



THE REPUBLIC OF UGANDA

Ministry of Gender, Labour & Social Development

The Ministry of Gender, Labour and Social Development (MGLSD) is the lead agency in the Social Development Sector and it focuses on management and coordination of programs and services for vulnerable groups, including Persons with Disabilities. Persons with Disabilities are marginalized and often excluded from benefits of development and are susceptible to exploitation and income shocks among other disadvantages.

As part of her mandate, MGLSD implements the National Special Grant for Persons with disabilities aimed at promoting economic empowerment and improved livelihood for persons with disabilities. The Guidelines on National Special Grants aim at creating a national guide on implementation of the grant in a simplified, transparent and inclusive manner whilst providing value for money (VfM) and the desired program learning through Monitoring and Evaluation.

The Ministry of Gender Labour and Social Development, invites applications from qualified Ugandans to fill the positions listed below;

JOB TITLE: M&E OFFICERS

Number of Vacancies: One (1)
Reports to: AC/D&E
Terms: Two-Year Contract

JOB PURPOSE:

To Monitor and evaluate the performance of the NSGPWD.

A. Monitoring

- i. Design and update the monitoring and evaluation framework for the NSGPWD.
- ii. Develop project monitoring plan for NSGPWD.
- iii. Design and review data collection and reporting tools.
- iv. Coordinate with partners for collecting data against agreed indicators.
- v. Ensure quality, timely, complete and comprehensive data is collected at all levels.
- vi. Provide feedback to Programme teams on projects' performance based on monitoring data findings.
- vii. Build capacity of Programme teams and local governments on Planning, Data collection, Report writing and monitoring.

B. Development and management of MIS.

- viii. Provide and update details of information that will be collected at each phase of the programme cycle and how is to be captured by the Management information System (MIS)

- ix. Develop in collaboration with the information, communication and technology (ICT) Officers, the specifications for the MIS databases and support the development of the MIS for monitoring the effectiveness of the programme in generating community projects.
- x. Together with ICT officers design, develop and test computer systems and databases to make the MIS operational.
- xi. Study relevant reports, synthesize and consolidate them for purposes of tracking progress and follow up action.

C. Evaluation

- xii. Design, coordinate and conduct project evaluations (mid-term, other relevant learning studies and impact evaluation).
- xiii. Support partners in designing and disseminating research studies by providing relevant inputs.

D. Reporting and Documentation

- xiv. Develop quarterly, Bi-annual and annual reports.
- xv. Develop and share field visit reports with relevant stakeholder.
- xvi. Ensure that approved reports are uploaded on website.
- xvii. Support the development and harmonization of the NSGPWD database
- xviii. Supervise the collection of information for analyzing the Programme performance.

PERSON SPECIFICATIONS

- i. An Honor's Bachelor's Degree in Economics, Statistics, Development Studies, Social Science from a recognized University.
- ii. A Post graduate Diploma in M&E is an added advantage
- iii. Should be conversant with log frame approach in planning, monitoring and evaluation
- iv. Should be familiar with both quantitative and qualitative monitoring and evaluation methods.

Competencies; Computer literacy, Self-motivated, Organizational, Coordination and planning, Interpersonal, Communication skills and Ethics and Integrity.

A. Reporting

- i. Provide relevant information and documentation on NSGPWD to the Project Manager.
- ii. Facilitate and coordinate production various Programme reports.
- iii. Any other duties assigned from time to time by the National Programme Coordinator.

PERSON SPECIFICATIONS

- i) An Honours Bachelor's Degree in Economics, Social Sciences, Statistics, Development studies or relate field from a recognized University.
- ii) A Post graduate certificate in Project Planning, Monitoring and Evaluation or Business Administration is an added advantage.
- iii) At least three (3) years of relevant work experience in administration and management of development programmes.

JOB TITLE: ASSISTANT PROGRAM OFFICERS

Number of Vacancies: Five (5)

Reports to: M&E Officer

Terms: Two-Year Contract

Job Purpose:

To coordinate NSGPWD at the Regional level with key stakeholders.

MAIN DUTIES AND RESPONSIBILITIES

Oversee programme implementation.

- i. Provide administrative support to the programme activities.
- ii. Make follow up on corrective recommendations made, in order to ensure that there are effected on time.

Build and maintain stakeholder relations

- iii. Verify women group application files.
- iv. Assist in reviewing the District annual work plans on NSGPWD activities.
- v. Support handling of specific complaints raised within the region

Performance management and Reporting

- vi. Provides relevant information and documentation on NSGPWD to the programme officer.
- vii. Develop annual and Quarterly project work plans.
- viii. Prepare activity and programme based reports.
- ix. Assist in Carrying out monitoring field visits and support supervision.
- x. Assist in organizing and coordinating Meetings, Workshops and other events planned by the Programme
- xi. Initiate and conduct research relevant to the mandate of the Programme
- xii. Any other duties assigned.

PERSON SPECIFICATIONS

Applicants must be Ugandans possessing the following:

- i. An Honours Bachelor's Degree in Social Science, Business Administration/Statistics/Economics/ Development studies or relate field from a recognized University.
- ii. She/he should be conversant with log frame approach in planning, monitoring and evaluation.
- iii. She/he should be comfortable working with computer, preferably with one or more common database packages
- iv. Self-motivated and strong organizational and planning skills.

Competences: Computer Literacy, Report writing, Teamwork, Planning, Organising and coordinating, networking, Good interpersonal and Communication skills, Ethics and integrity.

JOB TITLE: PROGRAM OFFICER/ INFORMATION COMMUNICATION AND TECHNOLOGY

Number of Vacancies: one (1)

Terms: Two Year Contract

JOB PURPOSE:

To ensure smooth application and use of information Communications Technology (ICT).

MAIN DUTIES AND RESPONSIBILITIES

A. Training NSGPWD Staff

- i. Identify computer training needs for staff of NSGPWD at National and District Levels.
- ii. Design and implement training modules and update manuals. Working with staff responsible for training to ensure all staff require adequate training in computer software, information systems storage and retrieval.

B. Systems Planning

- iii. Participation in research and recommendation of improved infrastructure processes and technologies to include growth planning.
- iv. Provide procurement assistance including, but not limited to, researching solutions, engaging with potential vendors, making recommendations for product purchases and evaluating bids.
- v. Test new equipment and applications and provide thorough feedback.
- vi. Ensure that the hard ware and the software of both the National and District offices are updated and maintained at high standard.

C. Planning and Managing the Management Information System

- vii. Provide MIS trouble shooting.
- viii. Ensure correct, appropriate and up to date information is available to NSGPWD for effective project implementation, monitoring and evaluation.
- ix. Plan and manage the MIS, its functions and procedures and ensure that the users enter data and use it accurately and in a timely manner.
- x. Ensure that the information within NSGPWD remains secure.
- xi. Participate in developing procurement plans and specifications for all computer hardware and software.

D. Routine Administrative Tasks

- xii. Create and maintain inventory, which may include hardware, software and various items such as laser printer cartridges and peripheral equipment.
- xiii. Maintaining documentation of processes, procedures, and troubleshooting guides.
- xiv. Monitor and report ICT expenses.
- xv. Assist with preparation of operating budgets based on estimated and actual expenditures for ICT systems and support needs.
- xvi. Keep ICT equipment, storage area and work area clean and organized.
- xvii. Perform any other duties assigned as may be to him/her from time to time.

PERSON SPECIFICATIONS

- i. An Honours Bachelor's degree in Computer Science or Information Technology from a recognized University.
- ii. At least 3 years' experience in MIS, in a medium to large organization with an active MIS system.
- iii. Certification in Microsoft Certified Solutions Expert is an added advantage.

KEY RESULT AREAS

Competences: Demonstrate knowledge of computer software and hardware, Interpersonal skills, Teamwork and Ethics and integrity.

JOB TITLE: OFFICE ATTENDANT

Number of Vacancies: One (1)

Terms: Two-year Contract

JOB PURPOSE:

To attend to all office assignments in terms of cleanliness, serving of refreshments to staff and Clients, as well as delivery of Correspondences from office to office, from within and without.

MAIN DUTIES AND RESPONSIBILITIES

- i. Cleaning office premises and ensuring that the offices are properly locked.
- ii. Collecting and delivering office items, documents, mail and parcels as instructed.
- iii. Preparing and serving tea to officers; and;
- iv. Undertaking any official errands outside the office as instructed by the supervisor.

PERSON SPECIFICATIONS

Qualifications

Uganda Certificate of Education (UCE) with a pass in English Language.

Competences: Records Information Management, Communicating effectively, Public Relations and Customer Care and Time Management.

How to Apply:

Suitably qualified and interested candidates should send applications, detailed CV, along with the relevant certified copies of academic transcripts, certificates to hr@mglisd.go.ug

Closing Date: All applications must be submitted before 12th August, 2021.

Only shortlisted candidates will be contacted for interview. Should you not hear from us after two weeks of closing date of submissions, consider your application unsuccessful.

Ministry of Gender is an equal opportunity employer and does not discriminate based on sex, religion, political affiliation, national extraction or social origin, health status or disability.