



MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT

The Ministry of Gender Labour and Social Development (MGLSD), in partnership with the United Nations World Food Programme (UNWFP) and United Nations Children's Fund (UNICEF) is implementing the Child Sensitive Social Protection (CSSP) Programme with funding support from SIDA. The overall objective of the CSSP programme is to improve community and household resilience among refugees and host populations in refugee-host districts (Koboko, Yumbe, Adjumani, Moyo, Obongi, Madi Okolo, Terego and Arua) in the West Nile sub region.

The CSSP programme is structured into three broader outcome areas each led by either WFP or UNICEF in collaboration with the Office of the Prime Minister and Ministry of Gender, Labour and Social Development as follows:

1. Support to social protection systems, providing household transfers, strengthening national cash-transfer mechanisms, and strengthening national beneficiary identification and assistance management systems.
2. A comprehensive health and nutrition package including health systems strengthening.
3. Finally, a component addressing cross-cutting aspects, including strong linkages with existing programmes, strengthening local retail markets, strengthening national systems for feedback and complaints, and not least, operational research.

To support the implementation of the Programme, the MGLSD wishes to recruit two Programme Assistants.

POSITION: PROGRAMME ASSISTANT, CSSP

REPORTS TO: POLICY & ADVOCACY COORDINATOR

VACANCIES: 02

DUTY STATION: ESP PROGRAMME HEAD OFFICE

JOB PURPOSE

Provision of support in the implementation of activities under the Child Sensitive Social Protection Programme (CSSP). This role supports the smooth functioning of the programme and contributes to efficient operations and ensures seamless implementation of the day-to-day activities.

KEY TASKS AND RESPONSIBILITIES

1. Support the development of project work plans, budgets, progress reports, Terms of Reference and other relevant documents.
2. To support Team Leads to organise workshops, conferences and meetings by the schedule of meetings, venue and all related logistics.
3. Tracking project progress: Maintain project schedules, timelines, and deliverables, ensuring all stakeholders are aware of critical targets.
4. Tracking implementation of work plans and budgets and ensuring quality reports
5. Administrative Support: Assist in the preparation of documents, presentations, data entry and reports. Maintain electronic and hard-copy filing systems for the programme to ensure efficient document retrieval.
6. Documentation and Reporting: Prepare project documentation, including reports of meetings and workshops conducted and distributing them to relevant attendees
7. Supporting National Missions of consultants, by organizing meetings; preparing the schedule of meetings and field visits travel, and all related logistics
8. Communication Support: Facilitate effective communication between project team members, stakeholders, and external partners. Relay timely project-related information, updates, and changes to relevant parties promptly.
9. Meeting Facilitation: Organize and participate in project meetings, ensuring agendas are set, relevant stakeholders are invited, meeting venues/link are secured refreshments are provided.
10. Report preparation: ensuring meeting minutes are documented, shared, action items are tracked and follow-up materials are distributed as required. This also involves ensuring consolidated financial and technical reports of the programme.
11. Terms of Reference: supporting Team Leads to develop TOR for the various activities such as researches, procurement of consultants and ensuring timely delivery of key deliverables by the consultants
12. Support implementation of Gender and Equity mainstreaming activities for social protection.

KEY RESULTS AREAS

1. Efficiently organised meetings and workshops, ensuring they are well-prepared, timely, and effectively managed.
2. Successfully Organised and well attended workshops
3. Accurate and comprehensive meeting minutes capturing key discussions, decisions, and action items in a clear and concise manner.
4. Quality reports of meetings and workshops that provide detailed summaries, highlight key outcomes, and offer actionable recommendations.
5. Technical Committees effectively supported to incorporate feedback into the reports
6. Quality TORs

PERSON SPECIFICATIONS

MINIMUM Qualifications

- An Honor's Bachelor's degree in Social Work and Social Administration, Economics, Development Studies, Social Sciences, Human Resources Management, Business Administration or related field from a recognized university;
- At least two years' experience performing administrative and programme support work.

Preferred Competencies

- Ability to perform a broad range of specialized activities aimed at effective and efficient functioning of the CSSP Programme Team, including logistical support.
- Ability to create, edit and present information in clear and presentable formats, using appropriate IT functionality
- Strong written and oral communication skills, fluency in English essential.
- Excellent organizational and time management abilities.
- Ability to multitask and prioritize tasks effectively.
- Positive attitude, proactive mindset, and willingness to take on new challenges.
- Strong interpersonal skills and ability to work collaboratively within a team.
- Ability to handle a large volume of work, also under time constraints.
- Ability to administer and execute financial processes and transactions.
- Ability to manage data, documents, correspondence and reports information and workflow.

Interested eligible applicants should submit applications including a cover letter, current Curriculum Vitae and copies of Academic Certificates and Transcripts, to be delivered at **Ministry of Gender, Labour and Social Development's General Registry on 2nd Floor, Gender and Labour House, Plot 2, George Street Not later than 1700hrs on 25 October.** Only shortlisted applicants will be contacted.

The Permanent Secretary
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