



Terms of reference for Programme Manager

Job Title: Programme Manager

Direct Supervisor: Reporting to The Head of Area office (HoAo).

Position Type: Full time

Job summary:

The Programme Manager is responsible for providing management and oversight support to the food assistance intervention and integration with other food security nutrition and livelihood programs. The role includes program and operation planning, budget preparation, analysis and control, coordination and supervision, training and program performance monitoring, compliance and reporting.

Duty & responsibilities

- Manage and direct AFOD field operations in the area of assignment to ensure the effective implement of the food assistance intervention in line with the WFP Refugee Transition model to achieve self-reliance and resilience for persons of concern.
- Assume responsibility for the deployment of country office initiatives, policies and strategies in area of operation.
- Prepare detailed work plan and budget plan for general food assistance/FSL activities and ensure implementation of planned activities according to the work plan adhering to the budget according to AFOD standards and oversee program spending per budgets and commodity pipelines.
- Effectively manage the field-office to ensure transparent and efficient personnel management and the continuous development of a consistent and high-performing team.
- Support and motivate program/logistics/administrative/finance staff in their work, by ensuring appropriate training, coaching and supervision by technical leads
- Manage staff recruitment and training, conduct performance monitoring in collaboration with HR and GFA Managers, ensure that standards and protocols are adhered to.
- Ensure efficient use of financial resources to achieve the objectives set.
- Assume responsibility for the security of staff, operations, premises and property at the field office to ensure that AFOD safety and security standards are defined and adhered to locally.
- Develop and coordinate data collection and monitoring systems and carry out monitoring and evaluation activities in a timely manner.
- Ensure accountability and/or prepare accurate and comprehensive analyses and reports on AFOD operations and performance, submitting them regularly and in a timely manner to a review of country office to identify programme support needs and inform planning and operational decisions.
- Forge and maintain external partnerships to improve assistance programmes and support complementary strategies; identify potential areas for collaborative approaches and initiatives; while taking lead in resource mobilization initiative.

- Develop and maintain liaison with local government authorities, international and local NGOs, UN agencies, donors, civil society, beneficiaries, and other partners and media engaged in the field of food security.
- Actively participate and represent AFOD in Interagency, Food security sector coordination forums, discussions and activities, serve as an AFOD Food security resource person, and display technical and organizational leadership in sectoral activities.
- Coordinate AFOD FSL activities and across a wide range of actors including DLG, donors, UN and NGO partners to ensure consistency of programming.
- Ensure integration of AFOD Programs in area of operation with other programs using the 2P plus and ICLEM framework.
- Support the design and implementation frame work/model for FSL/Economic empowerment for resilience program.
- Write and design proposals for the FSL and Economic Empowerment Program projects according to the priorities and directions of the strategic plans of the organization, the country, and donors in conjunction with program management and resource mobilization strategy.
- Mobilize funds for proposals for the FSL and Economic Empowerment Program projects that have been developed and marketed to the supporters and donor organizations
- Ensure that Gender and Protection aspects are included in the project cycle.
- Perform other duties as required.

Minimum qualification

Education

- Advanced University degree or University Degree with experience in any of the following disciplines Economics, Agriculture, International affairs, Business administration, social sciences, Development studies or any other related field attained from a recognized institution.

Experience

- At least six years post graduate relevant working experience in humanitarian assistance programs preferably in FSL, development projects and/or emergency assistance gained from a reputable organization.
- Previous management experience is necessary, especially managing large team is required.

Core Competencies

- Proficiency in English (Oral & Written).
- Project planning, management and advocacy training highly desirable.
- Computer skills particularly MS Office.
- High level report writing
- Change management
- Advocacy and resource mobilization

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.

