

10th September, 2017

EMPLOYMENT OPPORTUNITIES

Global Support Development Initiative (GDI-Uganda) is a national CHILDCARE and Non –Governmental Community Development Organization registered in Uganda in 2013 and works to reach out vulnerable children, families and communities with philosophy of ONE CHILD; ONE Community at a time”.

It was registered and charged with its main mandate to pursue socio-economic recovery, rehabilitation and development programs in the region of Northern Uganda and beyond, with the belief that; Every Child is “Born Free and Equal” to his or her full potential and has the right to a life without hunger, poverty, malnutrition, illness, depression, oppression and illiteracy.

Our Program is anchored on five (5) broad themes deliberately focused on: (1) Education (2) Child Protection, Governance and Advocacy (3) Agriculture, Food Security, Livelihood and Humanitarian relief; (4) Health and Nutrition (5) Water, Sanitation, Hygiene & Environment (WASHE) and we are an **Equal Opportunity Employer**.

In Partnership with Eleanor Crook Foundation USA, GDI-Uganda will be implementing a 3-year Inclusive and Sustainable Maternal and Child Nutrition (ISuMaC) Project and therefore seeks to recruit suitable and qualified persons to join our dynamic, innovative and committed team in the following positions based in **Inomo Sub County, APAC DISTRICT**.

1. **POSTING TITLE:** Project Coordinator- Nutrition (1 Post)

Reporting to: Program Manager

Qualification: BSC Degree in Human Nutrition and Dietetics/ Food Processing Technology.

Experience: At least 3 Years from a reputable organization with valid Riding Permit.

Contract Duration: 1 Year, Renewable subject to satisfactory performance

Duty Station: Lira Head Office with frequent travel to Project Location

Key Responsibilities:

Within delegated authority, the Project Coordinator will be responsible for the following duties:

- *Provide overall technical Nutrition, Agriculture and WASH supervision; support to the project and manage the day-to-day implementation of project activities. Key aspects of this job shall involve overall coordination of assessment, designing weekly and monthly Project activities and execution of planned activities in line with GDI-Uganda’s strategy;*
- *Lead an integrated team to contribute towards planning and execution of Project activities in order to provide clear indicators for monitoring and evaluation of the Project;*

- *Train and supervise Project staffs and partners in best-practice in Nutrition interventions and ensure that the Project take gender issues fully into account. This includes the introduction of mechanisms to enable both women and men participate in decision making around Nutrition Sensitive issues.*
- *Will organize and facilitate Project workshops and trainings.*
- *Continuously monitor and supervise Nutrition, Agriculture and WASH activities and evaluate project progress through outputs and impacts using both quantitative and qualitative data.*
- *Represents GDI-Uganda in engagements with other NGOs, Agencies and Government authorities in sector and general coordination structures;*
- *Develop and maintain appropriate, regular, transparent and supportive communication structures with the assigned Nutrition, Agriculture and WASH team, GDI-Uganda Office, and other relevant stakeholders (beneficiaries, community leaders, local and national government officials and other NGOs), with the objective of ensuring good cooperation and partnerships.*
- *Ensure accurate and timely monitoring and reporting of Project activities according to GDI-Uganda, donor and other applicable timeframes and formats.*
- *Conduct lesson learnt forums and document best practices, lessons learnt and challenges during and at the end of Project life/ phase.*
- *Ensure monthly financial projections are prepared and submitted for funding in a timely manner. Will be responsible for all financial accountability of activity fund received.*
- *Ensure that all Project training materials guiding implementation are prepared in timely manner, accurately and securely used. Training Materials must be "SMART".*
- *Keep and share information from NGO meetings, government correspondences and internal GDI-Uganda Lessons Learned.*
- *Ensure proper utilization and use of Monitoring and Evaluation Systems (MES) put in place.*
- *Support Program Office in Proposal Development.*
- *Must have deeper understanding and commitment to principles of child rights and child protection.*
- *Perform any other duties as may be required from time to time.*

Competencies

Professionalism:

- *Must demonstrate deeper knowledge and understanding of production of highly nutritious crops for improved household nutrition and possess understanding of theories, concepts and approaches relevant to Nutrition Sensitive and Nutrition Specific Interventions including agricultural and WASH backgrounds respectively.*

Adaptation:

- *Work Environment: Ability to work in rural setting.*
- *Travel: This Position will require significant amounts of time in the field (out of office) supporting Project team.*
- *Ability to identify issues, analyze and participate in the resolution of issues/problems.*
- *Ability to conduct data collection using various methods.*
- *Conceptual analytical and evaluative skills to conduct independent M&E analysis.*
- *Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.*
- *Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter;*
- *Is conscientious and efficient in meeting commitments, observing deadlines and achieving results;*
- *Identify critical issues that may hamper quality of project implementation and take the necessary actions or communicate with immediate supervisor as may deem necessary.*
- *Is motivated by professional rather than personal concerns;*

- Shows persistence when faced with difficult problems or challenges;
- Remains calm in stressful situations.
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication:

- Good command of Spoken and written English, fluency in Luo is an added advantage.
- Excellent verbal and written communication skills
- Demonstrates openness in sharing information and keeping people concerned informed.
- Knowledgeable of MS Word, Excel, Power Point, Internet, etc.
- Familiarity with grant management and procedures.

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals.
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.
- Places team agenda before personal agenda.
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position.
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Accountability:

- Takes ownership of all responsibilities and honors commitments.
- Delivers outputs for which one has responsibility within prescribed time, cost and quality standards.
- Operates in compliance with organizational regulations, rules and policies.
- Supports subordinates, provides oversight management and takes responsibility for delegated assignments.
- Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

2. **POSTING TITLE:** Project Coordinator- Agriculture (1 Post)
- Reporting to:** Project Coordinator Nutrition
- Qualification:** Bachelor of Science Degree in Agriculture (Crop) or its equivalent.
- Experience:** At least 3 Years from a reputable organization with valid Riding Permit
- Contract Duration:** 1 Year, Renewable subject to satisfactory performance
- Duty Station:** Inomo Sub County/ Lira Head Office with frequent travel to Project location

Key Responsibilities:

Within delegated authority under the guidance of the Project Coordinator- Nutrition, the Project Coordinator Agriculture will be responsible for the following duties:

- Provide agricultural technical supervision and support to the project and manage the day-to-day implementation of agricultural project activities. Key aspects of this job shall involve coordinating assessment, designing weekly and monthly agricultural Project activities and execution of planned activities in line with GDI-Uganda's strategy;
- Contribute towards planning and execution of agricultural Project activities in order to provide clear indicators for monitoring and evaluation of the project;
- Train Project Staffs and partners in best-practice in Agricultural interventions.

- *Continuously monitor and supervise Agriculture activities and evaluate project progress through outputs and impacts using both quantitative and qualitative data.*
- *Will execute staff supervisory responsibilities to staff attached to his/her office.*
- *Ensure that the Project take gender issues fully into account. This includes the introduction of mechanisms to enable both women and men participate in decision making around agriculture issues.*
- *Will organize and facilitate Project workshops and trainings.*
- *Represents GDI-Uganda in engagements with other NGOs, Agencies and Government authorities in sector.*
- *Develop and maintain appropriate, regular, transparent and supportive communication structures with the assigned Agriculture Field officer and other Field staffs, GDI-Uganda Office, and other relevant stakeholders (beneficiaries, community leaders, local and national government officials and other NGOs), with the objective of ensuring good cooperation and partnerships.*
- *Ensure accurate and timely monitoring and reporting of agricultural activities according to GDI-Uganda, donor and other applicable timeframes and formats.*
- *Conduct lesson learnt forums and document best practices, lessons learnt and challenges during and at the end of Project life/ phase.*
- *Ensure monthly agricultural financial projections are prepared and submitted for funding in a timely manner. Will be responsible for financial accountability of activity fund received.*
- *Ensure that Project training materials guiding agricultural implementation are prepared in timely manner and accurately used. Training Materials must be "SMART".*
- *Keep and share information from NGO meetings, government correspondences and internal GDI-Uganda Lessons Learned.*
- *Ensure proper utilization and use of Monitoring and Evaluation Systems (MES) put in place.*
- *Support Program Office in Proposal Development.*
- *Must have deeper understanding and commitment to principles of child rights and child protection.*
- *Perform any other duties as may be required from time to time.*

Competencies

Professionalism:

- *Demonstrate deeper knowledge and understanding of production of highly nutritious crops for improved household nutrition.*

Adaptation:

- *Work Environment: Ability to be deployed Field based in rural setting and managing Field Office in Apac District.*
- *Travel: This Position will require significant amounts of time in the field (out of office) supporting project team.*
- *Ability to identify issues, analyze and participate in the resolution of issues/problems.*
- *Ability to conduct data collection using various methods.*
- *Conceptual analytical and evaluative skills to conduct independent M&E analysis.*
- *Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.*
- *Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter;*
- *Is conscientious and efficient in meeting commitments, observing deadlines and achieving results;*
- *Identify critical issues that may hamper quality of project implementation and take the necessary actions or communicate with immediate supervisor as may deem necessary.*

- *Is motivated by professional rather than personal concerns;*
- *Shows persistence when faced with difficult problems or challenges;*
- *Remains calm in stressful situations.*
- *Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.*

Communication:

- *Good command of Spoken and written English, fluency in Luo is an added advantage.*
- *Excellent verbal and written communication skills,*
- *Demonstrates openness in sharing information and keeping people informed*
- *Knowledgeable of MS Word, Excel, Power Point etc.*
- *Familiarity with grant management and procedures.*

Teamwork:

- *Works collaboratively with colleagues to achieve organizational goals.*
- *Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.*
- *Places team agenda before personal agenda.*
- *Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position.*
- *Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.*

Accountability:

- *Takes ownership of all responsibilities and honors commitments.*
- *Delivers outputs for which one has responsibility within prescribed time, cost and quality standards.*
- *Operates in compliance with organizational regulations, rules and policies.*
- *Supports subordinates, manages and takes responsibility for delegated assignments.*
- *Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.*

- 3. POSTING TITLE:** Field Officers – Nutrition and WASH (3 Posts) and Agriculture (1 Post)
- Reporting to:** Their Respective Project Coordinators
- Qualifications:** Diploma in Agriculture, Nutrition/ Food Processing Technology, Environmental and Public Health.
- Experience:** At least 2 Years from a reputable organization.
- Contract Duration:** 1 Year, Renewable subject to satisfactory performance
- Duty Station:** Inomo Sub County, Apac District.

Key Responsibilities:

- *Regularly report project activities and coordinate with their respective Project Coordinators.*
- *Work directly with Project Coordinators to address Project challenges.*
- *Train, supervise, monitor and work directly with VHTs, CHEWS and Project beneficiaries.*
- *Collect Nutrition, Agriculture and WASH data in the community for data entry at field level and transferring the data to the central level.*
- *Implement all Nutrition, Agriculture and WASH activities and ensure the quality of the activities and reporting from time to time.*
- *Liaise with other NGOs and actors in the field in order to coordinate Project activities to avoid duplication.*
- *Prepare and consistently submit weekly and monthly Project activity reports.*
- *Coordinate with local leaders and stakeholders who directly and indirectly contribute in the Project success within the community.*

- Document and report Project progress in the area of operation.
- Perform any other duties as may be required from time to time.

Qualifications, Experience and Requirements:

- Diploma in Nutrition, Environmental & Public Health, Agriculture (Crop Option) and any other related filed.
- Minimum 2 years of experience in community work (preferably related to Nutrition, Agriculture, and WASH, reproductive health or Maternal and Child Health Care).
- Experience in monitoring and assessments.
- Excellent mobilization skills.
- Self-motivated, community-driven & demonstrate ability to work under minimum supervision.
- Computer literacy, particularly in Word, Excel, and PowerPoint.
- Strong Communication, Report writing and interpersonal skills in English and Luo (both verbal and written).
- Valid Riding Permit.

4. **POSTING TITLE:** Monitoring and Evaluation Officer (1 Post)
Reporting to: Program Manager
Qualifications: Bsc. in Economics/ Statistics or any related field.
Experience: At least 3 Years from a reputable organization.
Contract Duration: 1 Year, Renewable subject to satisfactory performance
Duty Station: Lira Head Office with frequent travel to Project Location.

HOW TO APPLY

Interested and qualified applicants meeting the requirements above, are encouraged to **hand deliver** their Cover letters, Detailed CVs including three (3) Professional Referees and Copies of their Academic documents addressed to;

**Human Resources Manager
 Global Support Development Initiative (GDI-Uganda)
 Plot 15, Imat Apulli Road, Senior Quarters ‘A’, Lira Central Division, Lira, Northern
 Region, P.O Box 967, Lira- Uganda**

Only inquiries please, call: **0392 622 210**

Office Direction: Off Aloi Road (Near Truth Fountain Church Main)

OR: Applications Emailed to: **info@gdiuganda.org** and should not be more than 2.0MB

Deadline for Application submission is not later than **16th September, 2017** by **4:00pm** as late applications shall be rejected. Please indicate the position being applied for on top- right hand corner of your sealed envelope.

NOTE: Only short listed candidates will be contacted. Please count yourself unsuccessful if you don't hear from us by **20th September, 2017**. Any form of canvassing will lead to automatic disqualification.