

# VACANCY ANNOUNCEMENT



## Background

Welthungerhilfe (WHH), founded in 1962, is today one of the biggest non-governmental aid and development agencies in Germany. The objective of the program in Uganda is to improve livelihoods of the most vulnerable population in rural areas through interventions that increase their Food and Nutrition Security, improve sustainable access to WASH services and support the employability of youth through vocational and life skills training. We understand that livelihoods of the rural population in Uganda have improved in a sustainable way when people are able to meet their basic food needs, have access to clean drinking water and safe sanitation, live in a healthy environment and take up opportunities to earn and diversify a decent income.

In Uganda, Welthungerhilfe currently operates in the districts of Arua, Yumbe, Moroto, Nakapiripirit, Napak, Amudat, Fortportal, Katakwi, Amuria, Mukono, Wakiso and country office in Kampala.

## About Project:

Welthungerhilfe is anticipating funding from BMZ to implement the project: ***“Cross-border strengthening of the resilience of South Sudanese refugees and their host and return communities in Uganda and South Sudan”*** in Yumbe district.

## Duration:

The initial contract will be for 12 months with possibility of extension to 3 years

## Vacancies in the Project:

Welthungerhilfe is looking for dynamic and team-oriented staff who can work independently and contribute to further improving the quality of the Project. The successful candidates will be based in the Welthungerhilfe – Yumbe Project Office in Yumbe Town. The positions are to be filled by September 01, 2020.

## How to Apply:

All qualified and interested applicants should submit via email their application letter and detailed curriculum vitae (max. 3 pages) containing contact details and telephone numbers of 3 work related reference persons to [uga.kampala.office@welthungerhilfe.de](mailto:uga.kampala.office@welthungerhilfe.de) Files should be submitted in single email with standard file types

like MS Word(.doc) and Adobe Acrobat (.pdf) and should not exceed 2MB.

Please indicate the position for which you are applying for in the subject line of your E-mail. Kindly note that only shortlisted applicants will be contacted. Welthungerhilfe is an equal opportunity employer; qualified female candidates are strongly encouraged to apply.

**Deadline: 12th August 2020 by 5:00pm**

**Job applicant's privacy notice:** All the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary. We will not share any of the information you provide during the recruitment process with any third parties outside of this purpose.

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## Position 1: Logistics Officer

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### The aim of the position is to:

The Logistics Officer will support the Project Manager and project staff in overall management of project logistical needs including but not limited to the processes of procurement (Local and national), transport of procured good and oversight of asset management and inventory control. The Logistics officer will provide leadership and coordination of the entire logistics component for the: Cross-border strengthening of the resilience of South Sudanese refugees and their host and return communities in Uganda and South Sudan by ensuring compliance with Welthungerhilfe RAC 2017.

### Tasks and Responsibilities of the Position:

- Perform phases of sourcing activity to ensure best value and within required lead times for a variety of requirements in Yumbe Uganda, including analysis of overall budgetary impact for all types of procurement transactions
- Lead in the preparation and implementation of the annual procurement plan supported with budget and timetables.
- Ensure that the Welthungerhilfe regulations for awarding of contracts (RAC) and donor regulations are upheld in the project operations.

- Effectively negotiate with suppliers on a wide variety of commodities (protective equipment, vehicles, materials) and services for the best overall value to the project
- Contribute to the supply chain management efforts up to and including logistical support from the ordering point through the follow-up, expediting, and delivery of the required goods and/or services.
- Prepare, issue, and negotiate RFQ(s) for assigned procurements such as materials, equipment, commodities, works and services.
- Understand and ensure compliance with legal guidelines, contracting principles, sourcing and price/cost analysis requirements.
- Provide leadership of overall property management and inventory control, reports, reconciliations for both expendables and non-expendables according to WHH/ BMZ rules and regulations.
- Conduct cycle inventory reconciliation and conduct planned inventory and post spraying inventory exercise and maintain an updated asset and inventory records for the project.
- Ensure timely reporting on stock status to the project manager and help project staff plan stock replenishment in various locations.
- Ensure adherence to Welthungerhilfe standard procurement operating (SOP) procedures.
- Conduct logistics training workshops for project staffs on storage, distribution, and inventory control.
- Develop and submit weekly, monthly, quarterly and end of year reports to the project manager.
- Management of the Vehicle Pool and Transportation: Organize the allocation and daily availability of vehicle(s) establish tools for vehicles follow-up: logbooks, technical check-ups use of seatbelts, adherence to speed limits, vehicle booking process and movement monitoring system etc.
- Maintaining proper records for all the procurements handled at field office both in soft and hard copies files.
- Maintaining an updated Supplier database and contracts database
- Ensure proper documentation of all Logistics and procurement transactions. Prepare and submit to Finance payments for service providers in compliance with the RAC requirements.
- Responsible for supplier management, providing information on WHH compliance procedures, support their registration in the e-Tender Portal and providing continuous feedback on what is required.

- Perform other duties as assigned by the Project Manager from time to time.

### **Qualifications, Skills and Experience:**

#### **Required:**

- The applicant must hold a post graduate diploma in procurement and logistics from a recognized institution.
- Minimum of a bachelor's degree in Business Administration, Economics, Accounting, Procurement.
- At least three years procurement and logistical work and experience in multi sectorial rural development projects preferable with international NGOs.
- Excellent computer skills in Word, Excel, Power point, Access etc
- Experience in working independently and result oriented.
- Valid riding/driving licenses.

#### **Desired:**

- Very good communication skills both oral and written.
- Good command of English and knowledge of local language is desirable
- Excellent interpersonal skills.

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### **Position 2: Administration & Human Resource**

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#### **The aim of the position is to:**

1. Ensure a smooth and efficient running of office routines at the project Office
2. To manage Welthungerhilfe's personnel administration and to provide respective services to internal customers

#### **Tasks and Responsibilities of the Position:**

##### **Human Resources**

- Support employment recruitment and coordinate on-boarding of new positions
- Prepare Welthungerhilfe standard employment contracts, Job descriptions for National personnel and for Consultants according to specifications in the service request
- Support the process ensuring staff and their supervisors have set performance targets at the beginning of the year or beginning of one's contract with clear KPIs
- Management of personnel administration at Project Office (personnel files, pay roll and leave coordination)

- Support in the identification and analysis of staff development and capacity building through follow up of staff capacity needs from the employee dialogue and provide linkages to training opportunities
- Ensure compliance of national law for HR issues

#### **Office Management**

- Organize the office in the most efficient way in order to have a good work environment and an optimization of office spaces
- Manage Front Desk and handle internal & external communication,
- Coordination with various service providers for office utilities and services
- Management of support staff (guards, maintenance staff and office assistants) working for the Project Office as well as casual workers
- Act as IT focal point, to coordinate with IT department Kampala office to ensure proper IT functions within the office
- Assist the Logistician in any communication with drivers
- Report all security relevant issues and information to management
- Coordination of the preparation of meetings, workshops, events, etc
- Organization of transportation and accommodation for visitors from different countries (Head office, journalists, donors, Welthungerhilfe staff)

#### **Qualifications, Skills and Experience:**

##### **Required:**

- Must hold a bachelor's degree in Office Administration, Business Administration or Human Resource Management. An equivalent, from an accredited institution, is essential.
- 3 years INGO working experience in a similar role
- Computer literacy skills i.e. Proficient in use of MS Word and MS Excel
- Excellent inter-personal, communication and training skills for a cross cultural work environment

##### **Desired:**

- Proven previous experience in Managing performance is desired
- Experience in IT related functions is an added advantage

- Excellent interpersonal skills for a cross-cultural work environment

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#### **Position 3: Technical Lead Agriculture**

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##### **Aim of the position:**

Under the supervision of the Project Manager, the Technical Lead Agriculture is responsible for the provision of technical advice in the field of food and nutrition security activities.

##### **Tasks and Responsibilities of the Position:**

- Plan, coordinate and implement agricultural development and nutrition activities with farmer groups
- Train, lead and supervise the technical extension team (Farmer Field School Facilitators)
- Provide technical backstopping and follow up to Farmer Field Schools groups to ensure effective implementation and adoption of project activities and provide technical backstopping/ follow up study and commercial plots with the FFS groups
- Support the Project Manager in monitoring and evaluating of project activities including the performance of the staff
  - Ensure the timely presentation of progress reports
  - Assist the Project Manager to prepare progress and donor reports
  - Coordinate with OPM Officials, District and Sub County officials in program implementation and monitoring of project activities.
  - Represent the organization in agricultural sector meetings on Settlement and Sub County level
  - Perform other duties as assigned by the Project Manager from time to time.

#### **Qualifications, Skills and Experience:**

##### **Required:**

- Minimum of bachelor's degree in agriculture
- Sound theoretical and practical background in concepts related to food security and nutrition
- Project management experience (Planning, organizing, staffing, leading and controlling)
- Experience of rural development project implementation, preferably with international organizations for at least 6 years

- At least 4 years proven work experience in Farmer Field School extension approach
- Excellent computer skills in Word, Excel, Power point, Access etc
- Good command of English both oral and written

**Desired:**

- Excellent interpersonal, communication and leadership skills
- Experience in working independently and result oriented.
- Valid riding licenses.

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**Position 4: MEAL Officer**

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**Aim of the position:**

The MEAL Officer will support the Project Manager and project staff in all data collection, analysis, and learning activities to help ensure accountability and efficiency from start to finish of the project and provide technical support to the M&E unit within the organization.

**Tasks and Responsibilities of the Position:**

- Develop and set up a monitoring and evaluation system which meets the requirements of the donor and informs about the performance results in all sectors.
- Work closely with Project team to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data under the supervision of the Project Manager and support of MEAL Coordinator.
- Ensure that the impact of all intervention is measurable, enhancing accountability to beneficiaries and gender equality is met.
- Mainstream CHS /CRM (Core Humanitarian Standards and Complain Response Mechanism) in the project to enhance accountability.
- Follow up, advise and adjust monitoring practices based on log frames and monitoring plans in the projects to ensure compliance with donor requirements and MEAL standards.
- Integrate Welthungerhilfe success indicators in the project log frame and ensure that these are measured during project implementation.
- Establish and manage a database, assist in data analysis and supervise regular data collection.

- Facilitate learning processes among staff by providing summaries, facilitating discussions and preparing presentations on lessons learnt.
- Conduct regular project site visits and provide detailed information for narrative reporting and documentation.
- To collaborate with the Project Management unit as assigned by the Project Manager in reviewing and preparing monthly, quarterly and final narrative reports.
- To work with other members of the team, as need be, on follow up of project indicators, implementation of processes, standard operating procedures.
- Contribute to all project planning, activities.
- Perform other duties as assigned by the Project Manager from time to time.

**Qualifications, Skills and Experience:**

**Required:**

- The applicant must hold a post graduate diploma in monitoring and evaluation, or project planning and management.
- Minimum of a bachelor's degree in Social Science, Information technology, Development studies or relevant field.
- Excellent computer skills in Word, Excel, Power point, SPSS, Access, Akvo flow, Mwater
- Very good knowledge and experience with both practical and theoretical data analysis and compilation.
- At least three years of M&E work experience in multi sectorial rural development projects preferable with international NGOs.
- Valid riding permit.

**Desired:**

- Experience in working independently and result oriented.
- Very good communication skills both oral and written.
- Good command of English and knowledge of local language is desirable
- Excellent interpersonal skills.