



## Catholic Relief Services, Uganda Program

### VACANCY ANNOUNCEMENT

**Job Title** : Senior Project Officer: Economic Strengthening  
**Department** : Programs  
**Band** : 8  
**Reports To** : 4Children KCHPF Technical Advisor  
**Country/Location** : Kampala, Uganda  
**Position Type** : Full-Time

**About CRS**  
 Catholic Relief Services (CRS) carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners, people of all faiths and secular traditions who share our values and our commitment to serving those in need.

**Project Background**  
 Catholic Relief Services (CRS) is an international non-governmental organization (NGO) supporting relief and development work in over 100 countries around the world. CRS programs assist persons on the basis of need, regardless of creed, ethnicity or nationality. CRS works through local church and non-church partners to implement its programs. CRS is leading the implementation of the Coordinating Comprehensive Care for Children (4Children) - a five year USAID funded project along with a consortium of organizations including IntraHealth, Maestral, Pact, Plan and Westat. 4Children is designed to improve health and wellbeing outcomes for orphans and vulnerable children (OVC) affected by HIV and AIDS and other adversities.

In Uganda, 4Children is implementing the Keeping Children in Healthy and Protective Families (KCHPF), an operations research project funded by USAID/ Displaced Children and Orphans Fund (DCOF) that will support the reintegration of approximately 600 children living in residential care back into family-based care, evaluating the impact of a package of family support interventions on successful reintegration.

**Job Summary**  
 As a lead for the cash grant component in the Keeping Children in Healthy and Protective Families (KCHPF) project team, the Senior Project Officer will facilitate the achievement of project objectives through coordinating and reporting on all project activities and providing technical guidance and advice to staff and implementing partner(s) advancing CRS' work serving the poor and vulnerable. The Senior Project Officer's coordination and relationship management skills will ensure that the project for which s/he is responsible applies best practices and constantly works towards improving the impact of its benefits to those we serve.

**Job Responsibilities**

- Organize and lead the implementation of all beneficiary cash disbursements as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements and good practices, taking into account the confines of the project as a randomized control trial.
- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities and guiding partners in their efforts to reflect on project experiences. Analyze implementation challenges and report any inconsistencies and/or gaps to inform adjustments to plans and implementation schedules.
- Coordinate and oversee working relationships with all local project stakeholders and serve as the liaison between them and the project team to mobilize local actors and promote Household Economic Strengthening activities in the form of cash disbursements, mobile money literacy, relationship management with mobile money service providers and adherence to partner and CRS financial compliance.
- Supervise and perform ad-hoc inspections related to the project's cash transfer procedures to ensure adherence to established standards and procedures in support of the project's overall Household Economic Strengthening strategy. Ensure the established cash transfer systems as a part of the overall Household Economic Strengthening strategy are properly adhered to and support and assistance is provided to the implementing partner when necessary.

- Support and coordinate capacity building and technical support activities to ensure project activities related to household economic strengthening, financial literacy and cash disbursements are implemented per project guidelines and standards.
- Coordinate provision of any logistical and administrative support to staff and partners.
- Ensure project documentation for assigned activities is complete with all required documents and is filed per agency and donor requirements. Assist with preparation of trends analysis reports and documentation of case studies and promising practices.

**Typical Background, Experience and Requirements**

**Education and Experience**

- Bachelor's Degree required. Degree in Management, Business, Economics, International Development, Social Sciences or related field.
- Minimum of 5 years of work experience in project support, ideally in the field of household economic strengthening for vulnerable groups and for an NGO.
- Experience working with partners, preferably managing and monitoring project activities that promote household-level economic strengthening (HES) such as household-level cash transfers and financial literacy education.
- Demonstrated knowledge, experience and networks with diverse actors delivering HES in Uganda.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word and PowerPoint).
- Strong interpersonal, writing and oral presentation skills in English.

**Personal Skills**

- Analysis and problem-solving skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners
- Proactive, results-oriented and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities

**Travel Required**

- Willingness to travel regularly (approximately 30%) to the field.

**Key Working Relationships**  
 Internal: 4Children Program Manager; 4Children Monitoring, Evaluation, Accountability & Learning (MEAL) Manager; 4Children Project Director; CRS Microfinance and Off-Farm Livelihoods Program Manager.  
 External: KCHPF implementing and research partners, district government officials, other NGOs in the sector, and development actors working in the project area.

**Agency-Wide Competencies**  
 These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.

- Serves with Integrity
- Develops Constructive Relationships
- Models Stewardship
- Promotes Learning

**DISCLAIMER CLAUSE:**  
 This job description is not an exhaustive list of skills, effort, duties and responsibilities associated with the position. CRS' recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. "I understand that CRS takes all allegations of abuse and exploitation seriously. Abuse or exploitation of children or vulnerable adults is grounds for immediate dismissal." NOTE: Please submit cover letter, CV and three work references (names and contact information only) to ug\_recruitment@crs.org by October 1st, 2017.

**ONLY SELECTED CANDIDATES THAT MEET THE REQUIREMENTS WILL BE NOTIFIED. EOE/M/F/D/**



## Catholic Relief Services, Uganda Program

### VACANCY ANNOUNCEMENT

**Job Title** : MEAL Manager, 4Children  
**Band** : 9  
**Reports to** : CRS Uganda MEAL Manager  
**Country/Location** : Kampala, Uganda  
**Region** : East Africa Regional Office (EARO)  
**Position Type** : Full time

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**In Uganda, 4Children is implementing two related projects.**

- The Keeping Children in Healthy and Protective Families (KCHPF) is an operations research project funded by USAID/Displaced Children and Orphans Fund (DCOF) that will support the reintegration of approximately 600 children living in residential care back into family-based care, evaluating the impact of a package of family support interventions on successful reintegration.
- Uganda Social Welfare Systems Strengthening Project (USS) will support and strengthen institutions to partner effectively to improve the quality of life among children made vulnerable by HIV and AIDS and other adversities. The project works towards three broad Strategic Objectives: (1) Ugandan institutions are strengthened to successfully plan, lead, and coordinate comprehensive services for children affected by HIV and other adversities; and (2) Ugandan institutions collect, analyze, and use data to improve planning, service delivery, and learning around social protection systems.

**Job Summary**  
 The MEAL Manager will provide technical advice and support to a range of programmatic and implementation issues related to monitoring and evaluation and research in line with CRS' Monitoring, Evaluation, Accountability, and Learning (MEAL) principles and standards, donor guidelines and industry best practices to the 4Children team to advance the delivery of high-quality programming to the poor and vulnerable. S/he will work to improve 4C project quality in utilizing MEAL tools and standards. S/he will support the capacity strengthening of 4C Uganda project and partner staff in utilizing MEAL tools and methodologies.

**Job Responsibilities**

- Oversees and manages MEAL implementation at project-level.
- Provides technical lead for quality MEAL system design, including tools and methods, appropriate to scope, context and technical requirements of KCHPF and USS projects.
- Provides technical oversight for analysis of MEAL data, qualitative and quantitative.
- Ensures quality of data and data management practices.
- Integrates data analysis, reflection and interpretation and use with ongoing project activities.
- Ensures compliance with donor and agency MEAL requirements.
- Shares MEAL learning and experiences in broader country program discussions.

- Builds capacity of partners in MEAL.
- Ensures quality management practices of MEAL activities.
- Oversees and completes appropriate MEAL tasks and systems for KCHPF and USS as required.

**Typical Background, Experience and Requirements**

**Education and Experience**

- Bachelor's Degree in a relevant field or in the field of monitoring and evaluation, research and project management or a related field; Master's degree preferred.
- Minimum of 7 years of relevant work experience with progressive responsibilities, ideally with an international NGO, with minimum of two years of relevant field-based experience in monitoring and evaluation, research and data management.
- Knowledge of technical principles and concepts of M&E, research and data management. General knowledge of other related disciplines to ensure proper cross-sectoral approach.
- Demonstrated ability to build staff capacity and capacity strengthening best practices.
- Experience and skills in networking and relations with donors, peer organizations, and faith-based and civil society partners. Understanding of partnership principles.
- Knowledge of technical principles and concepts of learning and accountability.
- Experience in designing and overseeing implementation of program studies and evaluation, and use of findings to support adaptive management.
- Ability to meet deadlines and deliver required results in a timely and quality manner
- Strong skills in MS Office (Excel, Word, Outlook, PowerPoint, Publisher) as well as SPSS, STATA, Access and Visual Basics. Experience with information systems, knowledge-sharing networks.

**Personal Skills**

- Strong relationship management skills with ability to influence and get buy-in from people not under direct supervision and to work with individuals in diverse geographical and cultural settings.
- Good strategic, analytical, problem-solving and systems thinking skills with capacity to see the big picture and ability to make sound judgment.
- Good technical writing skills.
- Presentation, facilitation, training, mentoring and coaching skills.
- Proactive, resourceful and results-oriented.

**Key Working Relationships**  
 Supervisory: Data and Evidence Building Senior Program Officer  
 Internal & External: CRS Uganda MEAL Manager, 4Children Uganda Project Director, Program Manager, project staff for USS and KCHPF Uganda, and senior technical advisors from CRS, Maestral, Westat, and IntraHealth. 4Children Uganda implementing and research partners, government and civil society actors.

**Agency-Wide Competencies**  
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