



VACANCY ANNOUNCEMENT (Job Ref: **SOS-UG/JOBS/2023/01**)

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 children without or at risk of losing parental care. Since its inception in 1991, SOS CV Uganda has reached over 100,000 children, youths and adults directly and indirectly to become empowered and self-reliant to contribute significantly to the needs of their families and communities. The organisation has the commendable experience working in partnership with a number of donors, (institutional and corporate agencies) including; Norwegian Agency for Development Cooperation (NORAD), Austrian Development Corporation (ADC), 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 CV Uganda is sourcing for qualified candidates to fill the following position;

1. HEAD OF PROGRAMMES – KAMPALA (1)

JOB SUMMARY

Reporting to the National Director, he/she will lead the strategic direction and development of the organisation's key programme themes in the National Association namely Alternative Care (family like care), Family Strengthening Programmes (FSP), Youth Development, Advocacy and emergency response programmes. He/she will lead the National programme development team, and works with counterparts in the national association, to ensure successful development of children's programmes and initiatives across the country. The Head of Programmes will ensure (or lead) the implementation of a quality assurance system within SOS Children's Village Programmes including monitoring and evaluation. S/he will lead the development of the national programme development strategy, related budgets and action plans. He/she will lead and supervise Programmes Department staff members. S/he will be a member of the Regional National Program Director network and will also be responsible for sourcing knowledge sharing and learning foras within and outside SOS Children's Villages Uganda.

S/he will participate in and/or initiate activities of the civil society, with the aim to improve conditions and change policies and practices that undermine the well-being and rights of children of our target group.

TASKS AND RESPONSIBILITIES

Development and implementation of Programme Strategy (35%)

- Lead and Coordinate the development of the MA Uganda Program Strategy and Priorities in alignment with SOS legal frameworks, National Development Plan III (NDP III) and sustainable Development goals (SDGs)
- Set annual targets for the programme strategy
- Dissemination of the Programme strategy across all locations and key stakeholders
- Monitoring and evaluation of the programme strategy

Coordination of the Planning MA process (10%)

- Coordinate the annual planning process for locations and Member Association (MA)
- Disseminate the annual plan to all locations
- Select the objective leaders for each thematic area of tannualnul plan
- Coordinate joint review of the annual plan the at national level
- Submit the annual plan for approval to the National Director, Board and International Office Region (IOR) R

Quality assurance, Monitoring, evaluation (10%)



- Implement quality standards within SOS Children's Village Programmes as described in manuals, policies and concepts
- Develop the MA annual report
- Review and provide feedback on quarterly location and donor reports

Research management, documentation and learning (5%)

- Coordinate and review all research related interventions in the National Association.
- Source for research partnerships with likeminded organisations in research on child and family strengthening programme
- Participate in international research projects within SOS- Children's Villages International.
- Source of knowledge sharing and learning foras
- Provide technical support on evidence based advocacy

Financial management, administration, authorization and approval of expenditures (10%)

- Coordinate the programme budget for the MA
- Review and approve programme related budgets
- Monitoring programme unit and projects budgets and financial reports
- Provide technical support to programme audits
- Review and monitor implementation of program audit recommendations

Fundraising and partnership development (15%)

- Set targets for local and IPD funded projects
- Coordinate the development of the partnership
- Sources for strategic partnerships
- Source for funding opportunities for the programme strategic areas
- Develop and/or review concept notes and proposals

Human Resource Development - Supervises, motivates, and appraises Staff (10%)

- Initiate and support recruitment of programme staff
- Provide technical support to National Office (NO) and Programme Development (PD) staff Hold monthly with National Programme Unit (NPU) team and Programme Directors (PDs)
- Conduct bi-annual and annual appraisals for direct supervisees
- Conduct weekly departmental meetings
- Ensure that succession planning is an integral part of each team member
- Organise and link team member to ongoing programme trainings

Safeguarding (5%)

- Mainstream safeguarding in all programmes at SOS Children's Villages Uganda
- Ensuring that key stakeholders are made aware of safeguarding measures and are supported in implementing them
- Ensuring that safeguarding is integrated in all management processes including recruitment, on boarding, performance management, team meetings, annual planning process field-level monitoring, IWP, IDP etc.
- Creating and maintaining a managerial and operational environment where the Safeguarding Policy is effectively implemented.

MINIMUM REQUIREMENTS:

Minimum Qualification:

- A Master's degree in Arts, Humanities, Anthropology, Social work and Social Administrations, Development Studies, Public health or an equivalent.

**Experience:**

- At least 7-10 year's professional experience working to influence human rights laws, policies and institutions, preferably with NGOs, Inter-Governmental organisation or Governments.
- Experience in networking and coordination, planning and implementing campaigns and events that drive influence and stakeholder engagement.
- Understanding of UN and donor operations at country and regional level.
- Demonstrable leadership within a networked environment.

Functional Competencies (e.g. knowledge, skills, understanding, abilities...)

- Superior communication and writing skills with the ability to translate complex issues into a level appropriate for the general population and policy makers.
- Strong analytical, negotiation and problem solving skills.
- Ability to communicate orally and in writing with a variety of audiences, including community advocates, members of the public and local leaders.
- Excellent planning, management and coordination skills with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities.
- Excellent representation and interpersonal skills and the ability to work with people from diverse cultures, ability to lead and motivate people to work in teams.
- Partnership building and management.
- Skilled in the use of computer software.
- Skills in working with children and facilitating child participation is desired.

2. HUMAN RESOURCE AND ADMINISTRATION OFFICER - FORTPORTAL (1)**JOB SUMMARY**

Reporting to Programme Director, the Human Resource and Administration Officer (HRAO) will be responsible for the efficient and satisfactory provision of human resource and administrative services in the Programme Location. The job holder will coordinate and process all activities related to the human resources and the day to day administration of the Location. The job holder will support the Programme Director in all routine areas of their office work, motivation of staff, embedding organisation values, facilitating capacity building and development and will ensure that the SOS policies, procedures and systems are effectively implemented at the Location. The job holder will also administer and provide support on general services including transport, procurement of goods and services, maintenance of properties, security services. The position will require a high degree of confidentiality in dealing with staff matters as well as handling information on children, patients and beneficiaries.

KEY TASKS & RESPONSIBILITIES:**General Services, Logistics, Procurement and Administration**

- Coordinates all project activities and ensures that they are carried out and are properly supported.
- Ensures that procurement procedures are adhered to.
- A member of the Location Management Committee and Location Procurement Committee.
- Fleet management – coordinate pool vehicles to ensure efficient and responsible use, allocation of vehicles, log sheet recording, fuel management, insurance, health and safety management, vehicle repairs and maintenance and regular inspection.
- Coordinates and ensures proper recording, use and timely maintenance of facilities, buildings, furniture and equipment in accordance with policies and procedures.
- Organizes and coordinates the efficient provision of office services, transport, maintenance and other general services to programme units and staff.



- Handles routine correspondence.
- Maintains a good and well organized office environment ensuring cleanliness and
- Ensures that the compound is clean, trimmed and well-kept.
- Monitors the maintenance work schedule of the Maintenance Technician ensuring that project facilities, buildings, equipment and properties are well maintained.
- Maintains an up to date inventory of office equipment, furniture, family household items, Guest House items, vehicles and other facility assets.
- Organizes special functions at the Location.

Financial Management

- Participates in the preparation of annual budgets for different project activities.
- Plans and prepares budget for office requirements, administrative and facility maintenance.
- Draws plans for project activities and ensures that they are implemented as planned.
- Follows financial policies, procedures and regulations with regard to administrative financial transactions.
- Responsible for management of the Administration store, maintaining an up to date inventory and issuing of the items.
- Manages the Guest House.
- Monitors expenditures of project activities and ensures that it is run as economically as possible, in accordance with provisions of the annual budget.
- Maintains a donation register and ensures that all donations are properly stored, sold out or distributed using the recommended guidelines.
- Prepares petty cash payments, vouchers and monthly cash books
- Acts as a “bank” to SOS families for both household funds and child sponsorship funds. This means regularly paying out household allowances, sponsor money gifts and any other project funds entrusted to him/her & keeping their balances.

Human Resource Management

- Supports the development of the HR plan for the Location and oversees its implementation.
- Processes, facilitates and implements staff related decisions
- Prepares candidate profiles and participates in the interview and selection of candidates for the location.
- Oversees the implementation of on boarding programmes for all new hires at the location.
- Maintains comprehensive updated confidential personnel files.
- Prepares and supervises staff leave schedules on a monthly basis for location staff.
- Coordinates payment of all authorized education, medical bills and other staff benefits.
- Exercises good time management skills and maintains an up to date arrival schedule for all projects.
- Coordinates the placement of interns and volunteers and administers their related issues in accordance with the Volunteer Management guidelines.
- Provides HR statistical information
- Ensures that exit procedures are properly followed.

Employee Relations

- Monitors and manages co-worker relation issues.
- Maintains confidential records related to grievances and complaints and coordinates their resolution.
- Ensures transparent, fair and consistent application of disciplinary measures.
- Provides information, interpretation and advice on the HR Policy, Employment Act and other regulations to the Location management and staff.



- Provides advice on interpretation of the Employee Handbook, Code of Conduct, Child Protection Policy and other rules and regulations and informs staff of their rights and responsibilities.
- Provides advice on health, safety and security issues.

Performance Management

- Facilitates the implementation of the Performance Management System.
- Makes follow up on timely staff performance appraisals / reviews at the Location.
- Supports supervisors to determine training needs of their team and assists in determining the appropriate staff development plan.
- Coordinates with the HRM regarding training and capacity development programmes.
- Develops the Location annual training plan
- Evaluates the impact and effectiveness of staff development programmes.

REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCES:

Essential

- BA Degree in Human Resource Management, Administration, Management or other related discipline
- At least 3 years' experience in Human Resource Management
- Ability to deal with confidential matters and with discretion.
- Self-motivated and highly organized, detail oriented, accurate and able to monitor work for quality.
- Ability to multi-task and keep calm under pressure.
- Adept at problem-solving and able to identify issues and resolve programs in a timely manner.

Desirable

- Strong interpersonal skills, demonstrating professionalism in all dealings with staff.
- Excellent communication skills both written and verbal.
- Ability to effectively read and interpret information, present numerical data in a resourceful manner.
- Ability to prioritize and plan work activities as to use time efficiently
- Must be dependable, able to follow instructions, respond to management direction.
- A self-starter, able to demonstrate high levels of initiative and motivation, but also work closely with other team members, displaying trust and loyalty.

3. MAINTENANCE TECHNICIAN – ENTEBBE (1)

JOB SUMMARY

Reporting to Human Resource and Administration Officer, the Maintenance Technician will be responsible for the maintenance of SOS facilities including buildings, offices and household appliances, machines and other equipment.

KEY TASKS & RESPONSIBILITIES:

Maintenance of buildings

- Replacement of broken louvers/glasses.
- Replacement of worn out window mesh.
- Repair roof leakages.



- Repair/renovate cracked walls, verandahs, columns etc.
- Repaint walls.
- Clean gutters and downpipes.

Electrical system maintenance

- Replace blown fittings like bulbs, tubes switches, sockets etc.
- Replace underground worn out electrical conductors.
- Fault tracing and rectifications in all SOS facilities.

Plumbing system maintenance

- Replace broken plumbing fittings like taps, mixers etc.
- Repair waste water & soil water systems like sinks, toilets, bathroom fittings etc.
- Constant checking & unblocking of the sewage system like manholes, underground sewage pipelines, septic tanks etc.
- Cleaning of solar water heater panels and repair.
- Maintenance of the rain water harvesting system.

Equipment/machines maintenance

- Servicing and repair of generators.
- Servicing and repair of the water pump.
- Servicing and repair of computers, photocopiers and printers.
- Servicing of fire extinguishers

Household appliances maintenance

- Repair of Flat irons, Fridges, Ovens, kettles, blenders, TVs etc.

Furniture/Carpentry repairs

- Repair of broken beds, chairs, mosquito net holders etc.
- Repair of Wardrobes, kitchen cabins, doors and door locks.
- Repair of office furniture like chairs, tables, Notice boards etc.

Oversee compound & fence maintenance

- Repair of walk-ways in the compound.
- Supervise the cutting of the compound and hedge.
- Repair the CV fence.
- Plant the necessary compound trees and protect them from destruction by the children.

REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCES:

Minimum Qualification:

- A diploma in any of the engineering courses of Civil, water or electrical.

Experience:

- Minimum of 3 years working experience in maintenance units of modern facilities.

Functional Competencies (e.g. knowledge, skills, understanding, abilities...)

- Knowledge of computer skills (mainly MS Word and Excel).
- Knowledge of basic procurement principles.
- Skilled in a combination of hands-on tasks of electrical installation, plumbing, carpentry and masonry.
- Able to work long hours under minimum or no supervision.



- Able to work in the environment of children with knowledge of government policies concerning children.

4. YOUTH PROGRAMME OFFICER - ENTEBBE (1)

JOB SUMMARY

Reporting to Alternative Care Coordinator, the Youth Programme Officer will be responsible for guiding SOS youth according to SOS CV policies and procedures towards independence, so that when they leave the care of SOS CV they are self-reliant and contributing members of society. In achieving this, the YPO should be seen as a role model, providing advice, support the education program, guidance on life skills, support and a positive example to the youth in their development from adolescence to adulthood. (Accompanying young people to self-reliance) Lastly the position requires the officer to develop and implement youth programmes.

KEY TASKS & RESPONSIBILITIES:

Oversee youth development work including leaving care and after care

- To support the individual development planning process of the young people, enabling them to take responsibility for their own development and supporting them in learning the required soft and life skills needed to live an independent life
- To identify risk behaviours in young people and risk situations young people are exposed to in their communities in order to jointly prevent and respond to them
- To accompany and support transition processes, be it from a one care setting to another care setting,
- or from the current care setting to independent life
- To be an active point of contact for care leavers, nurturing long term links to caregivers and maintain contact information, with consent of young people
- To promote and foster social integration of young people

Support education and employability of young people

- Provide young people with on-going career counselling and job orientation based on a clear understanding of each person's skills, abilities, aspirations and matching them with labour market requirements.
- Reach out to different education institutes to be informed and up to date about available vocational training and educational opportunities and to encourage young people to take the initiative to research and take up career opportunities
- Conduct education analysis to stay informed about young people's school/work progress and react timely if any challenges are detected
- Participate in the assessment and select educational institutions for children placement, I maintain and update data bank of education institutions for children placements.
- Support children and youth to get scholastic materials and tuition on time

Encourage youth participation

- Encourage youth participation at all levels of their development, engage with young people and listen to them
- Organize and coordinate youth-related leisure time activities, whenever possible using the offers of the community
- support and counsel caregivers living and working with young people in individual and/or group settings
- Build young people's participation skills in order to empower young people towards actively participating and getting involved in decision-making.



Carry out administrative and liaison work

- Fulfil necessary managing and administrative duties
- To regularly update the Programme Database
- Monitor young people's development and transition to independence
- Support the development and maintenance of partnerships that young people can benefit in terms of talent, employment and skills development.
- Review and update youth files time after time as need arise.

REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCES:

Minimum Qualification:

- University degree – Social Work and Social Administration, social sciences, education, child/youth care, Psychology, Social/community work, community/child psychology, gender, development studies and counseling.

Experience:

- At least two years' experience in child and youth development
- Work experience in education, social work or community development is desired.

Functional Competencies (e.g. knowledge, skills, understanding, abilities...)

- Should be friendly to youth and the youth should freely interact with the YPO
- Very good with training skills of all categories staff and youth
- Skilled with mentorship (Trains trainers for mentorship and also mentors all youth with different characters)
- Abilities in accompanying young people through the steps to independence.
- Should have wide knowledge in adolescents handling and guidance is a desired skill for the job
- Good knowledge of child, youth, family and community development
- Good knowledge of national child care legislation and child's rights
- Strong and highly effective interpersonal, listening and communication skills, both written and verbal.

5. SOS MOTHER – ENTEBBE (01)

JOB SUMMARY

The SOS Mother will be responsible for the care and development of the children within her SOS family. The Mother will be the leader of the family and directly responsible for the care and development of the children and ensures the effective running of the household. She will fulfil the role of a mother, provide affection and security, support each child according to his / her individual needs and guide them towards self-sufficiency and independence. She shares her life with the children and will provide 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



6. OFFICE ASSISTANT - ENTEBBE (1)

JOB SUMMARY

Reporting to Human Resource and Administration Officer, the Office Assistant will be is responsible for ensuring thorough cleanness of the office premises

KEY TASKS & RESPONSIBILITIES:

- Prepares breakfast for staff from Monday to Friday
- Empties all the office paper trays and wash them once in a week
- Dusts all the windows, ventilator, and doors to ensure they are clean
- Maintains regular orderliness and tidiness of the office workplace
- Removing cobwebs from the office ceiling on a regular basis
- Mops office floors, toilets, and other office premises to ensure they are thoroughly cleaned.
- Notifies the immediate supervisor of cleaning materials to be purchased
- Keeps inventory list of all office utensils, accounts for their proper usage, and reports any damages
- Removes all forms of litter spotted anywhere around the office area during working hours

REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCES:

- Minimum of O - Level Certificate
- Previous experience in the same position
- Should be able to speak English
- Well organized

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, 20th January 2023:**

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

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.