



## MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT

### INTERNAL ADVERT

#### DEPUTY HEAD OF PROGRAMME, ESPP II PROGRAMME

The Ministry of Gender, Labour and Social Development (MGLSD), through its Programme Management Unit (PMU) is implementing the second Phase of the Expanding Social Protection Programme (ESPP II). The goal of ESP is to reduce chronic poverty and improve life chances for poor men, women and children in Uganda. The programme aims to embed a national social protection system, including social assistance for the poorest and most vulnerable, as a core element of Uganda's national planning and budgeting processes. A core element of the Programme is the Social Assistance Grants for Empowerment (SAGE) under which government provides the Senior Citizens Grant to older persons.

The MGLSD seeks to recruit a competitive, competent and well-motivated person to fill the position of Deputy Head of Programme for a period of one year, subject to renewal during transition to Government of Uganda for total management.

**Position:** Deputy Head of Programme, ESPP II

**Reporting to:** Head of Programme

**Duty Station:** Kampala

**Salary Grade:** 2 (of the ESPP II Salary structure)

**Supervises:** Human Resource and Administration Coordinator; Monitoring, Evaluation, Research and Learning Coordinator; Policy and Advocacy Coordinator and SAGE Operations Coordinator

#### JOB PURPOSE

Deputizing the Head, and providing technical guidance and oversight to Unit Coordinators in their day-to-day work. S/he will keep the Head advised on progress of approved work plans and oversee the development and application of operational systems to ensure that they support effective programme implementation and impact.

## **KEY TASKS AND RESPONSIBILITIES**

1. Assist the Head PMU in the management of the ESPII programme, oversee and support the work of unit heads.
2. Provide support and leadership for PMU internal support systems, facilitating effective programme development and implementation and building staff capacity as required.
3. Actively manage the programme's risk profile by ensuring that policies and procedures are in place and adhered to, risks are regularly monitored, mitigation measures implemented and internal audit and compliance issues are addressed.
4. Lead preparation of work plans, budgets and reports and facilitate periodic planning and review of their implementation.
5. Manage Payment Service Providers (PSP) contracts and oversee the day-to-day management of the PSP including review of reports.
6. Responsible for the institutional capacity building of the programme
7. Actively seek strategic partnerships for the effective delivery of the SP outcomes.
8. Coordinate the linkages between ESP PMU staff and the technical advisors in the SPFM team.
9. Enable an organizational culture supportive of effective learning and sharing and continued improvement of programme delivery.
10. Ensure social inclusion and gender mainstreaming approaches are effectively incorporated across the PMU and its programmes and activities.
11. Enable an organisational culture supporting effective learning and sharing and continual improvement of programme quality.
12. Act for the Head PMU when designated to do so whenever the Head PMU is out of office.
13. Any other duties as assigned.

## **KEY RESULTS AREAS**

1. Key systems for technical operations, IT, M&E, quality assurance, MIS, Communications, Knowledge management) are effectively supporting PMU operations.
2. High quality work plans and budgets with evidence of attainment of objectives and strategies are clearly designed and articulated.
3. Regular and informative quarterly management report that assists management and the Steering Committee in making policies and strategic decisions.
4. Effective programme reviews and learning.
5. Improved coordination among key stakeholders.
6. Strategic partnerships built.
7. Capacity of the PMU to deliver SP mandate strengthened.

## **PERSON SPECIFICATIONS**

### **MINIMUM EDUCATIONAL QUALIFICATIONS**

A Master's degree in Social Sciences, Development Studies, Economics, Finance, Business, Public Administration or equivalent from a recognized institution.

### **ADDITIONAL QUALIFICATIONS**

Project Management certification is desirable.

### **COMPETENCIES**

- i. Mature proactive team player with very good communication and interpersonal skills,

- with an understanding of the social protection sector.
- ii. Demonstrable senior management expertise, including proven ability to develop the capacities of multi-disciplinary professional teams undertaking comprehensive social development strategies.
  - iii. Demonstrable expertise in strategic planning and the ability to ensure that operational plans and activities meet targets and appropriately reflect longer term perspectives.
  - iv. Experience dealing with multilateral and bilateral development partners.

### **MINIMUM WORK EXPERIENCE**

Five years' top management experience in general management or as head of department in the social protection sector.

### **How to apply:**

Suitably qualified and interested candidates should hand deliver application letters addressed to

**The Permanent Secretary**

**Ministry of Gender, Labour and Social Development**

**Plot 2, Simbamanyo House**

**P.O Box 7136**

**George Street, Kampala**

The application letters should be accompanied with detailed CV, names and addresses of three referees along with the relevant certified copies of academic transcripts, certificates, email address, and daytime telephone contact and relevant appointment letter. Closing date for receiving applications is 1<sup>st</sup> October 2021 at 5:00 pm.

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

**The Expanding Social Protection Programme is an equal opportunity employer and does not discriminate based on sex, religion, political affiliation, national extraction or social origin, health status or disability**

