

## Project Coordinator – HANA Project

Location: [Africa] [Uganda]

Town/City: Kampala

Category: Health

Job Type: Fixed term, Full-time

### Back ground

World Vision Uganda (WVU) is a Christian relief, development and advocacy non-government organisation dedicated to working with children, families and communities to overcome poverty and injustice. We currently work in 43 districts and have 48 Area Programmes implementing projects in health & nutrition, water, sanitation & hygiene (WASH), livelihoods & resilience, education and child protection. World Vision (WV) is committed to the protection of children and adult beneficiaries from exploitation and abuse and will not employ people whose background is not suitable for working with these beneficiaries. All employment is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible.

Due to expansion in scope of our programmes, we are now seeking for a qualified and passionate individual willing to share in our vision and join the team in the following role.

**Position:** Project Coordinator – HANA Project

**Report to:** Technical Lead- Health

**Location:** Gulu District

**Purpose of the position:**

The Project Coordinator will provide day to day leadership and coordination with all relevant stakeholders in the implementation of all the stages of the design phase of Health And Nutrition For All (HANA) project – an ANCP funded project. Ensuring that all planned activities are implemented in a timely and efficient, and effective manner and according to the agreed World Vision Uganda, and donor guidelines. The HANA project is intended to end preventable illness, impairment and death among adults, young people and children in Oyam, Omoro and Pader districts through improved and inclusive access to, and utilisation of integrated quality health and nutrition services by 2025.’ The incumbent, upon successfully completing this phase, may continue to manage the rest of the implementation phases of this project.

### **Key Outputs/Responsibilities.**

- Project Design
- Lead and coordinate all design phase steps
- Lead development of a detailed design plan with clear timelines and ensure compliancy.
- Review sector and location source documents.
- Organize design workshops and stakeholder consultations.
- Coordinate all stages of Design Processes including the project logic, theory of change and project design write-up including Log frame, budget and proposal.
- Liaise with NO and WVA leaders as well as Technical Specialists for strategic guidance ensuring alignment to National Office strategy.
- Facilitate the process of identifying & hiring of design consultant including participation in Reviewing Research proposals from consultants.

- Liaise with M&E unit to develop qualitative and quantitative assessment data collection tools.
- Work with M&E unit to conduct training of enumerators and implement data quality checks.
- Oversee and support gender and disability inclusive data collection, especially qualitative activities.
- Monitor and track timely review of documents, and secondary data collection.
- Ensure Project Design assessments, analysis and reports with respect to key design objectives and DFAT / WVA guidelines are completed.
- Prepare project Document/Proposal (draft 1) and submit to WVA.
- Coordinate Response and feedback from NO and WVA design review teams.
- Compile Revisions and prepare final PDD Submission to WV Australia.
- Track feedback from WV Australia for final revisions.
- Lead project launch and implementation start up.
- Facilitate and support the Gender and disability inclusion officer in all related activities to ensure gender and disability concerns are identified, understood and inform the project design

### **Facilitate mainstreaming of gender and disability inclusion**

- Support and facilitate the design of an in-house gender and disability integrated

assessment, support enumerator training and data collection and development of gender and disability action plan from assessment findings

- Ensure the project design includes practical and strategic activities designed to promote gender equality and disability inclusive outcomes
- Support and ensure delivery of an integrated gender transformative and disability inclusive approach
- Support onboarding and capacity-building of team members on gender and disability inclusive programming

### **Project implementation and risk management**

- Provide day to day leadership to project teams in planning, implementing and reporting of project activities as per approved DIP, and budget
- Continuously review implementation progress, work with team to develop and track catch up plans and ensure follow through.
- Guide and provide technical support to project officers.
- Strengthen capacity of implementing partners at village, sub county and district level
- Ensure the overall project targets and goals are achieved and sustainable

### **Project monitoring and evaluation**

- Support effective monitoring, documentation and reporting in compliance with agreed standards

- Ensure full participation of beneficiary communities, with particular regard for those marginalised due to gender and disability, in design, monitoring and evaluation by attending community mobilizations, meetings and community trainings.
- Work closely with health specialist for the purpose of the project quality assurance

## **Finance management**

- Ensure proper management of financial resources and assets in line with WV policies and donor requirements
- Support partners and sub grantees to adhere to WV finance and asset management policies
- Work with the grants unit and SO to seek approval for any proposed change to approved budget and activities prior to implementing the changes.
- Responsible for providing oversight and management of project risks – actively identify, assess, report and update project risk registers as required.

## **Networking and collaboration**

- Engage with District and Sub County Health authorities and support the Program Managers, and RPM in managing relations with government structures and civil society coalitions
- Effectively network with local government structure and any other agencies undertaking activities in the target community and ensure that such activities are well integrated with World Vision and community activities to promote sustainability and ownership of interventions in planning and implementation.

- Identify areas for lobbying and advocacy and work with the Health, nutrition, gender and disability sector specialists and advocacy teams to respond and address the issues

### **Documentation and reporting**

- Compile field visit and data validation reports and identify opportunities for improvement and present monthly, quarterly, bi-annual and annual reports in line with WV & donor standards

Undertake any other duties as may be assigned

### **Qualifications: Education/Knowledge/Technical Skills and Experience.**

- Bachelor's Degree in health, nutrition, development studies, or related discipline.
- A Master's Degree in Public Health is an added advantage
- A minimum of 3 years' experience in managing similar related projects programs or projects
- Good experience and understanding of integrated health programming
- Must have strong organizational skills and ability to work with diverse teams across the organization
- Excellent skills required in program assessments and design, reporting, documentation, monitoring and evaluation
- Experience in working communities with good knowledge of public health system and structures

- Must be creative individual with strong sense of vision, commitment and priorities
- A mature and committed Christian, able to stand above denominational diversities
- Must have strong organizational skills and an ability to work with diverse teams across considerable distances Excellent communication skills (written and oral) and strong interpersonal skills
- Experience managing/implementing Health activities will be very important
- Experience working with major international donors.
- Experience working with DFAT/ANCP projects would be highly valued
- Experience working with gender and disability inclusion mainstreaming programs would be added advantage
- Report writing skills,
- working under minimum supervision,
- Solution oriented approaches and management of diverse human resource.
- Computer Literacy
- Resource mobilization