

CAREER OPPORTUNITIES

Background of the DGF

The Democratic Governance Facility (DGF) is a multi-donor funding mechanism aimed at strengthening governance, promoting and protecting human rights, enhancing access to justice, and improving accountability in Uganda by working with state and non-state institutions at national, regional and district levels throughout the country. It is funded by Austria, Denmark, European Union, Ireland, the Netherlands, Norway and Sweden. Read more about DGF here: www.dgf.ug.

JOB TITLE: CORPORATE CAPABILITY MANAGER

Duty Station: Democratic Governance Facility Management Unit (FMU) in Kampala.

The Corporate Capability Manager manages the Corporate Capability Unit (CCU). The CCU is tasked to coordinate and support continuous improvement of the FMU's corporate management as well as DGF's partnership management.

Main purpose of the job:

The Corporate Capability Manager (CCM) coordinates and supervises the strengthening of the FMU's corporate management and partnership management capabilities and is the Executive Assistant to the Head of Facility (HoF). This involves:

- Refining FMU management systems, and ensure their office-wide adoption and application;
- Coordinating the continuous improvement of the efficiency and effectiveness of partnership management procedures;
- Providing secretarial support to the DGF Board, Steering Committee (SC) and Senior Management Team (SMT), as well as acting as Executive Assistant to the HoF.

The CCM line manages the staff in the Corporate Capability Unit. The CCM reports to the HoF and is a member of the Senior Management Team.

Key Responsibilities:

Corporate Management

1. Oversee the maintenance and management of the digital and analogue management information systems to track and report progress with respect to delivery against result indicators and other corporate objectives as set out in the Operational Plan.
2. Coordinate the development and/or periodic updating of corporate strategies, processes, procedures, process charts,

checklists, and manuals. Ensure that DGF procedures and guidelines are clearly articulated and presented to relevant audiences.

3. Ensure the timely implementation of internal processes such as the staff performance assessment and appraisal, as well ensuring implementation of staff development initiatives.
4. With the Communications & Knowledge Management Advisor and the Communication & Multimedia Officer, quality assure all DGF/FMU documents such as semi-annual and annual reports; external papers; manuals; etc. and ensure implementation of the Communication Strategy of DGF.
5. With the HR Manager and line managers, formulate and implement activities designed to engage, motivate and support staff to excel in their jobs and to work effectively across teams to achieve FMU's corporate development objectives.
6. Support a culture of continuous improvement and learning within the FMU.

Requirements:

Required

1. At least a Master's degree in development studies, management, public administration, human resource management, organizational development or related area.
2. At least seven years' practical experience and a demonstrated track record of achievement in the support and/or management of development programmes (experience in governance sector programmes or grant-making programmes preferred).

JOB TITLE: PROGRAMME MANAGER – SPHERE 1: CIVIC, POLITICAL PROCESSES AND ENGAGEMENT

Duty Station: Democratic Governance Facility Management Unit (FMU) in Kampala.

Main purpose of the Job:

To strengthen the impact of our work through effective and results-based programme management. We are looking for a competent programme manager that can add value to the areas of interventions that guide the work of our implementing partners.

The position will support state and non-state actors working on promotion and strengthening of democratic processes that strengthen Citizens-State relationships in Uganda. The incumbent will contribute to improving government accountability to citizens and electoral processes; diversification of political engagement; representation and recognition of women and youth in leading political positions and as election candidates; and participatory decision-making. The position is line managed by the Deputy Programme & Learning Manager within the FMU structure detailed on the DGF website.

Key Responsibilities:

1. Provide a contextual analysis of national and international key developments regarding civic and political affairs to recommend best practices and interventions to be adopted
2. Review and process project proposals and funding requests
3. Ensure Partners compliance with the DGF partner financial and programme guidelines
4. Monitor and evaluate partners' project implementation and provide technical guidance and quality assurance to implementation of the projects
5. Review partners reports and provide guidance for effective reporting
6. Participate in building the capacity of partners working towards improving political processes that strengthen citizen-state relations.

Minimum Professional qualification and work experience

1. An advanced university degree (master level from a recognised university) in a relevant subject (public administration, political science, social science, development studies or related area).
2. Minimum of five years' experience progressively working in a project management role for government / state institutions or civil society organisations. Experience in the role of overseeing or managing sub-grants to partners is preferred.
3. Experience in the area of democratic governance, with demonstrated background and technical expertise in the following areas;
 - I. Electoral Processes
 - II. Political Parties Engagement and Coordination
 - III. Parliamentary operations
 - IV. Civic and women and youth Engagement in political processes
 - V. Participatory Decision-Making, women, youth and HRBA
 - VI. Advocacy, Research and M&E

How to apply:

Please email your Application letter, Curriculum Vitae including names, email addresses, and telephone contact details of three (3) work related referees to: applications@dgf.ug Please clearly indicate the job title in the email subject line. Please do not attach academic documents.

Applications may not exceed 2MBs.

Address your applications to;

The Head of Facility

Democratic Governance Facility

P. O. Box 8772, Kampala - Uganda.

Closing date: Thursday, 22nd August 2019

FOR FULL DETAILS ON THE KEY RESPONSIBILITIES AND REQUIREMENTS OF THE ABOVE POSITIONS, KINDLY VISIT OUR WEBSITE "www.dgf.ug" under "OPPORTUNITIES."

While we thank all applicants for your interest, only those selected for interviews will be contacted. Any form of lobbying will lead to automatic disqualification. DGF is an equal opportunity employer.