

**Uganda Country Programme**

**Job Description**

**Position:** Head of Programmes

**Programme:** Uganda Country Programme

**Responsible To:** Country Director (Uganda)

**Location:** Based in Kampala

1. Overall summary of post

Under the overall supervision of the Country Director (CD), the Head of Programmes (HoP) is responsible for ensuring that Self Help Africa (SHA) Uganda's programmes contribute to the vision of Self Help Africa of "a thriving and resilient rural Africa". The HoP shall provide overall leadership at a strategic and operational level for the Country Office (CO), and ensures that SHA’s vision and overall programme goals are met. The HoP provides managerial, technical, and administrative support to the project managers and other senior programme staff. He/she is responsible for designing programmes and writing proposals for new or ongoing projects in line with agreed upon CO goals and strategic directions. The HoP ensures high quality programme implementation and technical excellence.

The HoP develops or actively participates in networks within and outside Uganda.

The HoP is a key member of the Country Management Team (CMT) and may be required to become Acting CD when the CD is out of office.

1. Responsibilities and Tasks
2. **Programme Strategy Management:** To provide strategic leadership in the areas of programme development, implementation, monitoring and evaluation and ensure that SHA's programmes make a significant contribution to achieving sustainable livelihoods for smallholder farmers in Uganda. Specific tasks shall include:

* *Development and operationalisation of CSP*: Support CD in development and operationalisation of Country Strategy Plans (CSP), including: undertaking strategy context assessment; writing CSP document; ensuring CO strategy in line with national development plans and the SHA vision and mission; ensuring that all programs and projects are in line with CSP; overseeing periodic review of the operating environment and ensure SHA’s role and operating model are in line with that environment; and, ensuring that SHA's partners understand SHA's Program Strategy.
* *Monitoring, Evaluation, Accountability and Learning (MEAL)*: Ensure that monitoring and evaluation systems are in place that respond appropriately to the needs of the communities that we serve as well as donors and government counterparts. The MEAL systems should demonstrate the impact of work on smallholder farmers and that lessons documented and shared with other partners within and outside SHA programme.
* *Humanitarian Development*: Lead the CO efforts to integrate emergency preparedness planning into our programmes and ensure that the CO is ready and able to respond to emergencies when they occur with support from HO emergency response person/unit.
* *Cross-cutting themes*: Ensure the integration of cross-cutting themes into strategy and operational frameworks. Specifically support capacity development and monitor integration of the following: advocacy and policy influencing; inclusion especially youth, gender and disability sensitivity; nutrition; and environmental factors.

1. ***Programme Operational Management:*** Provide managerial, technical, administrative and programmatic support to the project managers and senior programme staff in the CO.
   * Support the preparation of project periodic (weekly, monthly, quarterly or annual as appropriate) work plans as required by SHA and donors, and ensure that these are followed by project teams. Ensure donor and government reporting is done according to agreed standards and in a timely manner.

* Support and provide advice in the preparation of project budgets, and provide support in the tracking of expenditure and cash flow forecasts, and where necessary assist PM in the preparation of period (monthly, quarter or annual) budget revisions.
* Ensure timely and accurate flow of information between donors, SHA HO, contracting partners and SHA Uganda for all projects in the CO; contribute to and approve project progress reports
* In co-ordination with programme support staff in Kampala, ensure compliance of all projects with donor and SHA administrative and financial requirements
* Produce or review and approve TORs for consultants, their identification and selection
* Ensure programme monitoring, evaluation and reporting systems are in place and that project reviews/audits are carried out periodically in conjunction with the team, CD, local stakeholders and project partners
* Ensure appropriate performance against clear objectives by staff under his/her supervision, through the performance management system. Support Project Managers in the recruitment of new staff

**c. Programme development**: Assist and work with the CD in new programme development; drawing up plans, concept papers, proposals, and budgets for new projects and extensions of projects in conjunction with GSHA HO funding and programme teams as well as other CO finance and programme colleagues.

* + Design new initiatives and projects in the CO, as well as subsequent phases of existing projects; draft content for concept papers and proposals as required by SHA and donors.
  + Maintain links with donors, private sector and civil society representatives and SHA programme funding team for strategic and program development purposes. Actively seek and identify new grants and contract opportunities based on CO strategy and government and/or donor plans.
  + Encourage and ensure a healthy level of participation from sector and field staff in all programme development activities.
  + Co-ordinate programme visits by donors, SHA HO and other SHA international and local visitors.
  + Represent SHA with donors, local and national governments, and other parties
  + Work closely with units in Programme Support (finance, procurement, HR, transport, etc.) to ensure proper coordination exists for efficient programme implementation.

**d. Networking and partnerships**: Develop and manage linkages and networks internal and external to SHA for purposes learning, sharing and dissemination opportunities with important players in Uganda and elsewhere. Specific tasks shall include:

* Identify and build linkages between CO programmes with projects in other organisations within and outside the country
* In collaboration with project field staff and HQ sector staff, document and disseminate lessons learned from SHA Uganda’s experience with other organisations.
* Develop and enhance relationships between the CO and other parts of SHA and external organizations so that SHA can maximize its impact on poverty and social justice
* Establish and maintain good relationships with relevant – counterparts/departments of the government, the locally-represented multi/bi-lateral donors, foundations, international and national NGOs, CBOs and other civil society organizations
* Identify issues to be addressed to heighten donor and government accountability and maintain a positive image and good visibility for SHA amongst these groups.
* Support and work effectively in coalitions, networks and social movements.
* Ensure cordial media relations and act as SHA spokesperson as directed by the Country Director.

1. **Supervision and collaboration relationships**

This is a senior position in SHA and requires both sensitivity and responsiveness to the needs of the projects in the CO, as well as the mission and programme directions of SHA and of SHA Uganda specifically. Close coordination will also be required with government counterparts and partners and internally with CO senior staff and other programme staff. Other supervision and collaboration relationships include:

* Representing SHA at national (Uganda) regional and international levels; to donors, local and national government authorities, other NGOs, and any other parties as required, as agreed with CD
* Supporting the CD’s strategic co-operation initiatives with government, private sector and national/international NGOs and CBOs active in the programme areas;
* Providing coverage for other posts when needed and carry out any other responsibilities asrequested by the CD /Programme Support Coordinator.

1. **Authority**

The HoP approves SHA financial transactions, signs cheques, recruits staff, etc., as per the SHA operations manual. S/he inputs to project proposals including budgets, and submits to donors after CD and HO approval. S/he can negotiate directly with donors based on agreed upon framework with the CD. The HoP deputizes for the CD when required.

1. **Work conditions**

The position is based in Kampala, but a significant amount of time (estimated to be 35%) is expected to be spent in the field supporting and guiding projects as well as developing linkages with other important development agencies and partners.

1. **Qualifications and competencies**

* Five years successful experience in a senior position with responsibility for project management and design.
* Masters or similar degree in in Agriculture/Business Management, Rural Development, Project Management, Development Studies or any field related to development work.
* An ability to communicate effectively in English in a variety of settings such as staff meetings, donor negotiations, discussions with government and other partners, and training workshops
* Strong conceptual-level writing skills in English, as well as experience in editing the written work of others
* An ability to lead a large group of diverse and committed individuals and mould them into a coordinated and cohesive team
* A willingness and ability to coach, mentor and otherwise support the development of staff
* An ability to help others to plan and think strategically about their work
* Strong understanding of and practical experience in rural livelihoods, food and nutrition security, agribusiness and related activities.
* Knowledge of the NGO sector in Uganda.
* Excellent English language skills with excellent verbal, analytical, and organizational skills - a good communicator, with proven experience in reporting for international donors.
* Good team-worker; able to live and work closely with a small team with minimum direct supervision.
* Commitment to international and humanitarian NGO codes, standards and practices.