



Exciting Career Opportunities

The Ministry of Gender, Labour and Social Development (MGLSD) of Uganda, through its Programme Management Unit (PMU) is implementing Phase two (ESPII) of the Expanding Social Protection (ESP) Programme. 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. MGLSD through PMU seeks to recruit competitive, competent and well-motivated persons to fill three vacant positions in the **Expanding Social Protection (ESP) Programme**. The positions are contractual, running for a period of 3 years.

POSITION 1: ADMIN AND HR COORDINATOR REPORTS TO: DEPUTY HEAD OF PMU

Role Definition: To manage the administration functions for the programme covering **Procurement, Logistics, Administration, IT and Human Resources** in accordance with existing policies contributing to stakeholder satisfaction and respective efficiencies.

Key Result Areas:

1. Implement Administration, Procurement, IT & HR Policies and procedures in line with the MGLSD corporate values
2. Plan, prepare, implement and review unit budgets in line with the MGLSD/ Development partners Finance & Accounting policies
3. Develop and implement an overall internal control framework for monitoring the efficient and effective utilisation of MGLSD assets in line with the Assets Management Policies
4. Implement and develop IT policies and guidelines for monitoring and implementation of MGLSD programs and activities
5. Prepare all the travel logistics, entry permits, reservations, visas for international staff and Guests
6. Prepare a procurement plan and develop all procurement activities of the MGLSD in accordance with the procurement

guidelines

7. Oversee all administration activities including office administration and fleet management.
8. Carry out Human Resources functions in line with MGLSD HR functions.

Personal Specifications:

We are looking for a strong administrative manager with knowledge and proven experience in the areas of Administration, Procurement, IT and HR functions.

Education Requirements

A minimum of an honours degree in any of the following fields: Business Administration, Human Resources, BBA and B Com (Management), and some courses in any of the functions covered by the position. A master's degree and a professional qualification in the outlined functions will have an added advantage individually and in combination.

Competencies

- Knowledge of GoU and development partner (DFID) HR, admin and procurement procedures
- Capable of building and maintaining effective working relationships with service providers and other stakeholders and team members.
- Good team worker
- Working knowledge of Procurement, Contracts Management, Organizational Administration, IT and HR.

Work Experience

A minimum of 5 years' experience with a reputable and busy organisation in human resource, procurement and administration at a senior level

POSITION 2: RTSU COORDINATOR, SENIOR OPERATIONS OFFICER-KYENJOJO REPORTS TO: SAGE OPERATIONS COORDINATOR

Role definition: Provides technical and operational leadership at

the regional level. S/he oversees and supports implementation, coordination, reporting, trainings, registration, enrolment, payments, grievance and complaints management, change management and compliance with Expanding Social Protection Programme guidelines. Establish and maintain a good working relationship and effective coordination between the Regional and district level implementation structures of SAGE.

Key Result Areas:

1. Preparation and submission of payment plans/work plans by the 28th day of the month preceding payments.
2. Preparation and Submission of Monthly reports by the 5th day and quarterly reports by 15th day of the new month.
3. Preparation and Submission of weekly updates of activities undertaken and planned every Friday of the week
4. Collaborative mechanisms and healthy relationships with the District Local Government and Civil Society Organizations nurtured and maintained
5. Programme assets are put to optimal use.
6. Timely submission of staff performance appraisal reports

Educational requirements:

A minimum of a Bachelor's Degree in Social Works and Social Administration, Development Studies, Adult and Community Education, Social Science, Statistics, Public Administration or an equivalent profession. A post- graduate Diploma in a relevant field will be an added advantage. A Master's Degree in the outlined functions will have an added advantage.

Minimum Experience:

A minimum of five years' relevant experience in community programing or development experience working with governments, non-governmental organizations and/or research institutions, in Uganda

POSITION 3: ADMINISTRATIVE OFFICER, KAMULI REPORTS TO: RTSU COORDINATOR, KAMULI

Position Role: To provide administrative support to the RTSU

staff and ensure the smooth implementation of the program. In charge of overall office management, Logistic, fleet management and assets management.

Key Result Areas:

1. Providing procurement support to regional office and PMU
2. Maintain sufficient stocks of consumables and stationery
3. Maintaining RTSU procurement and admin Files and ensuring safekeeping of office and program records
4. Supporting payment processes, procurement processes by completing necessary paperwork on timely basis
5. Ensuring program vehicles are in good mechanical condition including repairs, services, fuel reconciliations and efficiency report
6. Updating and managing fixed asset registers
7. Supervise drivers on day to day basis
8. Perform and support office in all admin tasks related to smooth running of regional office
9. Any other duties as required by the team to support programme.

Education Requirements:

A First Degree in either of the following disciplines: Social sciences, Development studies, Public Administration or Business administration

Work Experience:

Three (3) years' experience in provision of operations client services support in a busy and reputable organization.

SEND APPLICATION LETTERS, APPROPRIATE CV AND CERTIFIED EVIDENCE OF ALL RELEVANT QUALIFICATIONS TO THE ADDRESS BELOW by or before **Monday, 7th May 2018** by 5:00p.m.

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