



CAREER OPPORTUNITIES

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 some competitive, competent and well-motivated persons on temporary basis for six months to the positions of **M&E and Procurement & Logistics Assistants** in the Expanding Social Protection (ESP) Programme.

Position: M&E Assistant

Reporting to: Monitoring, Evaluation, Research and Learning (MERL) Coordinator

Duty Station: Kampala

JOB PURPOSE

Implement, Monitor and evaluate systems to enhance quality control, improve internal processes and results delivery underpinning accountability at various levels. Contribute to overall program learning and sharing.

KEY TASKS AND RESPONSIBILITIES

1. Prepare reports on the process monitoring indicators, detailing progress against work plan, challenges and recommendations.
2. Provide inputs to various review meetings at district level where lessons learned are discussed, improvements for the design and operations are proposed and strategies on how lessons learned can be applied.
3. Ensuring that pay point monitoring reports from all pay points in the district are immediately submitted and captured at the end of each payment cycle.
4. With support from the Senior M&E Officer undertake beneficiary transaction audit as will be determined by sample transactions provided by ESP PMU. The audit will majorly focus on high balances, large transactions, out of time

- transactions and any other audits that will be deemed necessary.
5. Plan, implement and document findings of monitoring visits.
 6. Provide inputs, information and statistics for quarterly, reports to SPO M&E.

KEY RESULTS AREAS

1. Achievement of Work Plan targets.
2. Timeliness and quality of reporting (monthly, quarterly, and annual reports).
3. Provide input and update information
4. Managing and Maintaining program data Database at the region

PERSON SPECIFICATIONS

MINIMUM QUALIFICATIONS

University degree preferably in statistics, Economics, Social Science or Monitoring and Evaluation or related field

COMPETENCES

- ✓ Excellent knowledge of monitoring and the application of methodology
- ✓ Good understanding of capacity assessment methodologies, excellent ability to identify capacity building opportunities
- ✓ Communication skills both written and oral
- ✓ Proven ICT skills,
- ✓ Expertise in analysing data using statistical software, strong training and facilitation skills

MINIMUM EXPERIENCE

At least 3 years' experience in the design and implementation of M&E in development projects implemented by Donors/Government. Experience in designing tools and strategies for data collection, analysis and production of reports.

Position: Procurement and Logistics Assistant

Reporting to: Senior Programme Officer, Administration, Procurement and Logistics

Duty Station: Kampala

JOB PURPOSE

To support the procurement of goods and services for the programme and ensure proper management of stores at PMU to ensure all goods received in the store and properly accounted for to ensure value for money in the achievement of the objectives for the programme.

KEY TASKS AND RESPONSIBILITIES

- Receiving of purchase requisitions and allocation of procurement reference numbers for easy tracking
- Receiving of bids and organising bids opening
- Organising evaluation of bids submitted and preparation of evaluation reports for procurement committee approval.
- Organising files and ensuring efficient filing system
- Updating all procurement files and ensuring efficient filing system.
- Receive and record all incoming procurements and disbursements
- Supporting processing of payment for suppliers after delivery of the supplies/ Services.
- Preparation of weekly procurement status and monthly procurement reports.
- Sharing of weekly procurement status reports to keep staff abreast of the procurement status
- Prepare and submit to finance payments for service providers in compliance with the all documents.
- In liaison with Senior Programme Officer, Administration, Procurement and logistics, prepare the agenda for procurement committee meetings as per the schedule.
- Preparing procurement committee minutes and ensuring efficient filing system.
- Support Senior Programme Officer, Administration, Procurement and Logistics in preparation of bid documents where necessary.
- Receive all micro procurement requests and process them up to the stage of issuing a local purchase order.
- Issuing of the solicitation document for all micro procurements and carrying comparative bid analysis.

KEY RESULTS AREAS

1. Micro procurements supported effectively and timely
2. Equipment/supplies procured and distributed to RTSU and to PMU offices effectively.
3. Monthly procurement reports and weekly procurement status reports submitted to Senior Programme Officer, Administration, Procurement and Logistics
4. Procurement Committee and Evaluation Meetings well supported

PERSON SPECIFICATIONS

MINIMUM QUALIFICATIONS

Bachelor's Degree in Procurement and Logistics/Supply Chain, Business Administration or related field.

Preferred additional qualifications

Professional qualifications in procurement and / or logistics management (CIPS, CILT will an added advantage etc.)

COMPETENCIES

- ✓ Knowledge of GoU and development partner procurement procedures
- ✓ Possession of stores management skills and inventory management procedures
- ✓ Good team worker,
- ✓ Capable of building and maintaining effective working relationships with programme staff, service providers and other stakeholders.

MINIMUM EXPERIENCE

At least 3 years' experience in procurement, stores management in a large reputable organisation.

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 2nd 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

