

**Uganda Country Programme**

**Job Description**

**Position:** Project Manager, **Improving Nutrition in Refugee Settlements in Adjumani**

**District Project**

**Programme:** Uganda Country Programme

**Responsible To:**  Head of Programmes (Uganda)

**Location:** Based in Adjumani

**Overall summary of post**

Improving Nutrition in Refugee Settlements in Adjumani District project is a pilot initiative of SHA Uganda that will start in 2018 in the South Sudanese Refugee settlement areas in Adjumani District. The project will specifically promote a range of Climate Smart Agriculture technologies to enable refugees to sustainably produce diverse high value nutritious foods.

Under the overall supervision of the Head of Programmes, the Project Manager will provide leadership in the overall planning and implementation of the project. He/she is responsible for promoting a range of Climate Smart Agriculture technologies for the sustainable production of high value nutritious foods in refugee settlement areas, ensuring effective financial and budgetary control and taking a lead in processes to identify alternative funding opportunities for the continuation of these activities.

**Program Management & Administration**

* Manage and oversee technical, budget management, monitoring and reporting activities throughout the relevant project cycles to ensure efficient and effective implementation in line with SHA programme quality principles and standards, donor requirements and good practises
* Provide technical leadership in the development and implementation of strategies, standards, project plans, tools and best practises in nutrition that are aligned to the Government of Uganda requirements and effectively engage partners, donors and governments
* Proactively anticipate, identify and provide innovative solutions to project challenges and obstacles on a timely manner.
* Help identify, assess and strengthen partnerships, applying appropriate partnership concepts, tools and approaches
* Maintain clear, regular and effective lines of communication with all nutrition implementing partners to ensure effective project implementation and program impact
* Coordinate and monitor financial, material and human resources relevant to project needs. Through planning and oversight ensure project resources are available and used efficiently.
* Act as a contact person and represent the organisation with donors, INGO working groups, local partners and relevant local government and community actors. Participate in relevant forums and knowledge networks to collect and share promising practises in the area of nutrition
* Promote Self Help Africa work in Uganda and contribute to the Self Help Africa learning agenda

**Partnerships management and visibility**

* Establish and develop effective working relationships with key stakeholders in the food security, nutrition and livelihoods response clusters.
* Active participate and represent SHA’s strategic interests in inter-agency planning and steering committee meetings for the District nutrition cluster
* Maintain close collaboration with the District Health Officer, Office of the Prime Minister (OPM) and District Production office to ensure that SHA’s approaches are visible and recognised.

**Monitoring, Evaluation, Accountability and Learning**

* In collaboration with the PMEL Coordinator, plan and coordinate the development of project Monitoring and evaluation plans and collect data including baseline, process monitoring, midterm review and final evaluation data.
* Plan and conduct project steering committee meetings and routine project performance reviews
* Coordinate internal and external monitoring and evaluation systems and reviews of the Project in line with SHA guidelines for community-led evaluations and quantitative data collection
* Contribute to collection, documentation and dissemination of good practice and learning from SHA’s work in the country.

**Advocacy Programme Development**

* Identify, analyse and champion critical advocacy issues in the food security and nutrition sector for smooth implementation of the project.
* Ensure coordination with other advocacy actors in the District and promote forms of synergy and cooperation

**Other functions**

* Undertake any other duties as assigned by the Head of Programmes

**Work Conditions**

* The position is based in Adjumani, but a significant amount of time is expected to be spent in the field supporting and guiding the Project as well as developing linkages with other important development agencies and partners

**Qualifications and experience:**

1. A University degree in Agriculture, Nutrition, Public Health, Community Development or relevant Food Security related degree
2. Minimum of 3 years of relevant work experience in Program management positions related to Nutrition and Food Security, preferably with an international NGO
3. Strong reporting skills. Competence in MS Office (MS Word, MS Excel, MS Power point)
4. Fluency in English, Luo, Madi or Swahili will be an added advantage