



**PROJECT MANAGER
KAWEMPE, KAMPALA, UGANDA**

January 2023

Job Title: Project Manager
Salary: 42000000 (3.5million a month)

Reports to: This role reports directly to the Executive Director of Tositukirewamu (TWG) and is also accountable to the General Manager of Awamu (TWG's long term coalition funding partner).

Manages: Specialist teachers, M&E officer, Business Development Manager, Safe Haven Manager/ Manager, Psychosocial Officer.

Location: Kawempe, Kampala, Uganda

Length of contract: Initial period of 2 years

About Tositukirewamu and Awamu

Tositukirewamu (a Uganda Registered NGO no. INDR154764515NB) was set up by a team of determined local women in Kawempe in 1998, and is on a journey from CBO to a growing dynamic Uganda registered NGO. Tositukirewamu has been Awamu's trusted partner since their inception in 2008. Awamu (a UK registered charity no. 1174256) exists to supercharge the potential of girls in the slums of Kampala. Together we invest in them - their education, skills and healthcare. And as they rise, they take their communities with them.

Purpose of the role: The core role of the Project Manager is quality programme development and delivery. You will be responsible for working with both Tositukirewamu and Awamu (the programmes main partner and funders) to ensure projects are implemented to the highest standard and are achieving the desired outcomes and impact.

The project manager will be joining at an exciting time in the development for both organisations. You will use your knowledge and experience to lead, inspire and guide a dedicated team of employees and volunteers, ensuring effective performance and helping to build capacity across the organisation.

You will have the ability to assess, supervise and co-ordinate technical work in GBV prevention and response programmes and the ability to develop high quality concept notes and project proposals. Alongside building networks with relevant in-country stakeholders and donors.

Duties & Responsibilities:

Programme Development and Implementation

- Has responsibility for the delivery of high-quality programming in line with the objectives and budget laid out in our plans and agreed with donors.
- Ensures programmes are implemented in ways responsive to the community needs in line Tositukirewamu and Awamu's principles, approaches, values and strategic plan and funder priorities and guidelines. This includes working with government, other local NGO-partners, our community volunteers and any persons involved in our programmes to strengthen capacity.
- Ensures that projects are implemented and run at scale and in line with the agreed plans (including working closely with organist
- Supports the Executive Director to ensure staff and volunteers are well versed and are effectively applying organizational policies and practices, which result in successful financial and programmatic audit scores.
- Preparation of timely and high-quality donor reports.
- Shall work with the Executive Director TWG on resource mobilisation process. This includes: developing resource mobilisation strategies/action plans and building strategic partnerships for purpose of fundraising;
- In close coordination with Awamu and, lead the development of high-quality concept notes and proposals for submission
- Be responsible for Grant Management of the projects in accordance with the approved project budget ensuring full compliance with financial policies, systems, and procedures as well as compliance with donor funding contractual requirements.
- Develop, maintain, and regularly review financial plans to deliver project objectives and plans, including preparing and implementing project spending plans and quarterly financial forecasts/projects.
- Carry out quarterly budget variance reviews and in consultation with the Executive Director and Accountant develop and implement actions to address any potential challenges in a proactive manner.

As a member of the Senior Management Team

- Supports the Executive Director in the development of an organisational culture that reflects our values, vision and mission.
- Has a responsibility for the implementation of key projects, development of programming and operations.
- Supports the Executive Director in the formulation and implementation of the strategic plan.
- Helps design or review and implement a coherent organisational structure that is consistent with organisational practices and appropriate to our programme needs.
- Helps establish, maintain, and improve active and regular working relationships with: government authorities, donors, partner agencies and local and international NGOs
- Attend SMT meetings and contribute to effective, evidence-based decision making and strategic direction of the organization.

Monitoring & Evaluation and Learning

- Ensure all projects have M&E frameworks that outline the objectives, inputs, outputs and outcomes of the intended projects and the indicators that will be used to measure all these.
- Track and manage project milestones and deliverables, ensuring that goals are met and deliverables are provided on time. Identify and resolving when activities have stalled and work with colleagues or stakeholder to resolve bottlenecks.
- Lead regular programme review sessions and ensure all team members follow up on their action points.
- Coordinate project assessments, studies, and evaluations in accordance with TWG, Awamu and donor guidelines.
- Ensure action planning and execution to resolve audit and evaluation findings and recommendations in a conclusive and timely manner.
- Promote learning by ensuring information that is gathered during the project implementation is used for accountability and to inform future activities, or modify implementation approach.

Safeguarding and other key procedures

- Ensures that all staff and volunteers (and any direct stakeholders involved) are familiar with and adhere to standard operating procedures, safeguarding, whistle blowing, health and safety and financial procedure policies
- In coordination with the Executive Director – maintain consistent and coherent engagement in the NDP sector (including but limited to sub sectors like education, Child protection, gender equality) ensuring policies, procedures and programmes follow latest laws and best practice in relation to child protection and working with vulnerable people.
- Support safeguarding focal persons at staff and community level to be aware of the different forms of harm and how they are indicated – so that they are in a better position to prevent and respond when they occur.
- Working closely with the Safe Haven Manager facilitate establishment of peer networks headed by safeguarding focal persons, to provide avenues and channels that encourage children feedback about quality of care and service delivery.
- Lead on establishing a community-based complaints and feedback mechanisms for both adult and child beneficiaries to ensure we are always accountable
- Work with the Safe Haven Manager to establish and strengthen community-based referral pathway among various services for survivors of GBV including monitoring the quality of the services provided.

Communications and Information Management

- Support the Executive Director development and implement a communication policy for both internal and external purposes, to guide improvement of communication standards and raise the profile of TWG and improve Awamu's communications to donors
- In conjunction with the TWG and AW, oversee the communications function - providing line management support to Communications Officer or media support, as and when engaged.
- Build capacity and support the documentation of best/promising practices, success stories and case studies to support resource mobilisation, demonstrate impact and promote the image of the organization.

- Ensure a streamlined information management system in a manner that information is readily accessible and shared.
- Represent and further visibility of TWG in relevant stakeholder meetings and spaces as agreed with the Executive Director from time to time.

Staff Safety and Security

- Work with the TWG Executive Director to ensure that minimum operating standards are met by field teams (staff and volunteers) and that they are briefed on appropriate.
- Participate in security assessments and regular situation analysis as needed.

Staff Management, Mentorship, and Development

- Supports the Executive Director with the recruitment, training, and promotion of staff as appropriate and ensure availability of appropriate professional development opportunities for staff, volunteers and youth within our programmes
- Manages the performance of direct reports through effective use of TWGS Performance Management System, including the establishment of clear, measurable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations.

Professional qualifications

- A degree in relevant field (gender studies, nursing, counselling/mental health, social sciences etc) and evidence of further specialist training.

Minimum relevant experience required

- A minimum of 3 years management experience in an NGO or other humanitarian environment, including significant operations experience in development/running community-based health /gender responsive, or livelihoods programming.
- Experience of Gender Based Violence (GBV) prevention and response, and Womens economic empowerment programming, working with vulnerable girls, SRH and education
- Knowledge of safeguarding in vulnerable environments
- Demonstrated ability to assess, supervise and co-ordinate technical work in GBV prevention and response
- Experience in designing and conducting quantitative and qualitative data collection, including, social impact assessment, desk reviews, interviews and field work.
- Substantial knowledge and experience of effective financial and budgetary control and supporting projects to stay on course with implementation.
- Ability to provide strong project M&E support and compile/review quality donor reports.
- Exceptional general project management and communication skills, including ability to communicate effectively with people of varied professional and cultural backgrounds.
- Proven ability to design and write competitive project proposals for major institutional donors
- Demonstrated knowledge about urban poverty programming and implementation is desirable

Additional Skills & Competencies

- Strong strategic and creative thinking. Demonstrated ability to take a strategic view across programme
- Excellent communication and negotiation skills
- Demonstrated skills in writing, editing and reporting
- Good knowledge of financial and administrative management
- Personal commitment, drive for results, efficiency and flexibility
- Proficiency in the use of MS Office and analysis software
- Ability to mobilize and influence different audiences and communities
- Able to capacity build and develop others
- Commitment to the organizational vision, mission and values

Application Instructions

Interested candidates should email application letter and CV (with 3 referees) addressed to Florence Masuliya, Executive Director Tusitukirewamu, **tusitukirewamu@yahoo.com** also cc'ing **floramasuliya@yahoo.com** to be received by 14/02/2023.

The email Subject Line must show the job title: Project Manager.

TWG and Awamu are equal-opportunities employers.