



## **VACANCY ANNOUNCEMENT** (Job Ref: **SOS-UG/JOBS/2022/22**)

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 Children's Villages 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, BMZ–Youth Can, 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. PROGRAMME OFFICER (ECONOMIC EMPOWERMENT) - MAYUGE (1)**

#### **JOB SUMMARY**

The Programme Officer is responsible for building the economic capacities of FSP supported families, communities and duty bearers to effectively increase income at both community and household level to enable community member appropriately meet children's basic needs. To sustain our impact, the officer will work in collaboration with local authorities and other service providers, enabling children who are at risk of losing the care of their families to grow within a caring family environment.

#### **KEY TASKS & RESPONSIBILITIES:**

##### **Programme Participation and Implementation of set plans**

- Facilitate the formation and development of Community Economic Empowerment Task Force to spearhead the programme;
- Organize and Facilitate training of Community Economic Empowerment Task Force on economic vulnerability assessment and work with them to develop durable actions to address the situation both at family and community levels.
- Support Community Economic Empowerment Task Forces in the identification of programme participants.
- Ensure community members access economic empowerment services from the established Community Economic Empowerment Hubs
- Support Economically Vulnerable Household to access income generation interventions to eventually increase household income.
- Ensure economically empowered Household and communities provide appropriate care to children.
- Link care givers operating businesses to market opportunities and value chain.
- Ensure Value addition to all products to enable program target beneficiaries to earn more profits.
- Facilitate active participation of children in all FSP processes
- Facilitate the identification and training of community facilitators in Family Development Planning.
- Support the formation of loans and saving associations and build communities' capacity on their operationalization.
- Ensure sustainability of established economic empowerment interventions
- Facilitate and support the timely implementation of programme plans as per the approved annual plans and Budgets;
- Facilitate families' access to essential services required to fulfill their children's developmental needs and rights



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- Ensure the realistic mainstreaming of Green economy and GBV in all our works.

### **Programme Planning and budgeting**

- Vividly Participate in periodic project planning and budgeting including timely planning for project activities.
- Support Community Economic Empowerment Task Force, families and communities in the assessment of root causes leading to economic vulnerability at family and community levels through use of appropriate participatory tools.
- Support the preparation of individualized family development plans.
- Support the preparation of community development plans
- Facilitate the planning of ensuring gender balance in decision-making and in all programme processes for all economic empowerment actions.

### **Monitoring and Evaluation**

- Facilitate participatory monitoring and evaluation of the programme interventions.
- Organize and facilitate regular project reviews with Community Family Development Planning Facilitators and other service providers on FSP.
- Carry out regular home visits to families on the programme and write home visit reports.
- Carry out regular visits to CBOs, family support groups and other partners in the respective community for timely and relevant programme support
- Work closely with the M&E officers to timely update SOS CV Program Data Base.
- Work closely with the M&E team to analyze data and make meaning out of it to inform future decisions
- Participate in the development of realistic project tool and facilitate their utilization

### **Reporting and documentation**

- Prepare and submit timely progress reports to the Project Coordinator on programme interventions.
- Ensuring that relevant community development structures have documented programme processes.
- Timely documentation of the project progress including periodic change/ success stories, lesson learned, recommendation and challenges throughout the project life.

### **REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCES:**

- Bachelor's Degree in, Economics, Business administration, Development studies, social sciences, social work and any other relevant field largely biased to community economic development.
- Training certificates in Economic strengthening, Child protection, GBV case management etc.
- Minimum of 3-5 years' experience in development work with a bias in the field of Community and Household Economic Empowerment

## **2. PROGRAMME OFFICER (LOAN RECOVERY) - MAYUGE (1)**

### **JOB SUMMARY**

This Programme Officer will be majorly responsible for effective and efficient recovery of Project loaned financial resources from the funded Community Economic Empowerment Hubs. The project will invest in developing Community Economic Empowerment Hub by providing them with revolving funds to support their grounding however within a period of 2 years they are supposed to return these financial resources to be used by other established groups or institutions. It's the role of the Loan Recovery Officer to ensure these groups or institutions receive the financial support to transit into Economic Empowerment Hubs but also to recover the loaned financial resources to be given to other groups.



Additionally, he/she will ensure the overall economic development of FSP supported families, communities and duty bearers to effectively increase income at both community and household level to enable community member appropriately meet children's basic needs.

To sustain our impact, the officer will work in collaboration with local authorities, Project **Loan Fund Management committee** and other service providers, enabling children who are at risk of losing the care of their families to grow within a caring family environment.

### **KEY TASKS & RESPONSIBILITIES:**

#### **Programme Participation and Implementation of set plans**

- Support community organized groups or institutions to access Project financial loans.
- Ensure the supported organized groups or institutions transit into community economic empowerment hubs providing economic empowerment services to a wider community scope.
- Effective and efficient loan recovery (*100% recovery without interest*) from the supported organized groups or institutions.
- Ensure community members access economic empowerment services from the established Community Economic Empowerment Hubs.
- Organize and Facilitate training of Community Economic Empowerment Task Force on economic vulnerability assessment and work with them to develop durable actions to address the situation both at family and community levels.
- Support Economically Vulnerable Households to access income generation interventions to eventually increase household income.
- Ensure economically empowered Household and communities provide appropriate care to children.
- Link care givers operating businesses to market opportunities and value chain.
- Facilitate active participation of children in all FSP development processes.
- Ensure sustainability of established economic empowerment interventions
- Facilitate and support the timely implementation of programme plans as per the approved annual plans and Budgets

#### **Programme Planning and budgeting**

- Vividly Participate in periodic project planning and budgeting including timely planning for project activities.
- Support Community Economic Empowerment Task Force, families and communities in the assessment of root causes leading to economic vulnerability at family and community levels through use of appropriate participatory tools.
- Support the preparation of community development plans
- Facilitate the planning of ensuring gender balance in decision-making and in all programme processes for all economic empowerment actions.
- Work Closely with the Fund Management committee to play for timely disbursements of funds

#### **Monitoring and Evaluation**

- Facilitate participatory monitoring and evaluation of the programme interventions.
- Organize and facilitate regular progress reviews meetings with economic empowerment Hubs.
- Ascertain and create a database to document number of community members accessing economic empowerment services from the community economic empowerment Hubs
- Carry out regular home visits to families on the programme and write home visit reports.
- Carry out regular visits to CBOs, family support groups and other partners in the respective community for timely and relevant programme support
- Work closely with the M&E officers to timely update SOS CV Program Data Base.
- Work closely with the M&E team to analyze data and make meaning out of it to inform future decisions
- Participate in the development of realistic project tool and facilitate their utilization

#### **Reporting and documentation**



- Prepare and submit timely progress reports (narrative and financial) to the Project Coordinator on programme interventions.
- Ensuring that relevant community development structures have documented programme processes.
- Timely documentation of the project progress including periodic change/ success stories, lesson learned, recommendation and challenges throughout the project life.

### **REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCES:**

- Bachelor's Degree in, Economics, Business Administration, Development studies, social sciences, social work and any other relevant field largely biased to community economic development.
- Training certificates in Economic strengthening, Child protection, GBV case management etc.
- Minimum of 3-5 years' experience in banking sector especially loaning and recovery department with a bias in the field of Community and Household Economic Empowerment is a basic requirement.

### **3. PROGRAMME OFFICER (GENDER AND ADVOCACY) - FORTPORTAL (1)**

#### **JOB SUMMARY**

The Gender & Advocacy Programme Officer is aimed at supporting the integration of gender perspective to the projects work and ensure gender is mainstreamed & strengthened. This Position supports the project as well to develop appropriate advocacy strategies and ensure the development and delivery of strategic and impactful advocacy.

#### **KEY TASKS & RESPONSIBILITIES:**

##### **Programme Implementation**

- Facilitate and support implementation of all gender and advocacy activities in the community.
- Facilitate and support the timely implementation of approved GREEN+ annual plans and budgets.
- Support program participants to access social protection services in collaboration with other stakeholders in the community.
- Community awareness dialogues or activities on gender and child related issues with stakeholders
- Engage Local government or other Policymaking bodies to Influence policy or regulation to favour Children in our targets group.

##### **Programme Planning and Financial Management**

- Support the community families, communities and other stakeholders to assess and identify root cause of vulnerability at family and community levels using appropriate participatory tools.
- Support the development of an appropriate action plan to meet the needs of each household and community.
- Facilitate the identification of opportunities and mobilization of local resources for the action plan to meet the needs of each household and community.
- Support the preparation of individual Family Development Plans
- Support the preparation of Community Development Plans
- Support the Family Strengthening Programme Coordinator to consolidate the Family Development Plans and prepare budgets to achieve the programme goals.
- Promote gender mainstreaming in all GREEN+ Child Protection and community development interventions.
- Ensure timely submission of program activities' accountabilities and adhere to financial and procurement policies.



### **Children and youth Access to Essential Services**

- Facilitate families to access essential services required to fulfil their children's rights and development needs.
- Organise and facilitate the training of children and youth in child rights and responsibilities
- Facilitate and monitor children and youth access to education, health care and nutrition.
- Facilitate and monitor children's access to vital registration, including birth certificates, national identification.
- Facilitate process of participation for the vulnerable and marginalised individuals (girls, women and PLWDs)

### **Capacity Building of Families/community**

- Facilitate education & awareness of advocacy, gender, Policies/ laws and child rights for communities through trainings.
- Regular Coaching and mentoring of Role models to attain gender equality.
- Facilitate community structures to support activities of gender and advocacy
- Strengthen the capacity of the Community Structures to support quality care and protection

### **Networking and Partnerships**

- Collaborate and facilitate mobilization of community members in addressing relevant advocacy issues- For example with community development structures, other stakeholder in the community not forgetting government departments for effective social protection service delivery to programme participants.
- Support functional sustainability of community-based networks on gender and advocacy support, social protection and other relevant development initiatives.
- Facilitate & coordinate advocacy research documentation & disseminate and inform influence decision makers.
- Identify opportunities for gender and advocacy supportive partnerships within the programme area.

### **Monitoring and Evaluation of program progress**

- Facilitate and monitor GBV case management processes at all community levels
- Facilitate participatory monitoring and evaluation of the programme interventions.
- Facilitate regular data collection against the indicators
- Organize and facilitate regular project reviews with Community Family Development Planning Facilitators and other service providers on FSP.
- Carry out regular home visits to families on the programme and write home visit reports.
- Facilitate sharing of best practice amongst family groups.

### **Reporting, Resource Management and Documentation**

- Prepare and submit timely progress reports to the FSP Manager on programme interventions.
- Document family and gender/advocacy success stories on programme interventions.
- Keep, maintain and information on files of allocated families on the programme in a timely manner
- Support family groups and community development structures to maintain stock books/GBV case registers.
- Submit accountability / reports for programme items distributed in the community to Finance and other relevant departments in a timely manner.
- Comply and adhere to SOS policies and guidelines.

### **REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCES:**

- A least A bachelor's degree in Development studies, gender & development studies, Rural development or related studies.
- A least 4 years proven & progressive experience working in Advocacy, gender and women empowerment issues.



- Good networking & alliance building of skills
- Support preparation & dissemination of information on gender issues that are relevant to the women and girls.
- Team work/collaboration
- Sound understanding of child rights, child development, family and community development, rights-based programming.
- Good communication and reporting skills.
- Computer literate.
- Understanding and ability to apply community development participatory methodologies.

***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, only electronic application are accepted. Please send your 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 Friday, 18<sup>th</sup> November 2022:**

#### **To The Head of Human Resources and Organisational Development**

SOS Children's Villages Uganda  
Plot 53 Ntinda II Road  
Kampala, Uganda

All Applications must be sent **electronically** as one **Single PDF Document not exceeding eight pages to: [jobs@sosuganda.org](mailto: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.***