

ENABEL, Belgian development agency, together with the United States Agency for International Development (USAID), is implementing a new project in the Acholi sub region with details below. The Project assists Ugandan authorities and civil society stakeholders to roll out the National Result Based Financing (RBF) Policy in the Acholi Sub-region of Uganda. The execution of the Project is planned to last 4 years with 3 years of operational implementation of the core RBF mechanism and will work in synergy with other implementers in the same region. The Objective of the Project is, "To reinforce the health systems in the Acholi sub region in order to provide better health, financial protection and greater equity to the most vulnerable populations". In order to implement the above objective, Enabel in Uganda therefore seeks to recruit competent and well qualified Ugandan nationals to fill in the following positions.

JOB TITLE: NATIONAL TECHNICAL ASSISTANT-TEAM LEADER (1 POSITION)
DUTY STATION: GULU WITH FREQUENT TRAVELS TO THE ACHOLI SUB REGION.
CONTRACT DURATION: 48 MONTHS (WITH A PROBATION PERIOD OF 6 MONTHS)

BACKGROUND:
 Under supervision of the International Intervention Manager and in close cooperation with District Health Offices and Health Facilities, the NTA-TL contributes to the achievement of project general and specific objectives, set in the Technical and Financial File, in the region.

MAJOR ROLES AND RESPONSIBILITIES:
Project Management (30%)

- Participate at the Project Steering Committee meetings, facilitate discussions of important issues and evidence-based decision-making;
- Based on the provisions of the project Technical and Financial File, and in cooperation with the District Health Offices and administrations of participating health facilities, develop and implement the annual and quarterly regional working plans;
- Facilitate signing of grant agreements between Enabel, District Health Offices, and health facilities.
- Supervise implementation of grant agreements of Enabel with District Health Offices and health facilities;
- Support planning and implementation of verification visits to health facilities, based on rotation.
- Plan and implement counter-verification visits to health facilities;
- Design and implement strategies to improve performance of District Health Offices and health facilities;
- Assist the health facilities in development and implementation of Performance Improvement Plans, referenced to the Business Plans.
- Implement training and capacity building activities at the level of District Health Offices and Health facilities;
- Lead and support other Health system strengthening activities in the region.

Financial Management (15%)

- Based on the provisions of the project Technical and Financial File, develop the quarterly and annual regional budget projection;
- Review the RBF documents to be submitted to Kampala project office for payment;
- Approve commitments and expenses within the limits of given mandate.

Human Resources Management (15%)

- Apply the Enabel Human Resource Management framework in G04HR at the regional level;
- Manage the activities and supervise the regional project team;
- Complete the development cycles and performance review for all team members;
- Discuss and agree with team members possible training and development strategies for continuous professional development;
- Liase with the HR Focal Point to emphasize the Enabel Human Resource policies and staff conduct;

Monitoring and Evaluation (15%)

- Elaborate quarterly and annual regional project progress reports;
- Produce annual regional reports on Logical Framework Indicators, which are measured at regional level;
- Monitor implementation of Performance Improvement Plans, referenced to the Business Plans;
- Support regional RBF performance review meetings;
- Support organisation of annual joint annual review meetings.

Communication and Visibility (15%)

- Implement the Enabel Communication and Visibility Plan at regional level;
- Ensure utilisation of Enabel visibility items in all project activities at regional level;
- Provide inputs for communication materials developed by the project, i.e. articles, audio and visual materials, etc.

Development of Project Exit Strategy (15%)

- Document best practices and lessons learned, contribute to capitalization of project experience;
- Contribute to the elaboration of the project exit strategy;
- Contribute to improvement of the National RBF manual.

Education

- A Bachelors Degree in Clinical Medicine, Economics, Pharmacy, Public Health, Health Administration or other Medical related field from a recognised University
- Masters Degree in Public Health, Health Economics and Health Administration.

Experience and Job Profile:

- At least Seven (7) years professional experience as a specialist in the field of Public Health, Health Economics or Health Administration;
- At least three years' experience in working with the public health system of Uganda in management or implementation positions;
- Experience of working with International Bilateral Agencies is an advantage;

Knowledge of Project Cycle Management principles:

- Knowledge of Logical Framework approach;
- Proficiency in utilisation of MS Office applications;
- Excellent knowledge of English and of a local language, according to the duty stations;
- Excellent Communication skills;
- Ability to lead, supervise and manage a team;
- Ability to work independently, and under stressful conditions;
- Solid work ethics, initiative, result orientation, ability and willingness to complete difficult and time-consuming tasks;
- Pro-active attitude, dynamism with good organizational skills;

SALARY PACKAGE:
 Enabel will offer a competitive salary package with a Gross monthly income of between UGX 8,000,000 and UGX 9,500,000 depending on the relevant years of work experience, medical insurance plus a 13th Month compulsory package.

JOB TITLE: PROCUREMENT & LOGISTICS OFFICER (1 POSITION)
DUTY STATION: KAMPALA
CONTRACT DURATION: 39 MONTHS (WITH A PROBATION PERIOD OF 6 MONTHS)

BACKGROUND:
 Under the supervision of the International Finance and Contracting Co-ordinator, ensure that all Project procurements below 25,000 Euro are handled in the most effective, efficient, timely manner with emphasis on quality and value for money.

MAJOR ROLES AND RESPONSIBILITIES:
Planning Officer (10%)

- Prepare a procurement and purchase plan for the project purchases quarterly;
- Ensure timely participation, involvement and decision making by the various stakeholders;
- Ensure that all furniture, equipment and services purchased are efficient and of good quality (value for money);
- Establish and maintain a database with a price list for routine purchases and services (hotels, office supplies, transport, charter flights, ...)
- Advise responsible staff on specifications and templates with regard to procure and follow up logistics procedures.

Fleet Manager (15%)

- Ensure all vehicles are registered on time;
- Submit registration applications to the competent authorities in accordance with procedures in force;
- Ensure that each vehicle has all documents required to circulate in accordance with the laws of the country (registration documents, appropriate number plate, etc.), renew such documents or authorisations if necessary;
- Be responsible for returning documents such as number plates to the competent authorities if necessary;
- Keep and updated registration and follow-up of log books or records;
- Control the vehicle documents, tracking system, fuel consumption, maintenance and repairs;
- Arrange transport for all Enabel staff, government officials and consultants only for work purposes.
- Plan drivers and vehicles for national and international staff, government officials and other donors.

File and Records Manager (15%)

- Establish an inventory of the Projects and keep it up-to-date;
- Keep a register of all purchases (stock), investments (Inventory) and contracted services;
- Establish all Administrative documents (Requests for prices, Evaluation Reports) related to the procurement and logistics of the projects;
- Ensure that all assets are insured on time;
- Contribute to Financial Activity reporting of the project.

Procurement and Logistics Expert (30%)

- Establish technical specifications in collaboration with the requesting departments of the projects;
- Roll out Procurements at the project below 25,000 Euro;
- Evaluate and establish a database of main suppliers;
- Propose quality control, respecting time and costs and any savings where necessary;
- Explore the market and establish contact with suppliers or potential suppliers;
- Purchase investments, stationeries and services with respect the Ugandan Procurement procedures and the Belgian Procurement Procedures.

As Co-ordinator (30%)

- Coordinate procurement planning and distribute tasks to the stakeholders;
- Coordinate and provide follow-up/evaluation of procurement and logistical tasks;
- Coordinate the movement of the ENABEL cars as well as fuel management;
- Align, motivate and sensitize stakeholders to implement and follow the procurement and logistical procedures.

Education:

- Bachelors Degree in Procurement and or Logistics Management ,Business Administration, Commerce;
- Post Graduate Diploma in Procurement and Logistics plus other Trainings in Procurement will be of an added advantage.

Job Experience and Person Specifications:

- Minimum of Five (5) Years proven experience in working with tendering procedures and logistic issues;
- At least 3 years of professional experience in a similar type of job in an international organization, development cooperation, diplomatic or consular structure;
- Proven experience in Ugandan public procurement (purchasing of computers, consultancy services, office supplies, office furniture, cars, etc.);
- Ability to write and identify material technical specifications;
- Good knowledge of quality and safety standards;
- Excellent language skills in English, both written and spoken;
- Pro-active and integrity and a positive attitude;
- Mature, good communication skills;
- Good knowledge of software and database applications (MS Word, Excel and Access and Outlook) and learning ability for new innovative tools (shared servers, e-filing, ERP-system...);

SALARY PACKAGE:
 Enabel will offer a competitive salary package with a Gross monthly income of between UGX 4,000,000 and UGX 4,500,000 depending on the relevant years of work experience, medical insurance plus a 13th Month compulsory package.

JOB TITLE: PROJECT FIELD OFFICERS (2 POSITIONS)
DUTY STATION: GULU WITH FREQUENT TRAVELS TO THE ACHOLI SUB REGION.
CONTRACT DURATION: 48 MONTHS (WITH A PROBATION PERIOD OF 6 MONTHS)

BACKGROUND:
 Under supervision of the National Technical Assistant and in close cooperation with District Health Offices and Health Facilities, the Project Field Officers contribute to the achievement of project general and specific objectives, set in the Technical and Financial File, in the region.

MAJOR ROLES AND RESPONSIBILITIES:
Project Management (40%)

- Through the National Technical Assistant, give input to points of discussion at the Project Steering Committee meetings, to facilitate discussions of important issues and evidence-based decision-making;
- Support the National Technical Assistant in implementation of annual and quarterly regional working plans;
- Support the National Technical Assistant in supervising implementation of grant agreements of Enabel with District Health Offices and Health facilities;
- Support planning and implementation of verification visits to health facilities, based on rotation.
- Support implementation of counter-verification visits to Health facilities;
- Support implementation of strategies to improve performance of District Health Offices and Health facilities;
- Assist the Health facilities in development and implementation of Performance Improvement Plans, referenced to the Business Plans;
- Support implementation of training and capacity building activities at the level of District Health Offices and health facilities;
- Lead and support other Health system strengthening activities in the region.

Financial Management (15%)

- Based on the provisions of the project Technical and Financial File, provide inputs for the quarterly and annual regional budget projection;
- Review the RBF documents to be submitted to Kampala project office for payment.

Monitoring and Evaluation (20%)

- Contribute to elaboration of quarterly and annual regional project progress reports;
- Contribute to elaboration of annual regional reports on Logical Framework Indicators, which are measured at regional level;
- Monitor implementation of Performance Improvement Plans, referenced to the Business Plans;
- Support regional RBF performance review meetings;
- Support the organisation of annual joint annual review meetings.

Communication and Visibility (10%)

- Implement the Enabel Communication and Visibility Plan at regional level;
- Ensure utilisation of Enabel visibility items in all project activities at regional level;
- Provide inputs for communication materials developed by the project, i.e. articles, audio and visual materials, etc.

Development of Project Exit Strategy (15%)

- Document best practices and lessons learned, contribute to capitalization of project experience.
- Contribute to elaboration of project exit strategy;
- Contribute to improvement of the National RBF manual.

Education and Experience:

- Bachelor's Degree in Clinical Medicine, Economics, Pharmacy, Health Administration, Public Health or other Medical related field from a recognised University;
- Master Degree in Public Health, Health Economics, or Medical other related field is an advantage;
- At least Six (6) years professional experience as a specialist in the field of Public Health or Health Economics and Health Administration;
- At least Two (2) years' experience in working with the public health system of Uganda in management or implementation positions
- Experience of working in international development is an advantage

Knowledge of Project Cycle Management principles

- Proficiency of Logical Framework approach
- Proficiency in utilisation of MS Office applications
- Excellent knowledge of English and of a local language, according to the duty stations
- Excellent communication skills
- Ability to work in cooperation with team members, independently, and under stressful conditions
- Solid work ethics, initiative, result orientation, ability and willingness to complete difficult and time-consuming tools.

SALARY PACKAGE:
 Enabel will offer a competitive salary package with a gross monthly income of between UGX 5,700,000 and UGX 6,500,000 depending on the relevant years of work experience, medical insurance plus a 13th Month compulsory package.

JOB TITLE: FINANCE AND ADMINISTRATION OFFICER (1 POSITION)
DUTY STATION: GULU.
CONTRACT DURATION: 48 MONTHS (WITH A PROBATION PERIOD OF 6 MONTHS)

BACKGROUND:
 Under direct supervision of the National Technical Assistant, the Finance and Administration Officer shall ensure smooth day to day running of the project office, supporting both operational and financial aspects of the Project.

MAJOR ROLES AND RESPONSIBILITIES:
Financial Management (30%)

- Prepare, register and keep cheques;
- Ensures all invoices from external parties (contractors, suppliers...) are paid in time, by bank transfer, cheque, cash or mobile money and arrange those documents by date. It will be his/her task to prepare bank transfers and cheque documents, and to manage pipeline payment to external parties;
- Attend to, and record, all bank and mobile money transactions, maintain bank and mobile money accounts, ensure monthly bank and mobile money statements and account overviews and initiate Cash Calls.
- Take final responsibility for the cash management, and supervise the person allocated the role of petty cash management: this includes regular cash counts, verification of balance of cashbook and cash-on-hand every Friday, assisting the cashier in solving imbalances, establishing and signing of cash count statements;
- Ensure liquidation of any internal advances and update advances outstanding by the end of each month and report accordingly to the Finance & Contracting Coordinator;
- Be responsible for sound cash planning & cash withdrawals, to avoid cash shortages or large amounts of cash left in the safe (security issue).

Accounting (30%)

- Record all project expenses properly in the proper accounting system, following the set guidelines and within the required deadline to be able to have final closure before 13th of each month at the central level at Kampala;
- Make all necessary preparations for the monthly closing of the accounting;
- Produce in the proper accounting system statements for control by his/her supervisor or management, make all necessary corrections and make all preparations for the monthly closing of the accounting;
- Check and control to ensure quality and completeness of justification and supporting accounting documents of all expenses following the set guidelines;
- Ensure accounting coding and budgeting lines are correct: this includes verification of financial reports, expenses and supporting documents;
- Ensure monthly balance from the accounting system with Cashbooks/Cashboxes/Mobile money statements and bank statements are the same, and take responsibility for completion and approval of reconciliation statements if any;
- Keep track of accounting data by putting accounting references (GT and AT) on the specific documents monthly;
- Be responsible for the transparent and consistent filing of all accounting, banking and cash management, in both ways hard and soft (electronic archiving by scanning and storing in server or hard drive);
- Ensure that copies of all supporting Bank documents are taken, and check cash document copying by cashier, before these documents are sent to Financial Controller monthly.

Budget support (10%)

- Check to ensure correct application of allowances by verifying the calculations of cashier.
- Assist management with a variety of tasks: e.g. cost calculations, filing finance-related documents, monthly and weekly financial planning, managing pipeline payments...etc.
- Provides all necessary accounting data and information to the Managers and International and Contracting Coordinator, for him/her to be able to follow up on budget and planning.
- Assist the International and Contracting Coordinator in the elaboration of reports, budgets and plans.

Logistics & Administration Management (20%)

- Assist in procurement of supplies (Obtaining quotation, analyzing the quotations, processing LPO and follow up on supply;
- Update fixed assets register and the stationary stock at field office level on regular basis with accounting information;
- Facilitating the administrative procedures for new staff
- Supervise the project drivers;

Grants: Capacity building Aspect and Financial controls (10%)

- Assist in monitoring and coaching of partners who signed a grant agreement - including preparing and giving workshops, organize and participate in field visits, collaborate with the partner in budgeting and accounting reports.
- Controlling the smooth management of grants to execute verification of financial reports, expenses and supporting documents.

Education and Experience:

- Bachelors Degree in Business Administration, Accounting, Commerce;
- Additional qualification in CPA and ACCA is of an added advantage;
- Minimum 5 years' experience in accounting and project administration;
- Minimum 2 years' experience of working for an international organization or recognized NGO;
- Very good hands-on knowledge of Excel and Word are essential. Other programs (Database, accounting or ERP programs) will be considered a strong advantage;
- Team player, yet able to work independent;
- Able to work under stressful conditions and with no objections to undertaking missions.

SALARY PACKAGE:
 Enabel will offer a competitive salary package with a gross monthly income of between UGX 4,000,000 and UGX 4,500,000 depending on the relevant years of work experience, medical insurance plus a 13th Month compulsory package.

Application Procedure:

On-line applications to be submitted to: <https://www.enabel.be/content/jobs>
 Go to current vacancies, choose Uganda and start your application process. Remember to change the Language to English at the top right corner of the page.

For Hard Copy applications: Interested applicants should submit their hard copy

applications including a cover letter, curriculum vitae (CV) of 5 pages maximum and copies of relevant academic documents with names of at least 3 professional referees; their emails and telephone contacts to:

Human Resource Officer
Enabel – Belgian Development Agency
Plot 1B Lower Kololo Terrace
P.O. Box 40131, Kampala

Send in your application not later than **Friday 29th March, 2019.**
 All qualifying persons, including **female candidates** and **people with disabilities**, are encouraged to apply.
 Only shortlisted applicants will be contacted and invited for a written test.

NB: Clearly indicate in your application Letter the position(s) you are interested in.