

Technical Advisor Capacity Building - USAID SBCA Grant

Location: [Africa] [Uganda]

Town/City: Kampala

Category: Health

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: Technical Advisor Capacity Building - USAID SBCA grant

Report to: Associate Director Grants Management

Location: Kampala – National Office

Purpose of the position:

The Technical Advisor Capacity Building will be responsible for the overall program implementation for the Social and Behavioural Change Activity (SBCA); a USAID funded programme led by John Hopkins Center for Communications Program (CCP). He/She will oversee all the activities of the project in all the regions, linking the project to the other stakeholders like Government and health facilities, managing relationships with the other implementing partners, making sure adherence to world vision policies and guidelines and compliance to donor regulations. He/She, will be coordinate capacity strengthening initiatives for implementing partners, government departments and other CSOs collaborating on the SBCA. She/he will also be responsible for reporting and accountability for all project funds.

Key Outputs/Responsibilities.

Project planning and implementation

- Provide overall direction, technical and managerial oversight to SBCA team, partners, contractors and ensure functional networks at regional, district and health sub-district levels
- In conjunction with the Grants Management Unit, Support Office, and the Prime, to prepare annual work plans and provide day to day leadership for implementing team
- Provide ongoing program technical support, supportive supervision, guidance, motivation to ensure effective performance by project teams
- Manage and supervise WVU SBCA team, contractors and any short term technical assistance required to achieve project objectives.
- Regularly meet with SBCA project team, Prime and IPs (as may be required) and other partners to discuss issues, track progress, provide guidance and support and ensure consistent quality work performed; conducting performance plan and Reviews; communication, implementing and assuring adherence to USAID and World Vision policies, guidelines and values.

- Develop and maintain good working relationships with all key Stakeholders – MoH, Prime, IPs, Regional and District leadership, DHO, CSOs, Donor and Beneficiary Institutions to ensure their full support for the implementation of SBCA activities
- With support of Grants Finance Manager, and Grants Management Unit, function as the primary contact person for WVU on all administrative and financial matters related to the SBCA project
- In conjunction with Grants Management Unit, and SO, make any amendments/adjustments (as may be necessary) and seek donor approval prior to implementation of changes

Budget Management

- Ensure project budget and finances and resources are managed within WV and donor guidelines
- In conjunction with grants Finance Manager, develop, disseminate and enforce good budget management/control ensuring project expenditure is in line with approved budget, and timely.
- Collaborate closely with Grants Finance to ensure timely and accurate financial reporting through complying with SOPs, joint FFR reviews and prompt feedback
- Support, and ensure active participation and supply of accurate and timely information during internal and external audits
- Develop, monitor and review project risks regularly ensuing timely reporting to management and addressing of any risks that may affect project performance
- Work with the Grant/Finance Manager to develop and administer SBCA contracting

guidelines ensuring 100% compliance

Monitoring, Evaluation, Learning and Reporting

- Work closely with SBCA project partners, and WVU Evidence and Learning team to determine, develop operational and M&E plans, assessments and , evaluations as required
- Work with other SBCA team members, project partners, and Grants Management Unit facilitate effective monitoring, documentation and reporting in compliance with agreed donor and WV standards
- Ensure timely submission of high quality monthly, quarterly, and annual reports
- Effectively document all information related to project success, innovations and promising practices and disseminate through appropriate mechanisms such as the “Experience Lab” or other mechanisms.
- Develop and maintain an appropriate project monitoring system to aid in effective management of project data as provided for by MoH, WV and donor
- Support monitoring of implementation of established guidelines and policies for critical milestones in the life cycle of all projects during surveys, reviews, evaluations and reports.
- Ensure timely notification to management, donors and SOs of any significant milestone changes in grants projects.
- Coordinate joint planning, and regular field monitoring visits to project areas, IPs and and other project partners to ensure timely and quality implementation that meet donor standards.

Technical Assistance/Capacity Building:

- In collaboration with the prime and partners Assess and strengthen capacity of SBCA staff, IPs and other partners in Social and Behavioral change approaches and other key standards/expectations
- Closely liaise with the Prime and project partners to determine capacity needs and facilitate the rolling out of various capacity building initiatives for project staff and IPs
- In conjunction with the rollout and engagement specialist, and WVU Health Technical Lead and MOH, strengthen multi sectoral national and regional SBCA coordination mechanisms

Qualifications: Education/Knowledge/Technical Skills and Experience.

- Post graduate qualification in public health, International relations and or other related fields
- At least 7 years' experience in the area of Social and Behavioral change is important for this role
- At least 10 years of experience working with an INGO in the field and national levels with a considerable part of this in supervisory/management position leading diverse and cross-cultural teams would be helpful
- Experience working with partners and especially in consortiums will be important for this role
- Recent experience leading multisectoral coordination and health system strengthening is absolutely vital for this role

- Knowledge of USAID regulations, procedures and requirements very important
- 1Experience closely working with coordination structures at Ministry and local government level
- Good understanding of Uganda's health system including current priorities
- Excellent written and spoken English essential
- Excellent organizational skills, ability to determine priorities and attention to detail a must
- Ability to work in a multicultural context as a flexible and respectful team player
- Willingness to travel to the field as and when needed
- High-level of knowledge and practice with Word, Excel, Outlook, etc. required
- Ability to work with tight deadlines for information needs
- The position requires ability and willingness to travel domestically upto 60% of the time and occasionally internationally