



MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT

GENERATING GROWTH OPPORTUNITIES AND PRODUCTIVITY FOR WOMEN ENTERPRISES (GROW) PROJECT

RECRUITMENT OF PROJECT IMPLEMENTATION SUPPORT STAFF

The Government of the Republic of Uganda was allocated grant funds (the "Grant") from the World Bank which are administered by the International Development Association (IDA) (the "Bank") towards implementation of the Generating Growth Opportunities and Productivity for Women Enterprises (GROW) Project. The Project Development Objective is to increase access to entrepreneurial services that enable women entrepreneurs to grow their enterprises in targeted locations, including host and refugee communities. The Ministry of Gender, Labour and Social Development (MGLSD) is the lead implementing Agency with the Private Sector Foundation Uganda as an implementing Entity.

The MGLSD is in the process of establishing a Project Implementation Team to facilitate coordination, management and implementation of the Project at the national and sub-national levels, and now invites suitably qualified and experienced individuals to fill the following positions:

S/N	Reference number	Number of vacancies
1.	Project Accountant	1
2.	Procurement Officer	1
3.	Regional Project Officer, Eastern Region	1
4.	Regional Project Officer, Western Region	1
5.	Regional Project Officer, Central Region	1
6.	Regional Project Officer, Northern Region	1
7.	Information Technology Officer	1
8.	Management Information Systems (MIS) Officer	1

Details of the scope of services, deliverables, qualifications, contract and reporting arrangements can be found at <https://mglsd.go.ug>.

Interested eligible applicants should submit applications including a cover letter, current Curriculum Vitae and copies of Academic Certificates and Transcripts, to the **MGLSD's General Registry on 2nd Floor, Gender and Labour House, Plot 2, George Street not later than 1700hrs on 16th October 2023**. Only shortlisted applicants will be contacted.

Permanent Secretary
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Terms of Reference for Project Accountant

Job title:	Project Accountant
Number of positions:	One
Reports to:	Financial Management Specialist, MGLSD
Duty Station:	MGLSD Headquarters (Kampala)
Duration of contract:	24 months with 3 months' probation

Job Purpose

The Project Accountant will assist the Financial Management Specialist to carry out financial management (FM) work in respect to GROW Project implementation. S/He will assist in management and monitoring of all the financial activities of the project in line with the international and the Government of Uganda (GoU) financial regulations.

Duties and Responsibilities

- i. Process payments to service providers and remit statutory deduction to relevant authorities in accordance with operating guidelines.
- ii. Prepare schedule of payments approved by the Financial Management Specialist (FMS) indicating period taken to complete payment process.
- iii. Perform monthly bank reconciliation and prepare reconciliation statements for review by the FMS.
- iv. Prepare staff payroll and statutory deductions for remittance to the relevant authorities
- v. Monitor the project budgets, expenditures and costs and ensure control over project funds use.
- vi. Carry out analysis of payment requests and reconcile them with approved documentation including Local Purchase Orders (LPO) and contracts.
- vii. Process and post payment invoices into financial management system in line with approved work-plans.
- viii. Generate summary of LPO in the financial management system on monthly basis, prepare reports on outstanding payments / obligations and extract periodic commitment control Reports.
- ix. Update expenditure control cards for contractual payments and ensure no contract over-runs.
- x. Review reimbursement claims submitted by beneficiaries and project implementation unit and process payment in compliance with operational and financial procedures.
- xi. Reviewing expenditure accountability documentation for completeness, adequacy and compliance with financial and operational guidelines.
- xii. Perform monthly bank reconciliation and prepare reconciliation statements for review and approval.
- xiii. Participate in preparation of periodic progress management reports in accordance with GoU and World Bank guidelines.
- xiv. Support preparation of annual statutory financial reports and accounts.
- xv. Participate in assets verification and stock taking exercises and update the project assets register and stores records as appropriate
- xvi. Any other duties as will be assigned from time to time.

Qualifications

- a) Applicants should possess an honors degree in Accounting or Finance, Commerce, Business Administration ALL with a major in accounts.
- b) A Professional Qualification in Accountancy (e.g CPA, ACCA) and Member of the Institute of Certified Public Accountants of Uganda (ICPAU).

Experience and Competencies

- (i) Minimum six years of professional public/private sector experience in Finance and accounting. Three (3) years of work experience with a World Bank funded project is an added advantage.
- (ii) Should have working knowledge of Government of Uganda Integrated Financial Management System (IFMS), Program Budgeting System (PBS) and other financial systems (e.g Sun, Oracle Financials, Navision).
- (iii) Proficient with Microsoft products (e.g. Excel, Access, word, PowerPoint, Outlook, Vision)
- (iv) Excellent communication and report writing skills'
- (v) Proven high degree of honesty, integrity and versatility.
- (vi) Must be prepared to work under pressure to meet tight project targets'
- (vii) Good Interpersonal Skills and ability to relate well with a multiplicity of stakeholders.

Deliverables

- i. For the reports, the accountant should be in position to prepare the draft interim financial reports (IFRs) for submission to the FMS for review.
- ii. Should be in position to prepare the draft annual financial statements for submission to the FMS for review
- iii. Monthly report on outstanding invoices and payments to service providers.
- iv. Maintained filing system of payment documentation.
- v. Updated advance register & listing of accountability from components.
- vi. Monthly bank reconciliation statements.
- vii. Payroll and update on statutory deduction returns.
- viii. Updated Fixed Asset Register
- ix. Monthly expenditure reports on motor vehicle and telephone usage.

Terms of Reference for Procurement Officer

Job title:	Procurement Officer
Number of positions:	One
Reports to:	Procurement Specialist, MGLSD
Duty Station:	MGLSD Headquarters (Kampala)
Duration of contract:	24 months with 3 months' probation

Job Purpose

The Procurement Officer will assist the Procurement Specialist in execution of all procurement related tasks of the approved Procurement Plan during the project implementation by providing critical advice and support which will guarantee timely acquisition of goods, works and services at MGLSD.

Duties and Responsibilities

The main responsibilities and duties of the Procurement Officer shall be to assist:

- a) In Consultations with the Users, prepare, review, adjust (where applicable) and monitor the implementation of the Project procurement plan.
- b) Ensure timely preparation/updating, and submissions of the project procurement plans for review and approval of the World Bank.
- c) Timely submission of all procurement exchanges in the Bank's online procurement system – STEP.
- d) Play a key coordination role between all stakeholders in the procurement cycle.
- e) Ensure that procurement procedures follow those prescribed in the Procurement Regulations and attendant Project Operational Manual.
- f) In consultation with the Technical Departments prepare bidding documents, request for proposals, consultant's shortlists and other documents based on relevant procedures for the procurement of goods, Works and on consultant services and for the selection of consulting services;
- g) Mentor the Ministry's PDU staff by sharing knowledge in procurement services including supporting capacity building in procurement management of staff that deal with procurement issues with emphasis on World Bank and PPDA Guidelines.
- h) Preparation of Procurement progress reports at a minimum on monthly basis, highlighting among others the progress on processing various contracts, constraints met and any other issues that require Management attention.
- i) To enhance the efficiency and effectiveness of the Procurement Data Management system and in particular set up a filing and record keeping system that ensures that procurement records are easily retrievable and available for procurement audits.
- j) Take part in the development and review of the Project Operations Manuals and other necessary documents and manuals.
- k) Participate in the preparation of consolidated project Annual Work Plans and Budgets.

- l) Report immediately to the Permanent Secretary and to the Bank any noted fraud and corruption or governance issues with Procurement staff, Bidders and Consultants.
- m) Facilitate the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations.
- n) Prepare and update the Procurement/Contract Register (List of all procurement contracts awarded)
- o) Monitor and track contracts under implementation, identify constraints/challenges/issues especially deviations from agreed terms and conditions and ability to resolve issues in a timely manner in appropriate consultation with Management.
- p) Perform any other duties as may be assigned from time to time by the Procurement Specialist.

Qualifications

- a) A Bachelor's Degree in Procurement and Supply Chain Management, Commerce (Procurement option) or any other related discipline.
- b) Should possess the Chartered Institute of Procurement & Supply qualification (MCIPS).
- c) Possession of the Master's Degree in either Procurement, Business Administration or a related field.

Experience and Competencies

- a) A minimum experience of six (6) years in procurement service with extensive and demonstrated experience of procurement of goods, non-consulting services, works and consulting services.
- b) Previous experience in processing high value contracts subject to international competition, and in working with multi-sectoral teams.
- c) Demonstrate behaviour of professional and personal ethics, integrity and transparency in dealing with internal clients and service providers.
- d) Good oral and written communication skills, fluent in English.
- e) Working knowledge of the PPDA procurement rules and procedures.
- f) A high level of interpersonal and management skills and ability to work with teams in the organization at all levels.
- g) Must be able to work under pressure and tight deadlines.
- h) Computer knowledge and skills in Ms word, Ms Excel and Internet/Email is a mandatory requirement.

Deliverables

- i. Annual Procurement Plans and monthly updates.
- ii. Monthly Procurement and Contract Management status reports/updates submitted to C/LIRP and World Bank.
- iii. Real time update of procurement documentation in STEP.
- iv. Monthly update of procurement monitoring form to be provided to all user departments to be filled and submitted timely provide input into Monthly Contracts Implementation Status reports for all contracts showing the total amount of the contract, amount already paid and balance to be paid on each contract.

- v. Timely preparation and submission of documents for the supply of goods, works and services timely to Contracts Committee or World Bank as the need arises;
- vi. Regular procurement performance reports for staff participating in procurement cycle e.g. at evaluation, Contract Management stages as well bottlenecks identified.
- vii. Contracts Register in place.
- viii. Acceptable Record Keeping system in place.
- ix. Schedule of pre-bid/pre-proposal meetings, Proposal opening, bid opening, financial opening, and negotiations shared with relevant User Departments, Contracts Committee and other stakeholders at least 2 weeks before planned date.

Terms of Reference for Regional Project Officer

Job title:	Regional Project Officer
Number of positions:	Four (One per Region)
Reports to:	Project Coordinator, MGLSD
Duty Station:	Regional Officers (Mbarara, Mbale, Gulu and Kampala)
Duration of contract:	24 months with 3 months' probation

Job Purpose

To provide technical support in planning, implementation and coordinate implementation of all project interventions with the implementing Partners at District and Community levels to ensure maximum benefit to the Project beneficiaries.

Duties and Responsibilities

- i. Together with Partners and platforms shall be responsible for project interventions to the potential beneficiaries at the district level and initiate, plan, and coordinate with districts within specified regions on implementation of GROW Project.
- ii. Oversee the work of implementing partners at regional level and provide technical support to ensure effective project implementation
- iii. Working with implementing partners, support women platforms in the planning, and creating linkages with the relevant partners to support their business enterprises
- iv. Participate in the preparation and conduct of the GOU/World Bank Joint Implementation Support Missions and other supervision and evaluation missions
- v. Ensure implementation of the recommendations for improvements and innovative solutions for Women business enterprises during the implementation of the project.
- vi. Contribute to the generation of knowledge, documentation of experiences and lessons learned as well as dissemination to the various sub regions implementing the project.
- vii. Review requests submitted by the districts to ensure accuracy, completeness, viability, sustainability and compliance with relevant guidelines and standards before financing.
- viii. Providing technical guidance to the Local Governments on planning and implementation of the GROW project and ensure adherence to implementation guidelines, targets, time schedules and sector standards and norms.
- ix. Undertake regular monitoring and supervision visits to the districts and communities to support implementation of activities under the project.
- x. In collaboration with implementing partners, monitor the implementation of all project interventions in the districts and prepare project quarterly and annual progress/performance reports and ensure timely submission.
- xi. Maintain information database on key project ongoing activities within the region and build partnerships in coordination with M&E specialist

- xii. Resolve or escalate any specific complaints or queries raised on the various project interventions within the respective districts/regions in coordination with the project coordinator.
- xiii. Perform any other duties assigned from time to time by the National Project Coordinator.

Qualification

- a) Applicants must hold an Honors' Degree either in Humanities or related field from a recognized University.
- b) Should possess a Postgraduate Diploma either in Project Planning and Management, Procurement, Business Administration or Master's Degree in Public Administration, Management, Project Management

Experience and Competencies

- i. At least five (5) years of relevant work experience in the implementation of social development projects/programmes at national or regional level
- ii. Should have experience working at the district levels particularly with community development-based services.
- iii. She/he should be comfortable working with computer, preferably with one or more common database packages.
- iv. Comfortable planning and delivering multiple activities under pressure to strict deadlines and high levels of precision.
- v. Able to communicate complex issues in a concise, accessible and engaging way.
- vi. Self-motivated and strong organizational and planning skills.

Deliverables

- i. Prepare monthly, quarterly, annual and situation reports in agreed formats on project progress in the assigned regions
- ii. Reviewing of funding requests submitted by the districts for onward transmission to the project HQ.
- iii. Providing of technical guidance to the local Government on planning and implementation of sub-projects;
- iv. Preparation of quarterly and annual work-plans for the assigned regions and submission to HQ for consolidation
- v. Guiding the establishment of platforms for women enterprises
- vi. Monitoring progress of the implementation of project activities in Districts;

Performance Indicators

- a) Time taken to submit reports.
- b) Number of beneficiaries supervised and supported
- c) No of partners and platforms supported in the region

Terms of Reference for Information Technology Officer

Job title:	Information Technology Officer
Number of positions:	One
Reports to:	M&E Specialist, MGLSD
Duty Station:	MGLSD Headquarters (Kampala)
Duration of contract:	24 months with 4 months' probation

Job Purpose

The Information Technology Officer will be responsible for the implementation, monitoring, and maintenance of the GROW IT systems. The Officer will support the project with network analysis, system administration, security and information assurance, IT audits, database administration, and web administration.

Duties and Responsibilities

- i. Support the GROW Project in the designing, development and maintenance of Information Management System; related to hardware issues, computer peripherals, such as monitors, printers, scanners, hard drives, etc., or software assistance related to installation and software updates.
- ii. Keep track of all GROW Project IT-related issues and MIS functionality; ensure maintenance, optimization and security of MIS and computers; ensuring that the system server and other supporting systems are optimized for efficiency
- iii. In consultation with MIS development consultant, design and implement processes for technical improvements of the various platforms and enhance elements such as navigation, usability, data visualization, etc.
- iv. Support the daily and routine IT support. installation, operation, and maintenance of computer systems, internet, servers and communication systems.
- v. Contribute to the development of quality assurance controls for classified information.
- vi. Ensure end user system is running smoothly by providing System administration and maintenance, ensure data protection and provide end-user support. Ensure maintenance of confidentiality when making classified information available.
- vii. Facilitate uploading and updating of data entered in the various modules interface by the M&E/data entry staff at the implementing partners.
- viii. Manage documentation arising from the IT service, including requests, notifications and other correspondence, and for reporting on results and system performance.
- ix. Prepare operating budgets based on estimated and actual expenditures for ICT systems and support needs, monitor and report ICT expenses.

- x. Troubleshoot ICT users' problems relating to internet connectivity, LAN connectivity, email access, computer hardware and software
- xi. Employ security measures to secure project systems and data from unauthorized access.
- xii. Maintenance of an up-to-date inventory of ICT software and hardware.
- xiii. Train and guide GROW project and other related MGLSD staff in regard to their IT needs, performance and data management throughout the Project life.
- xiv. Ensure security and safety of all the project ICT equipment
- xv. Perform any other duties assigned by the supervisor from time to time.

Education and Qualification

- a. A Master's degree in Information Technology, Computer Science, or a related field.
- b. Certification as a Microsoft systems expert and Business Process Outsourcing is an added advantage.

Experience and Competencies

- a) Possess at least 5 years of experience of progressively technical experience in Information Technology and systems administration. Experience of working on a project under Government of Uganda institution is an added advantage
- b) Hands on experience in Microsoft Operating Systems, Microsoft Office solution, networking support, systems installation and configuration,
- c) Strong understanding of PC hardware set-up and configuration.
- d) Ability to organize, plan and implement work assignments, as well as manage competing demands.
- e) Good communication skills.
- f) Teamwork.
- g) Problem solving skills, including ability to identify and participate in the resolution of issues/problems.
- h) Appreciation of the need to observe confidentiality in a highly sensitive work area.

Key result areas

- (i) Timely support to Project users at PIU and partners at all times on ICT related issues.
- (ii) Troubleshoot ICT users' challenges relating to internet connectivity, LAN connectivity, email access, computer hardware and software.
- (iii) Ensure regular backup for project data (both onsite and off-site).
- (iv) Installation of software and related upgrades to ensure security of all ICT equipment
- (v) Users are aided in backing up and restoration of data, as well as in virus detection, removal and prevention.
- (vi) An up-to-date inventory of ICT software and hardware maintained at all times.
- (vii) Ensure that Grow Project work is regularly updated on MGLSD Website and a report on such updates maintained.

- (viii) Ensure that Project staffs are trained on ICT and other emerging technologies. Have a training program and updated record of training

Terms of Reference for Management Information Systems Officer

Job title:	Management Information Systems (MIS) Officer
Number of positions:	One
Reports to:	M&E Specialist, MGLSD
Duty Station:	MGLSD Headquarters (Kampala)
Duration of contract:	24 months

Job Purpose

The Management Information Systems (MIS) Officer will be responsible for operationalizing, monitoring and maintenance of the GROW Project MIS. The MIS Officer will be responsible for the MIS and its functionality; training staff and partners on MIS, data entry, maintaining the system and providing support to M&E Specialist on the data analysis and reporting. The MIS Officer will download, analyze and provide data from the MIS to support the routine and adhoc project reporting and other information sharing needs.

Duties and Responsibilities

- i. Guide the project on the designing, development and maintenance of GROW Project MIS
- ii. Support the user testing of the various MIS modules, ensuring the system works for the end-user. After the development of the system ensure the MIS functions effectively with data uploaded on time and reports generated frequently as required
- iii. Provide support to the Project team and implementing agencies on the access into the system and ensure correct, appropriate data and information is entered in the system for effective project monitoring and reporting.
- iv. Contribute to the development of quality assurance guidelines for access and use of the MIS to allow smooth operations and easy system maintenance as well as trouble shooting the system and resolution
- v. Conduct data analysis, present, and disseminate information to inform programme management. Seek solutions for more complex data management requirements by working with IT Officer.
- vi. Routinely and as requested provide the MIS performance reports and recommendations to update the MIS for improved maintenance, reporting efficiency and consistency.
- vii. Maintain a program database and ensure that the databases are updated regularly.
- viii. Support the M&E teams and implementing partners in the development of tools and guidelines for data collection analysis and reporting.

- ix. Train project and partners team members on the MIS and data responsibilities and how to use the tools developed.
- x. Analyse existing GIS and other map based technologies to improve the visual display of data in GROW project.
- xi. Developing systems to monitor data quality, routinely analysing it, and addressing issues that arise with the support of IT Officer and M&E team.
- xii. Configuring the MIS and data dictionary in consultation with key stakeholders

Minimum Qualification

- a) A Master's Degree in Computer Science, Data Science, Informatics, Information Systems and Technology or a related field with a concentration in Management Information Systems.
- b) An advanced training in M&E or project planning and management will be an added advantage.

Experience and Competencies

- a) At least five (5) years of professional experience in managing and maintaining project MIS required.
- b) Strong Information Technology background for system development and management
- c) Strong analytical skills in commonly used packages such as Excel, Access and Stata.
- d) Working knowledge of various computer operating systems and interfaces and highly knowledgeable about systems integration best practices,
- e) Demonstrated experience and ability to manage large projects or national systems and datasets
- f) Detailed knowledge of content and data management techniques
- g) Excellent verbal and communication skills
- h) Organized with attention to details
- i) Ability to communicate complex technology concepts with non-technical staff

Key Result Areas

- i. MIS for GROW Project developed and operational
- ii. Train staff and partners on use of MIS and support data collection
- iii. Ensure reliable and accurate data is entered into the MIS
- iv. MIS reports shared with relevant project staff and partners
- v. Ensure the safety of all data entered into the MIS
- vi. Quality assurance guidelines for the MIS and data protocols developed