

YSAT JOB ADVERTISEMENT REF: YSAT/UG/AD/CFA/2024/001

Job Title:	Project Manager
Duty Station:	Adjumani Field Office - Pakelle
Reports to:	Director of Programs
Open & Closing Date:	23 rd /August to 10 th Sept/2024
Employment Category:	Regular (Full Time)
Expected Start Date:	As Soon as Possible
Contract Duration:	24 Months (Possible Extension)



Organization Background:

YSAT - Youth Social Advocacy Team is a refugee youth-led non-profit organisation whose core mandate is to **support conflict affected youth** by tackling barriers to accessing quality education, sustainable Livelihoods and addressing root causes of violent conflicts to promote peace and self reliance for refugees and vulnerable host communities in Uganda using our own experiences as refugees.

YSAT has been legally registered to operate in Uganda with National Bureau for Non - Governmental Organizations Reg. **No.4743** as a regional NGO with thematic focus areas in: Community Based Protection, Food Security and Livelihoods, Education in Emergency, Environment & Energy, Evidence-based research and Advocacy spread across the districts of; Terego (Imvepi), Madi-Okollo (Rhinocamp), Adjumani with HQ based in West Nile, P.O. Box 661 Arua, Uganda.

Purpose

YSAT is seeking a competent Project Manager for the Uganda Refugee Resilience Initiative (**URRI**), a 4.5-year project with funding from the Royal Danish Embassy to enhance climate resilience of women, men and youth in refugee and host communities and promote inclusive, cohesive, and environmentally sustainable development in refugee-affected areas in line with local priorities. **URRI** project will be implemented in Adjumani, Lamwo and Kyegegwa districts targeting both host communities 65% and refugees 35%. The project will be implemented in a Consortium led by Save the Children, World Vision Uganda, AVSI Foundation, Youth Social Advocacy Team (**YSAT**), Kabarole Research Centre (KRC), Uganda Network on Law Ethics and HIV/AIDS (UGANET) and Response Innovation Lab (U-RIL).

The project has 3 outcome areas: (i) Enhanced climate adaptation and resilience for women, men and youth in refugee and host communities through inclusive climate-smart agriculture, (ii) Sustainable management of the environment in refugee-affected areas through inclusive interventions leading to enhanced conservation of natural resources, biodiversity, ecosystem services, and productivity, and (iii) Enhanced gender equality and women's empowerment and rights among refugees and host communities in relation to agriculture, climate change adaptation and sustainable management of the environment

The Project Manager will be responsible for planning, implementing, coordinating, monitoring and reporting the URRI Project. S/He will report to the Technical Lead (**World Vision**) and Consortium lead partner (**Save the Children**). S/he will lead internal coordination with YSAT Management and external coordination with District local authorities, OPM, UNHCR, Partners and other stakeholders.

Duties & Responsibilities:

Programme Development and Planning

- Lead development of relevant program tools i.e. assessment tools, registration tools, ToRs for community-based Facilitators and support staff.
- Review project officers' plans monthly, quarterly and annually for smooth implementation.
- Provide strategic leadership to Project teams in planning, implementation and reporting.
- Actively participate in project planning and reviewing with consortium partners
- Lead the development of detailed project work plans that set out the goal, schedule, resources, processes and responsible human resource
- Lead the provision of feedback, staff orientation, exploring new opportunities, innovations and actively support URRI program development.



- Lead in Identifying opportunities for program quality improvement with support from technical/consortium leads.
- Identify effective ways of coordinating the different Project focus outcome areas according to existing settlement coordination mechanisms

Programme Implementation

- Lead implementation of URR1 Project including management of project staff and budget.
- Coordinate with other consortium partners to ensure implementation of URR1 as ONE.
- Oversee the selection, registration and technical verification of project participants using agreed donor requires in collaboration with relevant stakeholders
- Provide technical review, approval of the project expenditures based on YSAT's Delegation of Authority Matrix and ensure follow ups
- Ensure use of standardized MEAL frameworks for monitoring, evaluation, accountability and learning as shall be shared by the consortium
- Lead identification of capacity areas and actively support technical/lead partner in delivering the capacity strengthening initiatives for effective implementation.
- Actively participate in joint action plannings as shall be organized by consortium lead
- Lead implementation of action plans as shall be jointly developed by consortium members
- Ensure use of appropriate project implementation strategies and approaches as indicated in URR1 project documents with support from consortium lead.
- Monitor Project Officers leading implementation at field level ensuring that lessons learnt, progress results and challenges are documented, reported, addressed and tracked timely.
- Identify, document and report program challenges to the technical/consortium lead for joint decision making and ensure implementation of agreed actions.
- Organize regular internal programme review meetings on weekly, monthly, quarterly, bi-annually and annually for programme team in Adjumani Field Office to document learnings
- Actively participate in bi- annual and annual review meetings with Consortium partners to ensure that project implementation is informed by the meeting outcomes.

Reporting

- Receive, revise and ensure timely submission of quality narrative and financial reports to technical/consortium leads and internal Line manager at YSAT.
- Actively participate in joint project report writing with other consortium partners using agreed URR1 reporting tools
- Provide regular updates and feedbacks to technical/consortium leads on areas that require technical support to ensure compliance
- Ensure timely submission of thematic/sector updates/reports with key stakeholders and partners in the sector

Capacity Building:

- Hire, orient and Supervise the URR1 Project Team
- Create and sustain a work environment of mutual respect
- Promote accountability, communicate expectations and provide constructive feedback via regular performance reviews and weekly meetings.
- Provide project staff with information, tools and other resources to improve performance and reach objectives.
- Lead Field Office team-building efforts, help project team identify problem-solving options and ensure the integration of all staff into relevant decision-making processes.
- Identify any gaps or capacity needs for all project staff and ensure training and capacity building are incorporated into program planning.

Coordination & Representation

- Take charge of YSAT Adjumani Field Office coordination with various stakeholders
- Regularly attend Project Consortium Meetings on behalf of YSAT
- Regularly represent the URR1 Consortium at relevant sector coordination and technical working group meetings.
- Ensure effective communication and coordination between YSAT project team, OPM, UNHCR, Partners and other stakeholders..
- Ensure YSAT participation in relevant events that promote project/Organization visibility, Vision and mandate.

Advocacy

- Organize/Participate in Evidence-based Advocacy on Youth Empowerment, Community Engagement, Meaningful Refugee Participation through International Days
- Champion RLO capacity strengthening initiatives through VOICE & SPACE

Risk Management

- Conduct risk assessments & develop Mitigation strategies for URRI and Adjumani Field Office
- Conduct robust awareness on risks related to child safeguarding, sexual exploitation and abuse, fraud etc
- Establish effective system of reporting all forms of risks and abuse.

Desired Qualifications/Skills/Experiences:

- At least a bachelor's degree in Agricultural, economics, rural development or any other related field
- Minimum of 5 years' experience implementing and managing Livelihood, Environment and Natural Resource interventions in refugee settings.
- A post graduate qualification in project management, monitoring and evaluation, information systems management will be an added advantage.
- Knowledge of localization agenda and humanitarian trends will be an added advantage.
- Strong leadership, management and coordination skills.
- Experience in working with partners in consortium including Refugee led Organizations
- Highly influential with strong oral and written communication skills. Knowledge of the local languages such as; Madi and Juba Arabic will be an added advantage.
- The capacity and willingness to be extremely flexible and accommodating in difficult humanitarian working circumstances delivering under pressure.
- Ability to represent YSAT effectively in external forums.
- Knowledge of institutional donors and experience of developing proposals
- Experience of training and staff capacity building
- Strong commitment to YSAT values



APPLICATION PROCESS:

Submit a soft copy of your application, an updated curriculum vitae/resume, Recommendation letters from 3 professional referees and copies of your academic documents **ELECTRONICALLY** to the Human Resource Office via: hr@youthsat.org | copy admin@youthsat.org OR, drop **Hard copy applications** and CVs/Resume to **World Vision Office in Adjumani Town, OPM** (Pakelle town).

Deadline for receiving applications is 10th of Sept 2024 at 05:00PM (EAT)

YSAT is an equal opportunity Employer, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background or political affiliation. This position is open to both **Refugees** and **Ugandan Nationals** who have competency and working experiences in Project management. **Qualified female candidates, Persons living with different abilities are STRONGLY encouraged to apply and will be highly PRIORITIZED!**

YSAT is committed to **Zero Tolerance for Fraud, Corruption & ALL forms of Exploitation** while providing Humanitarian Services, **NO** Applicant should be required to pay for our services including application for this job opportunity, please report any suspected misconduct to:

complaintsfeedback@youthsat.org | **Call 0776443727 to report.**

Please note:

1. Only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.
2. **Due to the urgency in filling the position, applications may be reviewed and processed before the deadline and Interview will be conducted on rolling basis.**
3. Submitted hard copies of academic documents will NOT be returned to the applicant after reviewing them.
4. Please note that, incomplete applications **will not be considered** for shortlisting.