020 to esprecruitment@socialprotection.go.ug. Due to COVID-19 pandemic, hand delivered applications will not be accepted.

Only shortlisted candidates will be contacted for interviews.

Should you not hear from us after one week of the closing date of submissions, consider your application unsuccessful.

The Expanding Social Protection Programme is an equal opportunity employer and does not discriminate based on sex, religion, political affiliation, national extraction or social origin, health status or disability