

# Project Coordinator - Karamoja Locusts Response

Location: [Africa] [Uganda]

Town/City: Karamoja District

Category: Peacebuilding

## 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- Karamoja Locusts Response

**Report to:** Grants Manager

**Location:** Karamoja District

**Purpose of the position:**

To oversee and ensure that all activities related to project are implemented in a timely and

efficient manner according to the agreed World Vision Uganda, and Donor Guidelines, and provide leadership and coordination for all aspects related to project activities in the designated 3 districts.

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

#### **Project Management and development**

- Provide overall leadership, management and guidance to the implementation of the project
- Guide and provide technical support to project staff.
- Manage and coordinate project activity implementation.
- Strengthen capacity of implementing partners when and where necessary as per project design
- Review project documents

#### **Project Monitoring and Evaluation, documentation and reporting**

- Facilitate effective monitoring, documentation and reporting in compliance with agreed standards
- In liaison with the Evidence and learning specialists, ensure a functional project M&E system
- Timely submission of monthly, quarterly, and annual reports
- Effectively document all information related to project success, innovations and

promising practices and disseminate through appropriate mechanisms

### **Performance management and supervision**

- Manage, supervise and build capacity of staff to implement, monitor and report on the project activities as required including ensuring that work within the team is planned and organized to meet the projects needs in the most cost effective manner
- Conduct quarterly and annual staff performance appraisals
- Monitor and document performance of partners
- Ensure staff are fully engaged and actively contributing to various initiatives
- Establish a staff partnership mechanism aligning performance to WVI global strategy and ensure that all staff are aware of and comply with WVU policies and procedures

### **Finance/budget and asset management**

- Manage project finances and assets in line with WV and donor policies
- Budget management and control- project budget expenditure is within the planned time frame and approved budgets.
- Financial management – work with the project accountant(s) to ensure timely financial reporting and accountability in line with donor policy guidelines.
- Provide required support during project audit
- Risk management – Monitor and address or report any risks to management.

- Asset management - manage assets for the project in line with assets and other policy and set guidelines.

### **Local level Networking and collaboration**

- Build and maintain effective strategic linkages, relations, collaborations and networks with partners and other LOCAL stakeholders for effective implementation of the project.
- Engage and work closely with district and national level networks/institutions/organizations relevant to promoting and increasing adoption of quality declared seeds through local seed business model
- Ensure project advocacy initiatives are implemented in line with WVUs Advocacy agenda
- Organize and hold regular reflection and/or learning meetings with project stakeholders as planned

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

- Masters' degree in: Environmental Management, Forestry, Agriculture, Renewable Energy or related discipline from reputable university.
- At least 5 years' post graduate experience preferably with an International NGO in facilitating humanitarian response projects.
- Experience working in the Karamoja sub region is desirable
- Has an in depth knowledge in the functioning of evergreen agriculture/natural resource development programmes/projects

- Practical skills in facilitating communities' understanding and application of evergreen agriculture/FMNR approaches in agricultural production and marketing
- Particular skills in facilitating farmer collective actions for sustainable agricultural production and marketing
- Has skills and experience in facilitating development of sustainable market linkages with chain actors
- Knowledge and Skills in gender analysis and participatory methodologies
- Has good networking and communication skills
- Has a good understanding of district, national and eastern African regional and global natural resource management and market dynamics
- Is creative and has a sense for innovation and experiments
- Has excellent interpersonal, facilitation and business negotiation skills.
- A working knowledge of strategic Learning through Evaluation Accountability and Planning is an asset
- Ability to work and communicate in cross-cultural environment;
- Experience in developing natural resource program strategies, approaches and models.
- Experience in program design, proposal writing, and resource mobilization.
- Experience in networking and strategic relationships management.

- Good research, evidence-generation, policy debate and advocacy skills.
- Self-motivated and ability to make decisions;