



TRANSPARENCY INTERNATIONAL UGANDA

JOB ADVERT

About Transparency International Uganda TI Uganda (TI Uganda) is the national chapter of Transparency International - the global coalition against corruption. It is a registered Non-Governmental Organization with the Uganda NGO Board. The organization works to create change towards a Uganda free of corruption and its effects. It has national jurisdiction and promotes good governance (transparency, integrity and accountability) with specific emphasis on, private sector, extractive industry, and local accountability.

Vacant posts:

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: M & E Coordinator
Reports: The Director Programmes

Under the overall guidance of the Executive Director and direct supervision of the Director Programmes, the M&E Coordinator will be responsible for the monitoring and ensuring high quality and timely inputs, and for ensuring that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner.

Key Tasks

- The M&E Coordinator will be responsible for designing and implementing the M&E activities of the Project;
- preparing Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis,
 - Developing and maintaining the MIS of the Organisation and will be responsible for the collection & analysis of different data in relation to the organisational activities.
 - Develop and strengthen monitoring, inspection and evaluation procedures
 - Monitor all projects and activities, expenditures and progress towards achieving the projects output;
 - Recommend further improvement of the logical frame work;
 - Develop monitoring and impact indicator for all the projects and the organisation. ;
 - Monitor and evaluate overall progress on achievement of results;
 - Monitor the sustainability of the results framework;
 - Provide feedback to the Program Director on project strategies and activities;
 - Report monthly, quarterly, half-yearly and annual progress on all project activities to the Program director Programmes.

Qualifications

Bachelors' degree in Social sciences, economics or statistics.

Post Graduate Specialised training or qualifications in

M&E shall be an added advantage

Professional Experience

- At least Five years' experience in programme management within an NGO context, including monitoring and evaluation.
- Familiar with the anti-corruption and accountability sector in Uganda;
- Experience in different Donor reporting requirements.
- Fundraising experience
- Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with donors and project staff.

Technical skills

Confident in the use of Computers applications and packages including data base packages
Fundraising and project management skills.

Job Title: Program Officer, Natural Resource Governance
Reports to Programmes Coordinator, DGF

Key Responsibilities

- Support Implementation of the Project
- Identify community and district level advocacy issues to inform national and international policy influencing
- Develop concept notes, work plans and reports on the identified activities
- Conduct support visits to partners and review their reports, in line with their plans, budgets and funding guidelines (where applicable)
- Collect information from CSOs/Community partners in thematic area and coordinate the implementation of mechanisms for periodic provision of this information
- Plan, coordinate and hold meetings in line with organizational requirements
- Compile and share timely donor reports in line with funding agreements and TIU's reporting guidelines to the Programme Coordinator.
- Mobilize CSOs/Community partners to participate in periodic reviews to inform program implementation progress

Personal Specification

- Bachelors degree in social sciences, or equivalent.
- A relevant post graduate qualification will be an added advantage
- At least 5 years relevant experience
- Post graduate training in development field e.g PPM, M&E shall be an added advantage.

Skills and Experience

- Minimum two (4) years' experience in a similar

position in a reputable NGO.

- Excellent public speaking , communication and interpersonal skills
- Extensive and proven knowledge and work on Natural Resources Governance
- Project planning, monitoring and evaluation skills
- Excellent writing and Analytical skills
- Computer Literacy (word processing, spreadsheets, database management)
- Experience in report writing
- General knowledge of governance issues including anti corruption.
- Team worker, able to work with minimum supervision
- Excellent skills in public relations and capacity to cultivate strong networks with relevant stakeholders

Job Title: Driver
Reports to: Director Human Resource, Administration/Membership affairs

Key Responsibilities

- Provide driving services to TI Uganda staff
- Checking basic maintenance (coolant, oil, water, tyre pressure, battery water) regularly
- Maintaining daily logs of all trips, Mileage, fuel consumption
- Ensuring that all major incidents are reported to Director Administration
- Ensuring that vehicle is taken to the garage when faults emerge
- Ensuring that vehicles are clean at all times
- Any other duties that may occur during the course of your employment
- Personal Specifications
- 'A' Level Education,
- Training in Basic Financial and Logistics Management is an added advantage.
- Clean Driving Permit up to Classes A, B, CM, DL and DM
- At least five years working experience in a large reputable organization
- Basic skill in motor mechanisation and maintenance.
- Expertise in driving both manual and automatic transmission vehicles
- Experience in driving long upcountry distances.
- General Knowledge of Uganda Geography and locations of major towns.

Application process

Suitable candidates should submit their applications together with copies of their testimonials via email and should be sent to: info@tiuganda.org or to **P.O Box 24335, Ntinda, Kampala**. Deadline for applications is **28th June 2019**.