



TERMS OF REFERENCE FOR THE POSITION OF HEAD OF AREA OFFICE (HoAo)-WESTNILE SUB-REGION

Background: Alliance Forum for Development-AFOD Uganda is a non-profit, non-governmental development and Humanitarian organization. AFOD Uganda work to address the needs of vulnerable communities in Uganda through implementation of; integrated health, nutrition, food security and livelihoods (FSL), social protection and psychosocial support with capacity building and research as cross cutting thematic area.

Report to: Head of Programs

Liase with: Senior Program Advisor, Senior Partnership & Policy Advisor, Operations Manager, Finance Manager & MEAL Manager

Responsible for: Program Managers, Health Coordinator, Livelihood and Economic Empowerment Coordinator, Gender & Protection Coordinator

Location/Base: Area office in Koboko with 60% field rotation.

Position Type: Full Time

Duration: 24 months with opportunity to extend

Position summary: Head of Area office as member of Senior Management Team, provides direct oversight and management of the field offices in the sub-region, represents AFOD's interest at the regional and government level, The organization prides itself on supportive, positive management, and the Head of Area office is core to this culture within the institution of AFOD. S/he is responsible to strategizing and analysing risks, working with teams to ensure cohesion and good communication, ensuring well-being of staff and building relationships with stakeholders. Support in strategic networking and positioning of AFOD, leads the need-based resource mobilization drive in the area office.

Key roles and Responsibilities

Operations Implementation Management

- Effectively manage the Field Offices to ensure the continued development of a cohesive and high performing team.
- Works with Head of Programs to create annual field implementation plan, ensure tasks listed in field implementation plan are being met and update.
- Ensure that allocated resources are used efficiently and are in line with agreed plans, and any deviations are reported to the country office.

- Conduct regular field visits to identify opportunities for expansion and improvements in program efficiency and quality
- Meet with Executive Director on a quarterly basis to review goals for respective Sub-region.
- Supervises Program Managers and Coordinators, providing support during biweekly meetings, coaching and program mentorship as needed.
- Coordinate with Program Managers and coordinators to identify timely and scheduling of disbursements
- Hold accountability for the security of AFOD staff, operations, premises and assets in the Field Offices to ensure that AFOD security and safety standards are locally set and followed
- Superintends procurement and logistics management of sub-region

Program Implementation Management

- Work collaboratively with all field teams and SMT to implement AFOD 2Plus iCLEM Model
- Conduct timely monitoring and evaluation of activities and prepare accurate and comprehensive reports on AFOD's operations and performance with regular and timely submission for Country Office review to inform efficient operational planning and decisions
- Head of Area Office-HoAo Works closely with team members of the Program, operations and Partnership Management unit to deliver on milestones.
- Use Project Management Launch plan to execute tasks assigned to the Program Managers and coordinators.
- Coordinate with relevant partners on program implementation in the sub-region.
- Maintain systems for proper documentation of programs and finances
- Promote and share documentation of lessons learnt, best practises, human interest stories etc

Human Resources and Administration

- Works closely with Human Resources officer to ensure adequate staffing of the field team.
- Participates in the recruitment process of field staff.
- Working closely with the Human Resource Officer, provides annual reviews to field staff that include a written performance appraisal, and ensure that objectives identified in these reviews are achieved in a timely manner

Financial Oversight and Control

- Support preparation of organization Annual Work Plan and Budget
- Participate in budget reviews on a quarterly and annual basis, undertake budget analysis and submit quarterly program BVAs to support decisions.
- Spearhead the financial accountability and reporting of the field offices

Cross-functional Team Coordination

- Lead the field strategic development of AFOD programming, based on needs and funding opportunities identified, with emphasis on funding across the humanitarian-development nexus.
- Build effective and collaborative relations with the local authorities and contribute to the expertise sharing and capacity building for effective preparedness and response to program needs.
- Build partnerships to improve assistance packages, develop and sustain liaison with local government authorities, international and local NGOs, UN agencies, civil societies, beneficiaries and other partners and media engaged in the area office.
- Work closely with functional teams to ensure smooth implementation of field implementation plan
- Perform other duties as required

Assist with other Functional Teams

- Support the Executive Director, Head of Programs, Operations Manager and, MEAL, Innovations teams as needed
- Represent AFOD at conferences, events and at the government level when needed
- Assist with roll-out of new activities, processes and procedures from functional teams
- Continuously sensitize program team about possible environmental and contextual risks, facilitate prevention and response mechanisms.
- Ensure compliance with AFOD's safeguarding policies and Code of Conduct in all programs, operations and practices.
- Report any incident of safeguarding in program operations for appropriate action and follow up.

STANDARD MINIMUM QUALIFICATIONS

Education and Experience: Advanced University degree in International Affairs, Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other fields relevant to international development assistance, with three years of related work experience, or a First University degree with 10 years of related work experience. Relevant training/courses will be added advantage

Language: Fluency in English (Oral and written)

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- The incumbent has ever developed, or supported in the development of, single discipline work plans to support the achievement of organizational strategic aims within a defined area.

- Has gained exposure in field operations, preferably in a hardship duty station or emergency situation.
- Has field experience in delivering programs in a field office setting.
- Gained experience of analyzing local situations and assessing risk accurately.
- Gained broader exposure across areas within a function of policy, programme
- Has gained experience managing mid-size to large financial budgets, balancing priorities effectively.
- Has experience leading a large team to ensure the effective delivery of objectives.
- Participated in both emergency operation and development programme.
- Has experience with security co-ordination
- Has experience in change management
- Has experience in team building and resilience building.

Application: Address your application to the Human Resource Officer, AFOD Uganda. Include a cover letter, vacancy reference, CV (with 3 referees and their functional email & contacts) and copies of academic qualifications/certificates. Clearly state only the **Position as the email subject** line. Send your application by email to recruitments_ug@afodi.org or by hand delivery to AFOD offices listed below:

1. Adjumani field office located on Kelvin Road Karoko Village Biyaya Parish Adjumani Town council.
2. Moyo Town Field Office. For Obongi drop at the Palorinya base camp, Obongi District
3. Koboko field office located at Lipa Village – Near Koboko Parents Senior Secondary School.
4. Kiryandongo District Headquarters, Office of the DHO-District Health office.
5. Kampala Country Office located on Block 216 Plot 3973 Kanfirst Drive-Canon Road, Off Kyambogo Road Buye -Kigowa Ntinda.

Deadline for submission: Application should be submitted before or by 5:00pm EAT on 24th July 2023.

AFOD is a smoke free, and equal opportunity employer, any form of lobbying will lead to automatic disqualification of a candidate.

Warning!! Be aware of Fraudsters, AFOD-Uganda does not charge money or any kind of bribe at any stage of the recruitment process.

