



VACANT POSITIONS

YWCA-YMCA Global (YGlobal) is an international development and solidarity. We are owned by the Norwegian YWCA-YMCA and the YWCA-YMCA Guides and Scouts of Norway. We work in partnership with our sister organizations in the World Alliance of YMCAs and World YMCA. Our vision, together building global justice and peace emphasizes our belief that if we work together we can create a better world for everyone.

The main target group for YGlobal's work in Uganda are youth and young adults. We consider young people core to global development and our work strengthens the voice of young people, both men and women, so that they can influence unjust policies and contribute to democratisation of power structures. YGlobal works on four main thematic areas: Just Peace, Gender Equality, Reduced Inequalities, and Climate Action. The topics are chosen because they are important to our target group, have a distinct rights-based focus, and are informed by the thematic priorities of the World YMCA and the World Alliance of YMCAs. YGlobal has since September 2016 implemented a UNSCR 1325 project in Kiryandongo Refugee Settlement. The project integrates psychosocial support with peace building, economic empowerment, education, and advocacy.

To strengthen the ongoing operations, YGlobal is seeking qualified applicants to fill the following positions.

1. Finance & Administration Manager

Job Summary: The Finance & Administration Manager is responsible for overall financial planning, comprehensive financial monitoring and reporting, maintaining financial, administrative services and support YGlobal Uganda operations. Additionally, you will oversee general administration; Ensure compliance to finance policies and procedures, Supervision and Capacity Building of the finance team at field office. You will head the Finance and Admin Department, and report directly to the program manager. The Finance & Admin Manager must work within the International Financial Reporting Standards (IFRS), policies and procedures in compliance with YGlobal's Finance and Administration Manual.

Key Duties and Responsibilities:

- Manage financial planning and Donors relations
- Prepare and maintain financial forecasts in consultation with the Program Manager and senior management team (including the annual budget and the medium-term business plan);
- Execute the Yglobal Uganda's Finance Manual effectively
- Manage relationships with donors and support the Management in designing and implementing appropriate financing tools;
- Manage financial monitoring and reporting**
- With support from the Finance and Administration Officer, ensure efficient financial monitoring and reporting (including monitoring expenses and revenues, reviewing and upgrading existing procedures, ensuring production of appropriate financial reports for internal and external clients);
- With support from the Finance and Administration Officer, ensure high quality accounting (including overseeing day to day accounting, managing the year-end audit process);
- Consolidate the budget variance reports (vote monitoring report) of all projects and submit to the Program Manager and Senior Management on a monthly basis.
- Review the Advance Register on a weekly basis and follow up any overdue accountabilities at the country office. These will be submitted to the Program Manager on a monthly basis.
- Organize, chair and prepare internal audits and finance committees' meetings.

Oversee General Administration

- With support from the Finance and Administration Officer and from the Program Manager, oversee office management duties;
- Be the chair of the budgeting committee at the Country Office and review all department and regional office budgets.
- With support from the Finance Officer maintain an updated fixed asset register.
- Oversee travel arrangements and monitor travel expenditures.

Ensure compliance

- Ensure compliance with relevant local labour regulations and internal human resource

policies and processes

- With support from other managers and officers, ensure compliance with internal policies, statutory obligations and Donors' requirements.

Supervision

- Shall be responsible for the finance department and supervise all Finance and Admin Officers at the field office
- Conduct participatory appraisals for staff in the finance department.

Capacity Building

- Lead on disaggregating the Finance and Administration policies to be relevant to departments.
- Lead on processes of Training and build capacity of all staff in matters of the YGlobal Finance and Administration policy for easier administration.
- Be the primary resource person on Finance Management.
- Carry out capacity building on Basic accounting and reporting on regular intervals for all staff including non-finance managers and carry on mentorship in specific areas for the finance department staff.

Qualifications, Skills and Experience:

- The applicant must hold a university degree in Commerce, Statistics, Economics or related field; Master's in Business Administration, Finance or Human Resource is preferred. Should be a holder of CPA, ACCA or other internationally accredited professional accounting bodies.
- At least six years work experience in planning processes, performance management, monitoring and evaluation, capacity building in national nongovernmental or international organization
- Experience in designing and managing budgets and the corresponding International NGO's acceptable reporting formats.
- Experience with and compliance with donor guidelines
- Expertise in using various accounting packages or software;
- Experience in management of staff
- Experience in procurement, stores and fleet management required.
- Fluency in written and spoken English
- Accounts payable and accounts receivables
- Generally accepted accounting principles and fund accounting
- Preparation of financial statements
- Preparation of financial reports
- Payroll systems and reporting
- Office administration
- An understanding of relevant NGO legislation, policies and procedures
- Experience from refugees' work environment is highly desirable.
- Knowledge of main local languages spoken the area of Kiryandongo refugee settlement in an added advantage

2. Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

Position scope

The MEAL Officer is responsible for establishing and overseeing a functional MEAL system for YGlobal Uganda. The MEAL officer will be reporting directly to the program manager.

Key Duties and Responsibilities:

- Monitor the implementation of the M&E work plan, evaluate outputs, outcomes, and impacts as per YGlobal Uganda, and project MEAL guidelines.
- Develop, train, and coach staff on implementing standard operating procedures and systems for monitoring, evaluation, and reporting at YGlobal Uganda.
- Where necessary, develop data collection tools in line with YGlobal strategies and project implementation logical framework.
- Lead all data collection processes, entry, storage, and retrieval from both electronic and manual databases and ensure they up to date.
- Develop a consolidated data base for all YGlobal Uganda projects to aid easy reporting to the various donors and partner organization including the relevant government agencies in Uganda.
- Periodically conduct verification and cleaning to ensure that the data meets the right precision, accuracy, and timelines as per YGlobal Uganda projects guidelines.
- Prepare easily understandable and presentable information from collected data to enable

sharing of project highlights with other stakeholders including donors.

- Participate in project proposal writing and assist in planning and conducting baseline surveys when needed.
- Supports the program teams and partners in extracting lessons learnt and good practices, and documenting case studies which demonstrate qualitative and quantitative changes.
- Establish and maintain Feedback Mechanism to facilitate communities/project participants to share feedback.
- Assist in carrying out preliminary inquiry report in case of complaints arising from the feedback sessions with community members/project participants.
- Provide support in implementation of Peace Building component of YGlobal projects.
- Develop strategies for measuring change in lobby and advocacy and campaigning work done by YGlobal Uganda.

Qualifications, Skills and Experience:

- A university degree or equivalent in Monitoring and Evaluation, Project Management, Statistics, Demography, or a related field is required
- 2-5 years of monitoring, evaluation, accountability and learning experience preferably with INGOs with several projects.
- Ability to draw connections and relations from various components of existing projects/programs.
- Proficient in report writing and documentation
- A strong background in implementing peace building program in post conflict situation
- Expertise in databases, MS Office, and other data analysis software such as SPSS.
- Experience in designing and guiding research and evidence-based advocacy with
- ability to translate knowledge into practice is desirable.
- Experience measuring change in lobby and advocacy and campaigning work is desirable
- Experience from refugees' work environment is highly desirable.
- Knowledge of main local languages spoken the area of Kiryandongo refugee settlement in an added advantage

Personal Specifications

Besides the job specific qualifications as outlined above, successful applicants are expected meet the following attributes.

- A creative individual who possesses energy, self-confidence, and flexibility; thrives in a dynamic multi-cultural environment
- Demonstrated appreciation of psychosocial support and Livelihood development of vulnerable people
- Should be adaptable, be a good team player and of high integrity
- Possess and aware of own leadership qualities and able to mentor/inspire other people.
- Strong communication, leadership, and presentation skills.
- Readiness to conduct field visits and attend workshops and meetings related to the project when and where needed
- Ability to work in a multicultural context as a flexible and respectful team member and ability to work under pressure.
- Identifies with YGlobal's vision and core values (justice, love, courage, openness, and creativity).

Contract Length and Compensation

12 months' contract with a possibility of extension depending on both performance and availability of funding.

Please note: Qualified nationals of South Sudan living in Uganda are encouraged to apply for this position.

HOW TO APPLY

If you believe you fit the above profile, please e-mail your application to: The Country Program Manager at isaac.odiya@yglobal.no with a copy to richardo@yglobal.no. Subject line should be position you are applying for. Please attach electronic copies/scanned copies of your curriculum vitae, application letter, current remuneration, day and evening telephone numbers, photocopies of relevant testimonials; and contacts of three referees. **Application deadline closes by 28th of January 2023.** If you have questions about the position, please send an email to isaac.odiya@yglobal.no

Expected Start Date: As soon as possible.