



THE REPUBLIC OF UGANDA

Ministry of Gender, Labour & Social Development

The Government of Uganda, through the Ministry of Gender, Labour and Social Development with support of ILO is implementing Elimination of Child Labour in the Coffee and Tea Supply Chains Project. The Project is part of the regional ILO project of accelerating action for the elimination of child labour in supply chains in Africa” (ACCEL Africa) with particular focus on the specific supply chains, namely Cacao, Coffee, Cotton, Gold and Tea.

The project is building on lessons learnt from over 25 years of the International Programme on the Elimination of Child Labour (IPEC) and overall ILO experience. The ACCEL project will work on: public policy and good governance; empowerment and representation, and partnership and knowledge sharing among global supply chain actors working in Africa

It should be noted that ACCEL Africa was initiated from mid-November 2018 for the duration of 4 years. In its inception phase, the project has been holding national consultations in the beneficiary countries to develop the country work plans. Based on the priority actions identified in the work plans, the project will work with different stakeholders and partners to accelerate action against child labour in order to achieve Target 8.7 of Sustainable Development Goals on the elimination of child labour by 2025.

In Uganda, the main goal of the project is to expedite national actions towards elimination and protection of children at risk of child labour in Coffee and Tea Supply chains through:

- i. improving policy, legal and institutional framework for prevention and elimination of child labour in coffee and tea supply chains; and
- ii. Promoting innovative and evidence-based solutions in place to address the root causes of child labour in coffee and tea supply chains.

The Programme is funded by ILO and implemented in selected districts of Mbale, Buikwe, Kabarole, Kyenjonjo, Hoima, Bushenyi, and Jinja.

The Ministry of Gender Labour and Social Development is therefore seeking to recruit a contract staff to support the initial implementation of activities. The Programme Staff will be stationed at Ministry of Gender, Labour and Social Development.

Deadline for submission of applications is 28th May, 2021

2.0 PROGRAMME MANAGEMENT & ADMINISTRATION

In order to fully implement project interventions, Project Steering Committee (PSC) will be established and shall meet once in a Quarter. The PSC shall comprise all key stakeholders involved in the elimination of child labour in Uganda. The PSC will also be chaired by the Permanent Secretary and will feed into the National Steering Committee on Elimination of Child Labour.

The Project Officer will coordinate the project interventions and will report directly to C/LIRP. The Project Officer will also support the Elimination of Child Labour Unit in MGLSD.

1. Job Title: Project Officer (01)

Duty Station: Kampala, Uganda

Contract Duration: 12 Months

Annual Salary: 15,120,000

Reports to: Commissioner Labour, Industrial Relations and Productivity

Job Summary: The Project Officer will coordinate and take lead in the implementation of project activities.

Key Duties and Responsibilities:

The officer perform the following duties:-

- i. Take lead in efficient and effective implementation of project activities;
- ii. Ensure transparent and accountable administration of programme resources, including procurement and financial management
- iii. Take lead in the preparation and submission of consolidated annual work plans as well as budgets and mainstreamed in the DLIRP Plans
- iv. Take lead in the preparation and presentation of Project briefs to the Project Steering Committee
- v. Take lead in the revitalization and management of Child Labour Unit as provided in the National Child Labour Policy
- vi. Provide periodic progress reports to the stakeholders on project implementation as well as audit reports.
- vii. Ensure proper and timely accountability for all resources under the Project;
- viii. Undertake the development and / or review of policies, laws, regulations standards and guidelines on elimination of child labour
- ix. Undertake the inspection of workplaces and investigation of violations of labour standards in relation to child labour

- x. Undertake training of employers and workers on labour standards particularly on elimination of child labour
- xi. Work closely with the Prosecution Unit in the Department of Labour, Industrial Relations and Productivity to institute cases in courts of law for non-compliance workplaces/enterprises
- xii. Take lead in the revitalization and operationalisation of National Steering Committee on Elimination of Child Labour
- xiii. Support the DLIRP to develop and mobilize resources for the National Programme/Project on Elimination Child Labour;
- xiv. Support the development of corporate strategies tailored to specific development partner; provide strategic advice and policy recommendations with a view to positioning the Programme and MoGLSD strongly including fast-tracking advocacy and networking interventions.
- xv. Perform monitoring and evaluation functions for the Project Work.
- xvi. Performing any other relevant tasks that may be assigned by the Supervisor.

Qualifications, Skills and Experience:

- i. The applicant must hold a Masters' Degree in Labour Relations and Human Resources or an equivalent from the recognized University.
- ii. 6 years of experience in area of labour administration
- iii. Knowledge of Ugandan labour and employment laws and policies
- iv. Service orientated with a very good planning and analytical skills
- v. IT literate, proficient with MS Office
- vi. Integrity and honesty
- vii. Excellent communication and organizational skills
- viii. Ability to work under tight deadlines
- ix. Ability to maintain discretion, diplomacy and confidentiality
- x. Team player with excellent interpersonal skills
- xi. Precise and meticulous, superior attention to detail

2. Job Title: Project Assistant (01)

Duty Station: Kampala, Uganda

Contract Duration: 12 Months

Annual Salary: 10,800,000

Reports to: Project Officer

Job Summary: The Project Assistant will assist the Project Officer in the implementation of project activities.

Key Duties and Responsibilities:

- i. Assist the Project Officer in the overall implementation of the project;
- ii. Assist the Project Officer in coordinating the implementation of the project with the other partner agencies, Local Governments, CSOs and Social Partners;
- iii. Assist the Project Officer in convening and reporting periodically on the status of the project to the Project Steering Committee;
- iv. Assist the Project Officer in monitoring the progress of the project;
- v. Assist the Project Officer in the preparation of the M&E system for project implementation and impact/benefit assessment;
- vi. Assist the Project Officer in the preparation of the project completion report;
- vii. Perform other duties of similar nature assigned by the Project Officer

Qualifications, Skills and Experience:

- i. The applicant must hold a Bachelor's Degree in Business or an equivalent from the recognized University.
- ii. Knowledge of Ugandan labour and employment laws and policies
- iii. IT literate, proficient with MS Office
- iv. Integrity and honesty
- v. Excellent communication and organizational skills
- vi. Team player with excellent interpersonal skills