

JRS Advertisement

Identification of Position

Position Title: Country Programmes Manager (1 position)

Reports to: Country Director

Location: Kampala

Position Requirements

Organizational Context

The Jesuit Refugee Service (JRS) is a ministry of the Society of Jesus, incorporated as an international nongovernmental organisation with a mission to accompany, serve, and advocate for the rights of refugees and forcibly displaced people. The organisation was founded in November 1980 and now has a presence in 57 countries. JRS undertakes services at national and regional levels with the support and guidance of an international office (IO) in Rome. The style of JRS service is human and spiritual, working in situations of greatest need, seeking the long-term well-being of refugees and displaced people while not neglecting their immediate or urgent needs. The main services provided are in the fields of Education and Livelihoods, Reconciliation, MHPSS and Advocacy.

Operational Context/Role

Under the direct supervision of the Country Director, the Country Programmes Manager's primary responsibility is to coordinate and support the implementation of all aspects of programming within Uganda. He/she will be responsible for planning, implementation, monitoring, and evaluation of the Country Programmes under the direction of the Country Director. This position closely works with the Country Grants Officer. He/she is required to identify and develop key opportunities for programmes focused on refugees. The Programmes Manager will implement positive and effective relationships with key partners and contacts in the interest of promoting JRS' objectives.

Key Responsibilities:

1. Coordination of programmes work of JRS at the national level.

- With the Country and Project Directors, to be responsible for the planning and evaluation of JRS projects within the country.
- To develop adequate monitoring and project reports according to JRS standards and donor-related requirements in collaboration with the Country Grants Officer and International Programmes Officer where and when applicable.
- To keep track of projects' implementation in the country; and to support reviewing project proposals.
- To carry out a frequent project visit to monitor and evaluate the activities so that they are implemented according to the JRS vision and mission, standards and guidelines and the strategic framework.
- In consultation with the Country Director, to set methodologies, timetables, and resources for project evaluations, with the Project Directors.
- To update KMS Folder for Programmes Department for JRS Uganda.
- In consultation with the Country Director, to analyse the needs of the refugees and to suggest new initiatives.
- To support Country Grants Officer in the preparation of proposals and budgets for projects.
- To ensure that JRS applies the conditions and standards documented in the JRS Exit Strategies Guidelines.

2. Support and Communication

- To collaborate with Country Grants Officer in developing funding proposals for JRS Uganda.
- To oversee the JRS MEAL and Accountability to Affected Population (AAP) Functions across the country.
- When requested, to participate and act as a resource person in country meetings.
- To communicate regularly with the Country Programmes Staff, informing them on all major issues and developments in programming within the country.

3. Relations with partner agencies

- To maintain close working relations with JRS' partner agencies, as well as with other international development organisations and funding agencies.
- To participate in meetings with donors regarding the development of "joint programming strategies".
- To facilitate relations between the JRS Country Office and partner agencies.
- To help create possibilities for new partnerships/donors.

4. Work with the Country Team

- To work closely with other members of the Country Office to fulfil its function of shared leadership through the coordination of all programming efforts in the country.
- To attend regular team meetings, planning meetings and workshops; in particular, to collaborate with the Country's Finance Officer, Logistics Officer, and any other Officers.

5. Work with the Country Team

- To work closely with other members of the Country Office to fulfil its function of shared leadership through the coordination of all programming efforts in the country.
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- To represent the organisation by giving talks and presentations, when requested by the Country Director.

6. Others:

- To offer support as and when required, including any other duties assigned by the supervisor.

Qualifications and Experience:

Education

- Master's degree, preferably in Project Management, Finance, Business Administration, or equivalent.
- Postgraduate in Project Planning and Management.

Experience

- Experience (at least 5 years) working with NGOs proposal and reports writing, project evaluation and monitoring.
- Knowledge of and experience with strategic framework, log-frames
- International experience in humanitarian programmes operation is a **MUST**.

Languages

- Excellent written and verbal communication skills in English are required.

Required Skills and Competencies

- Excellent project management skills with experience in managing and supervising administrative projects.
- Possess excellent organizational skills.
- Strong command over written and verbal communication
- Excellent interpersonal and presentation skills
- Good understanding of the organization's overall business and its objectives
- Possess good knowledge of planning and strategizing financial and budgeting issues.
- Ability to work within a team and provide support to the junior staff.
- Ability to perform in cross-functional team approach and job responsibilities.

- Experience with basic financial management skills including developing and monitoring budgets and financial reporting.
- A multi-tasker with strong ability to work under pressure.
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.
- Proficient in using computers with related knowledge of software programs and Internet.

Core values and ethics

- Good understanding of and compatibility with the values of JRS.
- Very good pastoral sense and listening abilities and communication/inter-personal skills.
- Demonstrated ability and experience of working in a multi-cultural environment with good multicultural sensitivities and in a flexible environment.
- Willingness and ability to travel to the regional country offices, when appropriate, for project monitoring visits and live a simple lifestyle.

How to apply

- Written application explaining why you are interested in the above position and how you meet the qualities and qualification criteria.
- Attach a CV with maximum 3 pages. The CV should contain information about your qualifications, relevant trainings, work experience, names and contact details of Three (3) professional referees.
- You must send your CV and application as a single pdf file.
- Applications should be sent online to Jesuit Refugee Service Uganda at uga.hr@jrs.net

Note: JRS has a Child Safeguarding (CS) Policy in place and expects all staff to read, sign and adhere to it.

[Deadline: September 08, 2024](#)

No late applications will be considered - Only shortlisted candidates will be contacted. JRS is an equal opportunity employer and has a non-discrimination policy in place.