



VACANCY ANNOUNCEMENT (Job Ref: **SOS-UG/JOBS/2023/05**)

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 positions;

1. NATIONAL MONITORING, EVALUATION & LEARNING COORDINATOR – ENTEBBE (1)

JOB SUMMARY

Reporting to the Head of Programmes, the National Monitoring, Evaluation and Learning (NMEL) Coordinator will support the development and strengthening of Monitoring and Evaluation System for the country programme, partnership and utilization of data and development of programmes within the National Association. S/He will take a leading role in the collation and dissemination of data; develop monitoring, evaluation and learning tools for the projects as needed. S/He will also take a leading role in the development of monitoring and evaluation frameworks, tools, and their implementation to focus programming, generate information, analyses and knowledge for organizational learning and efficient decision making. Moreover, s/he will take lead in M&E capacity building at different levels of the organization. The MEL Coordinator will support the documentation of best practices and facilitate the use of such data to foster learning; contribute to the design and assist in managing program assessments and evaluations and promote a culture of evidence-based decision-making.

TASKS AND RESPONSIBILITIES

Routine result based monitoring (20%)

- Develop the overall MA MEL framework
- Periodic reviews of monitoring tools.
- Compiling annual work plans and reports with inputs from each programme location
- Coordinate M&E visits and the associated reporting system
- Assist partners to set up reporting systems that meet the internal M&E requirements
- Prepare briefs, presentations, success stories, and working papers as requested

Data Management (20%)

- Take lead in updating program database (**PD82**).
- Conducting regular data quality audit.
- Periodic data collection and analysis in accordance with the national monitoring plan.
- First level user support in regard to Programme database
- Ensuring digital data collection and management



Capacity building in Results Based Management, Monitoring and Evaluation (20%)

- Capacity building of SOS CV staff in Mayuge and across locations where MLMR project is implemented.
- Staff on results-based management, the associated tools and other relevant monitoring and evaluation topics
- Capacity building through training, feedback, coaching of the programme staff in data collection, monitoring and analysis
- Provide technical support to programme staff and national management team to interpret the collected data and make informed decisions for improvements

Documentation, knowledge sharing and learning (20%)

- Lead the implementation of Results Based Management System.
- Identifying potential improvements to the M&E system
- Follow up on the implementation of RBM tools
- Establish cross functional learning and knowledge sharing
- Drive active prevention of child abuse and ensure information of M&E department/COO about cases in collaboration with the national investigators

Evaluation and Operations research (10%)

- Lead the development of Terms of Reference for external consultancies
- Lead the implementation of internal and external evaluations (baselines, midlines, end lines) and other cross Programme studies.
- Assist with operational research including supporting the undertaking of surveys, focus group discussions and other data collection
- Ensure dissemination of findings from the various studies.

Safeguarding (10%)

- Ensuring that all monitoring and evaluation processes integrate safeguarding measures.
- Develop monitoring and evaluation indicators in routine project activities and ensure periodic reporting on the indicators.

REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCES

- Bachelor's degree in Economics, Statistics, Social sciences, Project Management, Monitoring and Evaluation or any other relevant field.
- Master's Degree and/or Post Graduate Diploma in Economics, Statistics, Monitoring and Evaluation, Project Management or Research is desirable
- Minimum of 6 years of direct experience in designing and implementing M&E/MIS activities for Donor-funded programs in a reputable organization
- Demonstrated expertise in both quantitative and qualitative research methods, developing and implementing M&E plans and Results Frameworks.
- Strong understanding of results based management.
- Proven proficiency in statistical soft wares such as STATA, SPSS or similar, specifically for analysis of large datasets.
- Strong analytical skills.
- Excellent written and oral communication skills with high level of flexibility, eager to learn
- Excellent interpersonal skills and ability to work under minimal supervision



2. MONITORING, EVALUATION & LEARNING (MEL) OFFICER– MAYUGE (01)

JOB SUMMARY

Reporting to the MLMR Programme Coordinator, the MEL Officer will play a key role in providing support for monitoring, evaluation and learning for Mayuge programme Area and S/he will be the lead MEL officer for MLMR project. S/he will be responsible for overall strengthening of the MEL function, MEL capacity building, ensuring quality assurance, documentation, and learning needs for improvement of the Mayuge Programme area and MLMR project and will come up with findings based on real data to show the performance of the programme area and the project. Support to the teams; timely planning and reporting; and liaising with counterparts from other SOS projects, partners, and other NGOs in similar fields.

KEY TASKS AND RESPONSIBILITIES

Routine result based monitoring

- Develop the overall Mayuge program area MEL framework
- Review and update the overall MLMR MEL framework
- Develop programme Area and project performance metrics
- Periodic reviews of indicators and monitoring tools
- Coordination of MEL activities and visits

Project database management

- Update the program database (PDB2) and other relevant systems.
- Data analysis and dissemination
- Conducting regular data quality audits
- Periodic data collection and analysis in accordance with the monitoring plan.
- First-level user support in regard to the Project database.

Capacity building

- In coordination with the National MEL Coordinator, build the capacity of staff on results-based management, the associated tools, and reporting.
- Capacity building through training, feedback, coaching, and mentoring of staff in data collection and analysis
- Provide technical support to staff to interpret the collected data and make informed decisions for improvements.

Documentation and reporting

- Compile periodic reports(Monthly/Quarterly) with inputs from project team
- Assist partners/KIPs to set up reporting systems that meet the internal M&E requirements
- Prepare briefs, presentations, success stories, and working papers as requested
- Promote Learning and adaptation in the project.

Project reviews and evaluation

- Tracking progress of Mayuge programme area reviews and MLMR project reviews
- Conduct quarterly performance review
- Participate in baseline and end line survey.
- Timely update Result Framework



Safeguarding

- Ensuring that all monitoring and evaluation processes integrate safeguarding measures.
- Develop monitoring and evaluation indicators in routine project activities and ensure periodic reporting on the indicators.

REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCES

- A minimum of university degree in statistics, economics, social sciences, development studies, or any other related field. A postgraduate diploma/certificate in Monitoring and Evaluation is an added advantage. At least 3 years of experience in the design and implementation of M&E/MIS in development projects implemented by a reputable organization.
- In-depth knowledge on MEL and development issues
- Proven ICT skills, especially MS Excel, MS word and MS PowerPoint
- Expertise in analyzing data using statistical software, especially SPSS and STATA.
- Good analytical skills in data processing, analysis and interpretation
- Strong training & facilitation skills
- Ability to work independently and show professional judgment in carrying out tasks
- Ability to function as a productive member of a result-oriented team
- Experience of working with youth-led projects or youth-engaging projects
- Experience of communicating project results
- Attention to detail.

3. FAMILY STRENGTHENING PROGRAMME OFFICER (LIVELIHOOD) – KAKIRI (01)

JOB SUMMARY

The programme officer Livelihood Officer is responsible for the implementation of the Family Strengthening project interventions and working closely with the Local government structures and community based organisations to improve and empower the family to self-reliance. The officer shall be responsible for the training on socio-economic activities such as Farmers Field schools, best agronomic practices, VSLA, IGAs, environmental conservation, placing youths for vocational and apprenticeship, support in the monitoring of the KIPs and Build strategic linkages, collaborations and networks with partners at the sub county/district level.

KEY TASKS AND RESPONSIBILITIES

To support in planning and implementation of programme activities

- Draw annual, monthly and quarterly plans for all activities to be conducted within the months
- Provide weekly plans and updates on the different activities carried within the week
- Support in Developing FDPs and conduct regular reviews
- Develop the capacity of each farmers group to improve production and productivity of selected enterprise(s) through demonstrations and training on the technical aspects of farmer's field schools to enhance best agronomic practices
- Continue assessment and monitoring of VSLA Methodologies and utilization of the OVC fund in the community.
- Monitor and Support to KIPs to improve quality of their implementation and documentation.
- Support youths to attain skills in vocation (assessment of youth for Salon, Mechanic, welding) and IGA Booster (cost Share /start up kits)
- Organize quarterly review meetings for partners and communities to reflect on progress on project activities and sustainability strategies as well as create spaces and opportunities for action-learning and debate



- Monitor and report on achievement of output and outcome indicators as planned

To build the capacity of the caregivers in line of their development needs through IGA support, VSLA among others

- To identify program participants needs and draw appropriate plan and budget to meet their needs to self-reliance
- Build the capacity of the caregivers in line of their development needs through IGA, VSLA (SPM and Financial literacy) support.
- Create awareness on Environmental conservation (Training on Energy stove, Tree planting)
- Facilitate and support backyard garden to Caregivers to increase food security in the families.

To facilitate Reporting, Resource Management and Documentation

- Prepare and submit timely progress reports to FSP Coordinator on programme interventions
- Document family and child success stories on programme interventions.
- Support community development structures to document programme activities.
- Keep, maintain and update the database and files of families on the programmes in a timely manner.
- Submit accountability/report for programme items distributed in the community to Finance and other relevant departments in a timely manner.
- Develop activity and budget tracking tool, and use on a monthly basis to track and report on activity and budget management
- Monitor and Support to KIPs to improve quality of their implementation and documentation.

To fund raise and contribute to fund raise

- Participate in concepts development for funding
- Lobby for donation in kind from other stakeholders
- Sign with SOS as a committed givers

Safeguarding

- Engage staff and project participants on safeguarding issues including finance, assets among others

REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCES

- Minimum of a Bachelor's degree in agriculture or agribusiness, Livelihood interventions or any other relevant agricultural discipline.
- Minimum of 4 years' experience in implementing agricultural projects in rural Uganda, most of which should have been as a direct field staff. Training and experience in implementing Livelihood intervention.
- Computer literate Writing and reporting skills
- Networking and influencing skills
- Ability to communicate in applicable local language(s)
- Passion for children.
- Track record demonstrating high integrity, reliability and dependable
- Ability to work with minimal supervision and perform other duties as required
- Ability to ride a motor cycle and with a valid riding permit is a MUST
- Ability to speak the local language in the respective district is a MUST



4. **SOS AUNT – GULU (02)**

JOB SUMMARY

The SOS Aunt will be responsible for the care and development of the children within her SOS family. The Aunt 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 an Aunt, 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 Aunt is a child-care professional who cooperates with the other village co-workers in meeting the needs of the children. SOS Aunt 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 Aunts, 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. OFFICE ASSISTANT - KAKIRI (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

5. PROJECT DRIVER – KAKIRI (1)

JOB SUMMARY

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

TASKS & RESPONSIBILITIES:

- Drive project personnel and equipment to locations in Uganda for project activities.
- Maintain timely schedule set by Programme 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 refueling the vehicles.
- 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.

MINIMUM REQUIREMENTS:

- A Minimum of 'O'level Certificate
- Possession of a Driver's license 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, 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 Monday, 3rd April 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.