

VACANCY ANNOUNCEMENT

(Job Ref: **SOS-UG/JOBS/2022/19**)

SOS Children's Villages is an independent, locally registered, child-focused, social development non-governmental organization with a strong reputation for providing quality care and protection, education and health needs for vulnerable children. Since its inception in 1991, SOS CV Uganda has reached over 60,000 children, youths and adults directly and indirectly to become empowered and self-reliant to contribute significantly to the needs of their families and communities. Works in partnership with a number of donors, (institutional and corporate agencies) including; Norwegian Agency for Development Cooperation (NORAD), Austrian Development Agency (ADA), Grieg Foundation, ERIKS Development Partner, USAID/Bantwana World Education, European Union, AVIS Foundation, Brand Charity, USAID/Uganda Private Health Support Program (UPHSP), Terre des Hommes (TDH), Stanbic Bank Uganda, DHL – Go Teach, Madhvani Group of Companies.

SOS Children's Villages Uganda is seeking qualified candidates to fill the following positions;

1. LOCATION PROGRAMME DIRECTOR – WESTERN REGION (1)

JOB SUMMARY

This is a position similar to a Programme Manager (Based at Fortportal Location). While reporting to National Director, he/she will provide strategic leadership to Alternative care (Family Like Care, youth care), family strengthening programmes (FSP), Youth development, advocacy, institutional partnership development and emergency response programmes by ensuring the organisation delivers on its strategic goals to work with the most vulnerable children and families. Will work collaboratively with the Head of Programmes and National Office Heads of Departments, to harmonize programmes at the location including Family-like Care and Family Strengthening Programmes in order to achieve the highest level of quality service delivery. As a member of the National Management Team, the PD will provide valuable input in to SOS Children's Villages Uganda strategy and attainment of objectives attainment.

KEY TASKS AND RESPONSIBILITIES

Leadership, Programme Management and Planning

- Drive forward the Family-Like Care (FLC) and Family Strengthening (FS) programmes strategy that embodies the values, vision, mission and objectives of SOS and ensure it is being delivered in all areas of the programme locations' work.
- Ensure that robust systems of planning and delivering projects are in place and implemented, from design and inception to delivery and evaluation.
- Demonstrate inspiring leadership in promoting the values, the vision, mission and goal of FLC and FS programme and in the implementation of the National Office Strategy at location-level in line with SOS CV National Office Strategic plan, Policies, Standards and procedures.

Performance Management, Monitoring and Evaluation (M&E)

- Ensure there is a shared understanding of, and drive towards, excellence within all areas of the programmes and that the service quality improvement priorities and actions are reviewed and implemented across the programme location.

- Focus on quality in every area of the work by effectively managing internal performance systems such as M&E Assist and F&A Assist and individual annual performance reviews in accordance SOS policies, standards, procedures and practices.
- Provides technical lead for quality M&E system design, including tools and methods, appropriate to scope, context and technical requirements of FLC and FS programmes.
- Conduct bi -annual and annual appraisals based on personal objectives and agree on SMART targets for each line report
- Facilitate monthly monitoring meetings to discuss progress against objectives and targets with each line report, reviewing areas of success and weakness or areas requiring further support and training, and make appropriate recommendations to the National Director.
- Conduct impact assessment of programmes annually.

Financial and Grants Management

- Ensure Finance Policy is adhered to and the Head of Finance (HoF) is supported to hold all staff accountable for expenditure and financial reporting for programme location.
- In conjunction with HoF, ensure that there is a robust internal control environment, including sound policies and procedures that safeguard staff and the assets of the organization and funding partners, and that improve the effectiveness and the efficiency of the organization.
- Ensure that established policies and procedures on finance, and programmes are understood by staff, implemented and regularly reviewed
- Develops and monitors grant agreements and sub-agreements with project partners.

Building and Nurturing Partnerships

- Build and maintain essential relationships with the community, Government and local authorities to develop appropriate partnerships and networks.
- Maintain relationships with current and potential funding sponsors and networks with other NGOs dealing with children to create a network for peer-learning and experience-sharing.
- Participate in community activities / forums dealing with issues affecting children and advocates children's rights
- Develops a mechanism to obtain feedback on SOS programmes from partners and community and makes recommendations to the ND for corrective action.
- Represents the National Director at meetings, conferences and other networking opportunities within the area of operation

Human Resource Management and Administration

- Ensure SOS is a healthy and safe environment and that it is fully staffed with properly trained and skilled members of staff who are supported to achieve the best they can for the participants and the organization as a whole.
- Ensures that staff adhere to HR policies, Code of Conduct, Employment Act, Child Protection Policy and other SOS guidelines.
- Support the ND to review and implement the Staff Development Policy to support focused and dedicated staff
- Ensure all key HR and Administration policies and procedures such as Child Protection Policy, Conditions of Service are living documents that are clearly reflected in the day to day work of the organization, are understood by staff, implemented and regularly reviewed with the approval of National Director.
- Ensure internal employee wellbeing is reviewed and supported throughout all FLC and FS work and activities.
- Establish, develop and maintain excellent working relationships with key stakeholders identified in the FLC and FS programme delivery strategy in the location.

MINIMUM REQUIREMENTS: Qualifications, Skill and Experience

- Master's Degree in Development Studies, Social works, Social sciences and B.A. Social Sciences, psychology or development studies.
- PGD Human Resource Management is added advantage.
- At least 5-10 year's professional experience working to influence human rights laws, policies and institutions, preferably with NGOs, Inter-Governmental organisation or Governments.
- Sufficient skills in team leadership, team building, grievance handling, coaching and mentorship abilities.
- Well conversant with participatory rural appraisal, participatory impact assessment and gender/environmental impact analysis of community development projects.
- Thorough understanding of partnership approach involving partner identification and screening, assessment, partners' capacity building and sub granting.
- Strong multiple grants management skills and adequate knowledge in key control measures in grants and finance management.
- Ability to engage stakeholders at community level, local government level and National level especially those relevant to the project success which requires being proactive and available to offer feedback.
- Networking, advocacy and partnership building with Government, NGOs and INGOs stakeholders.
- Understanding of human resource planning and development for enhanced productivity, development of human resource management policies, staff appraisals and development, management of confidential matters and documents, staff mentoring and coaching
- Knowledge and Skills in technical and financial proposal development skills.
- Knowledge and skills in OVC, Child Protection and gender programming.
- Knowledge and skills in HIV/AIDS prevention, mitigation, care and support programming.
- Good documentation and record keeping skills in regard to Lessons learnt & best practices.
- Good understanding of process analysis and project management abilities.

2. EXECUTIVE ASSISTANT (1)

JOB SUMMARY

Reporting to the National Director (ND), the Executive Assistant will be responsible for coordinating the Board affairs.

KEY TASKS AND RESPONSIBILITIES

- In consultation with the National Director to prepare and agree on the agenda items for the respective Board or committee meetings before sending out the Notice of Meeting.
- Develop annual meeting schedule in advance at the beginning of the year.
- Ensure that adequate number of meetings are held during the year in accordance with the constitution.
- Keep track of Board and committee meeting dates, agenda and minutes.
- Prepare board information packs.
- Ensure that meeting materials are sent in advance to give Trustees adequate time to review such material, correct any errors and generally prepare themselves.
- Support the National Director to ensure that records of the Board its committees are maintained for compliance with the laws and regulations.
- Manage communications between the board, management and members
- Keep the board well informed and updated on important developments and issues in corporate governance, standards and best practices.
- Handle confidential information for the organisation
- Attend all Board and committee meetings to keep a detailed record of Board actions.

- Three weeks prior to a board or committee meetings, spend at least three days at SOS to prepare and make ready the documentation to be submitted to the board or committees.
- Prepare a status update of all previous board / committee resolutions.
- Prepare all minutes of board and committee and submit to the Board chair within three working days after the meeting.
- Prepare committee reports to the board and submit to the committee chair within five working days after the meeting.
- Ensure that the board constitution is up to date and being adhered to.
- Prepare an annual board member's training calendar in consultation with the ND and the regional office
- Facilitate induction of new board members.
- Maintain governance documents including policies, manuals, minutes of board meetings, board resolutions and other legal requirements.
- Undertake any other assignments to support the board assigned by the National Director.

MINIMUM REQUIREMENTS: Qualifications, Skill and Experience

- Bachelor's degree and minimum of four (4) years of administrative experience.
- Proven ability to treat sensitive/confidential information with appropriate discretion.
- Excellent customer service, organization, and communication skills.
- Knowledgeable in administering organizational diversity plans.
- Excellent writing skills.

3. FAMILY LIKE CARE MANAGER – KAKIRI (1)

JOB SUMMARY

Reporting to the Programme Director, the Family Like Care Manager will be responsible and accountable for the overall development of children and youths and promoting the child centred approach across the FLC programme. He/she will coordinate all Family Like Care programme activities Will guide the FLC Programme Units and staff in a strategic way in accordance with the SOS Children's Villages policies, values, standards and practices and the relevant laws of the country. Will follow his / her vocation and carry out the job within special working conditions and assure the quality of child care within the framework of the SOS Child care model. The rights and concerns of children will be at the centre of his / her work and he/ she will be a guardian to each SOS child / youth and will take an active part in their growth and development. He/she will ensure the implementation of the organisation's policies and guidelines, effective planning, evaluation, reporting and financial management.

KEY TASKS AND RESPONSIBILITIES

Development of the SOS Families and other Forms of Family Like Care

- Leads the overall development of children and youth and ensures their individual needs and rights are identified, respected, protected and addressed.
- Implements Family Like Care programmes in accordance with SOS's policies, standards, procedures and guidelines.
- Presides over the Child Protection, Admissions, Education Committees and follows up implementation of agreed actions.
- Works closely with SOS Mother Representative / Coordinator and Youth Care Co- Workers.
- Regularly sensitizes staff on the SOS philosophy, principles, history, vision, mission and values.
- Acts as Guardian to the Children and Youth in the Family Like Care Programmes.

- Spends quality time with individual children, families and youth.
- Guides SOS mothers and Youth Care Co Workers on family activities to benefit the children and youth.

Responsible for Children and Youth Development

- Reviews all child and youth development plans, at least once a year, to keep up to date with the developmental needs of each individual.
- Monitors and reviews each child's progress to ensure that their educational needs and abilities are addressed.
- Works in cooperation with pedagogical staff to plan educational programs geared to the individual needs of each child and conducts regular reviews of such programs.
- Visits schools attended by SOS family children and youth (including SOS schools and kindergartens), seeking feedback on their school performance and progress from school managers.
- Creates a stimulating learning environment in conjunction with the Education Programme Officer and Youth Care Co-Workers to promote education and encourage academic excellence of children and youths.
- Supervises and supports the Education Programme Officer and Youth Care Co-Workers to ensure implementation of holiday and individual youth personal programs, to prevent idleness and monotony.
- Facilitates cultural and recreational activities to educate the children in local cultures and customs.
- Supports the MA Child Safeguarding Coordinator on information and other specialized reports on family like care as shall be required.

Guiding and Supporting SOS Children's Villages Co-Workers

- Leads and supports all co-workers in a strategic way according to SOS Children's Villages programme policies, values and approved guidelines.
- Provides leadership to all Family like care staff, motivating them to work as a united 'family' in pursuit of the best interests of the children.
- Creates an open working environment where family like care co-workers learn and question with confidence, promote strong bonds and strive for participation.
- Develops and implements appropriate training and development programmes for Mothers and Youth Care Co-workers in conjunction with the PD and National Human Resource Manager
- Closely monitors and reviews FLC staff performance ensuring that appropriate work objectives are set by each staff on an annual basis providing continuous feedback on performance.
- Works with the PD and NHRC to report and deal with cases of discipline and poor performance.

Guide and Support SOS Families, SOS Mothers and SOS Aunts

- Creates a secure, positive, and motivating environment to ensure that a high quality of child care within the SOS families.
- Supports the development of strong family ties to encourage long-term commitment between SOS Mothers and the children.
- Works in conjunction with the MA Child Safeguarding Coordinator to create framework conditions for a high quality of child care within the SOS families and youth homes.
- Builds positive relationships with children and youth and maintains interest in the needs and development of children and youths.
- Holds regular meetings with individual SOS Mothers to discuss new ideas, problems and concerns, and to promote open communication and co-operation.

- Spends quality time with SOS Mothers, counseling and being their confidant, motivating and supporting them to meet their day-to-day challenges in child care.

Guides and supports SOS Youth Care workers and Youth

- Creates framework conditions for a high quality of youth care within youth facilities and programmes.
- Ensures that youth programmes offer career, learning and development opportunities for youths.
- Maintains an overview of and interest in the needs and development of individual youth.
- Counsels Youth Care Co-Workers to meet day-to-day challenges in youth development.
- Coordinates the professional development of Youth Care Co-Workers.
- Holds regular meetings with the individual or groups of youth at different transition levels to support them to explore their full potential and abilities and transition to independent living.
- Provides advice, guidance, and support to children and youth on personal and social issues.
- Links SOS families with biological relatives of the children (if available) and creates opportunities for reunion events or visits.

Contributing to the Development of the Programme Location.

- Takes active interest to learn from other programme locations and shares his / her own experience.
- Participates in national planning, evaluation processes and contributes to the development of organization policies.
- Contributes to local and national child and youth care initiatives and seek recognition of the SOS Family model.
- Helps other co-Workers to understand the SOS Children's Village Programme and its impact to children and families and the society.
- Familiarizes SOS families and youth care co-workers on the importance of fundraising.
- Oversees activities based at affiliated projects to the Children's Village e.g. Kindergarten, Family Strengthening Programme, Medical Centre and School by participating in their activities and meeting regularly with the various Departmental heads at the location
- Takes part in the location and national advocacy interventions as required.

Family Like Care Strategic and Programme Development

- Leads the development of appropriate annual action plan to support Family Like Care programmes.
- Works with key Programme Co-workers to design and deliver innovative alternative care models.
- Contributes towards annual and strategic planning in the area of Alternative Child Care Work.
- Implements and evaluates different kinds of alternative care models.
- Identifies capacity gaps within the programme location and co-workers pertaining to alternative care of children and facilitates capacity building process.
- Contributes to policy and guideline development and revision, familiarization to ensure proper implementation of alternative child care work.
- Actively contributes to ensuring all SOS Children's Villages policies and guidelines are practiced and aligned to the national legislation and local context.
- Leads the identification of activities and resources for the action plan to meet the needs of each SOS family and youth homes.
- Facilitates regular review of the annual plan in conjunction with the various child care coworkers.

- Holds regular finance/budget reviews for the smooth operation of programmes ensuring that all activities are implemented within the set budget parameters.
- Works to run the family like care programmes at full capacity, utilising all available facilities in line with the National Association strategy.

Monitoring and Evaluation of Family Like Care Programmes

- Regularly reviews family like care activities to ensure that they are implemented according to children's village standard manual and organisation procedures and policies.
- Participates in internal and external evaluations of programmes in conjunction with the National Office
- Prepares and submits reports and statistics to the Programme Director and the National Office.
- Supports the National Child Safeguarding Coordinator on information and other specialised reports on family like care as shall be required.
- Contributes to overall National Association reports as may be requested by the Programme Director and other National Office department heads.

Develop Good Working Relations Internally and Externally

- Works with the National Office co-workers to carry out feasibility studies and participate in the development of concept notes and programme proposals.
- Supports the initiatives to solicit donations to the Family like care programme, seeking guidance from the Programme Director and the Head of Fundraising.
- Maintains and creates links with schools, community groups, places of worship, civic associations, service groups and other bodies and organizations based in the local community.
- Develops detailed programme concepts for new interventions in the programme location.
- Cultivates good relationship with sponsors and ensures prompt correspondences
- Provides regular progress updates on children, Youth and the Family like care programme in general.

MINIMUM REQUIREMENTS: Qualifications, Skill and Experience

- University degree Social Sciences - Development Studies, Education, Management, HRM, Psychology, social work.
- Leadership experience at a senior management level preferably within the NGO or public sector.
- Three years' experience in any of the following functional areas: Child and/ or Youth care, community Development, human resource management, psychology, education.
- Must have good physical and mental health
- Readiness to live within the SOS Children Village.
- Interest in working with children and youths and willingness to make a long-term commitment.

Child and Youth Care Competences:

- Pedagogical and psychological knowledge and skills;
- Basic comprehension of child, youth and family development;
- Knowledge of national child welfare and childcare legislation, familiar with and aware of children's rights and child protection,
- Capability to promote child and youth activities,
- Knowledge and experience on alternative child care models

- Experience in cooperating with local and national child and youth care projects of governmental and NGO initiatives.

4. **SOS MOTHER – KAKIRI (01)**

JOB SUMMARY

The SOS Mother and Aunt is responsible for the care and development of the children within her SOS family. The Mother is the leader of the family and is directly responsible for the care and development of the children and ensures the effective running of the household. She fulfils the role of a mother, providing affection and security, supporting each child according to his / her individual needs and guiding them towards self-sufficiency and independence. She shares her life with the children and provides the emotional security, affection and the opportunity to develop physically, mentally and spiritually. At the same time, the SOS mother is a child-care professional who cooperates with the other village co-workers in meeting the needs of the children. SOS Mother works within the framework of SOS Children's Villages Organisation Standards and Child Rights Based Approach.

KEY TASKS AND RESPONSIBILITIES

- To create a warm, loving and welcoming family home to enable the children to grow and thrive.
- To monitor the growth of children in a holistic manner while nurturing the sense of brotherhood and sisterhood.
- To strengthen and support each child to maintain a relationship with his / her biological family in the best interests of the child.
- To develop and monitor each child's individual development plan and encouraging and taking an active interest in their academic progress.
- To guide and assist the child to accomplish homework assignments.
- To attend all school meetings and maintain regular contact with teachers.
- To support each child to reach the adequate level of education that will enable him / her to be independent according to his / her abilities.
- To spend quality time and build a stable relationship with each child, taking a personal interest in his / her physical, emotional and mental wellbeing.
- To provide a balanced and nutritious diet that enables the children to grow healthy.
- To teach children personal hygiene and provide adequate clothing.
- To seek psychosocial support to address specific life needs
- To address all issues related to behavioural change to help children develop good character.
- To guide, advice and counsel children with emotional or other difficulties.
- To provide support to each child to establish his / her own cultural and spiritual identity and to strengthen his / her moral development.
- To identify and promote each child's individual talents, abilities, skills, interests and creative potential and work hand in hand with other co-workers to see that such potential is developed in each child.
- To support the child to build and maintain warm relationships with children and adults within the community.
- To teach children in the family house practical, social and basic life skills.
- To attend to and address all issues of discipline within and outside the family home.
- To report all cases related to child abuse to the Child Safeguarding Committee
- Carry out basic household tasks and maintain a high degree of safety, cleanliness and hygiene in the home.
- To account for all funds provided for the family house.
- To prepare children for the transition process to the youth facility.

- Monitor the condition of the house, including furniture, fittings and equipment and report any maintenance or repair issues.
- To foster and maintain good working relationships with other SOS Mothers, SOS Aunts and family assistants, youth care co-workers and other Village staff.
- To develop and take lead in personal and professional growth.
- To carry out a self-evaluation, reflecting on personal behaviour, parenting and professional practices.

REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCES

- Minimum O' Level Certificate.
- Early childhood development education is an added advantage.
- 2 years' work experience in taking care of vulnerable children.
- Counselling skills
- Motherhood sympathy (kindness)
- Must have a passion to help needy children.
- Ability to Exercise Patience and Tolerance
- Conflict resolutions skills
- Age limit between 35 and 45 years

5. FAMILY STRENGTHENING PROGRAMME COORDINATOR – FORTPORTAL (1)

JOB SUMMARY

Reporting to the Locational Programme Director, the Family Strengthening Programme Coordinator is responsible for steering the family strengthening Programme in the location as well as ensuring the building of a strong and motivated performance driven Family Strengthening team. The role entails taking lead in planning and budgeting processes for the family strengthening programme, coordinating the implementation of the annual plans within the approved budgets, taking lead in monitoring and evaluation of programme activities as well as preparing and submission of progress reports to the Programme Director. The FSP coordinator also has a role to ensure that staff adhere to the programme policies and internal controls, manage programme and documentation including data base maintenance and beneficiaries and among others ensure networking and partnerships with communities, local authorities and other service providers within the programme areas.

KEY TASKS & RESPONSIBILITIES:

To build and manage a strong team through effective leadership

- Hold monthly meetings with the team to handle issues arising and generate new ideas
- Create time for one on one interface with team members to handle any arising issues
- Hold bi-annual team building events with the team
- Coaching and mentoring of staff
- Identification of staff training needs and conducting training based on the needs
- Conducting appraisals with staff

To spearhead and manage the programme and implementation

- Oversee development of work plans (Annual, Quarterly and monthly) to guide implementation of Project activities
- To provide technical support to the implementation of actions

To oversee monitoring, evaluation and reporting of programmes

- Produce project reports

- Conduct field support and monitoring visits
- Support and supervise the update and entry of data in activity tracking tools

To manage programme finances and budgets (Financial management)

- Planning and development of budgets
- Review and approval of requisitions
- Monitoring and tracking of project budgets

Partnership and networking

- Facilitate coordination meeting at the District and Sub-county
- Participate in Sub-county and District events
- Hold joint evaluations of programmes with District and Sub-county stakeholders

REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCES

- The candidate should hold a University Degree in Community Development related to Social and Natural Science disciplines such as Social Work, Sociology, Development Studies, Economics, Agriculture or Rural Development.
- Good Networking skills.
- At least three years' experience in implementing Community Development or Orphans and Vulnerable Children (OVC) support programmes
- Programme budget planning and accountability experience.
- Donor engagement.
- Experience in child rights and development, family and community development and rights based programming.
- Experience in using Community Development participatory methodologies.
- People management experience specifically recruitment, training and performance management.
- Planning and organizing skills.

6. PROJECT DRIVER - MAYUGE (1)

JOB SUMMARY

Reporting to the Family Strengthening Coordinator, the driver's responsibility will be to provide efficient and safe transportation of authorized personnel and/or commodities in a clean and well maintained vehicle.

KEY TASKS AND RESPONSIBILITIES

- Drive project personnel and equipment to locations in Uganda for project activities
- Maintain timely schedule set by Program Staff
- Maintain Project vehicles, keep accurate records for vehicle issues including fuel.
- Mileage and trip log and schedule routine maintenance and cleaning.
- Observe all company vehicle utilization policies and in country traffic laws.
- Perform daily errands such as collecting and delivering mail, making bank deposits and withdrawals, purchasing items for the office, and refuelling the vehicles on need basis.
- Transport staff & Children to project sites and offices or for implementation of activities.
- Ensure the readiness of the vehicle, in a good mechanical condition and ensure vehicle is prepared for long trips on rough terrain prior to field visits.
- Maintain the cleanliness of the vehicle both inside and out. Ensure that the first aid kit is in place and stocked at all times.

- Assist in routine office chores when necessary such as photocopying, binding, filling, moving furniture.
- Carry out routine service of the vehicle, including oil changes and general Service.
- Complete the vehicle logbook on a daily basis, recording all travel and requesting staff transported to sign and submit to Administration officer for review and approval on a weekly basis.

REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCES:

- A Minimum of 'O' level Certificate
- Possession of a Drivers licenses with Classes B,CM,DL
- At least 6 years Driving experience
- Experience in Defensive driving is desirable.
- Skills in Motor Vehicle Mechanics is an added advantage
- Experience working with NGO's is an added advantage
- Oral and written English language fluency is a must.

SOS Children's Villages Uganda is committed to keeping children safe from all forms of violence and abuse. Therefore, our selection process will include rigorous background checks at different levels.

HOW TO APPLY

If you believe you are the right candidate for this position, please send your **electronic** application letter, detailed curriculum vitae (CV), and photocopies of academic certificates, and names and contact details of three traceable referees to the address below **to reach not later than Wednesday, 7th September 2022:**

The Head Human Resources and Administration
SOS Children's Villages Uganda,
Plot 53 Ntinda II Road
Kampala

Electronic Applications must be sent as one **Single PDF Document not exceeding eight pages** to: jobs@sosuganda.org

Applications that are late, do not have CV or certificates or exceeds eight pages or electronically submitted as images will be disqualified. Only shortlisted candidates will be contacted.