

# **JOB OPPORTUNITY**

## **Organizational Background**

Integrated Disabled Women Activities-IDIWA Uganda, a non-governmental organization dedicated at promoting human rights and sustainable livelihoods among Women and Girls with Disabilities, is seeking candidates for the position of Sexual and Gender Based Violence Program Manager.

Established in 2000 by women with disabilities, IDIWA Uganda is a voluntary, not for profit non-governmental organization. Its mission is to empower women and girls with disabilities, and other vulnerable groups to maximize their potential and improve their standard of living, through human rights and policy advocacy, economic empowerment and livelihoods, health and reproductive rights, and community based rehabilitation.

## **Program Background**

The program seeks to promote equitable access and utilization of disability friendly Sexual and Gender Based Violence -SGBV services by Women and Girls with Disabilities through: capacity strengthening for protection, response to SGBV; and demand for fulfillment rights and access to services; and effective promotion of Gender Equality and response to SGBV against WGDs.

## **Job Summary**

Reporting to the Executive Director, the SGBV Manager will ensure the effective day to day planning, implementation, and monitoring and evaluation of IDIWA SGBV programming in the assigned locations. The SGBV Manager will ensure technical and operational management of IDIWA SGBV intervention through case management (including strengthening referrals and providing response), community engagement and awareness and training component, in both quality and delivery, in line with the agreed projects, ensuring the protection context is well understood and the programme adapted to ensure mitigation of risks and response to protection more specifically SGBV concerns. The SGBV Manager will play a key role in capacity building and mentoring of gender-based violence staff and potential partner staff on SGBV standards, tools, approaches and communicating effectively with affected populations. Further the SGBV Manager will contribute to the development of IDIWA SGBV strategy and develop resultant proposals where SGBV programming is concerned and engage with other protection actors within the protection sector to ensure effective coordination and collaboration externally and internally with Paralegals and Peer Educators and Shelter Infrastructure interventions.

The job is based in Iganga and involves moving to project districts of Mayuge and Kamuli; and contract based, renewable basing on performance and availability of funds.

The successful candidate will sign up to IDIWA children and vulnerable adults protection protocols.

**Your main duties and responsibilities will be:**

*General Management*

- Overall day to day management of IDIWA SGBV programme and direct manager for staff members. This includes coaching, ensuring co-ordination between staff, in various geographical areas, recruiting, and developing staff capacity.
- Initial focus on capacity building of staff on general protection, and specific protection and SGBV
- Developing SOPs and response protocols/practice for technical SGBV programming including prevention, case management, crisis response and referral systems, ensuring Do No Harm through effective training and phased approach to implementation of response
- Conduct surveys and assessments in new areas to determine SGBV protection programming needs and program expansion and produce and disseminate survey/ assessment reports in a timely manner
- Ensure the required resources are allocated to the program to permit an efficient and effective implementation of GBV protection operations. This will be undertaken in close cooperation with relevant departments; such as Logistics, Finance-Administration, Human Resources and Safety Staff
- Develop concrete initiatives to reduce protection risks and specific strategies to build upon assets/capacities/initiatives within the refugee and host community population
- Assess protection needs and identify problems/gaps and propose/prioritize timely practical actions to respond to particular protection problems
- Ensure that ethical and sound data collection and information management systems are in place for appropriate analysis, planning, evaluation, and advocacy

*Monitoring, Reporting, and Development*

- Develop project monitoring tools.
- Undertake quality control and site monitoring to ensure that services provided are according to international best practice standards.
- Support implementation and ensure adherence to grant work plans, budget forecast plans and monitoring and evaluation plans.
- Prepare and maintain/update detailed project specific work plan(s) to ensure that stated goals and objectives are met within the overall grant timeline and budget
- Provide direction and monitor staff in their implementation of the work plan and quality of technical activities, share relevant information and direction to improve quality and achieve timelines

- Ensure all monitoring activities are fully documented, including systematic and timely data collection as required under the grant and for IDIWA M&E purposes
- Monitor financial spending and budgets for all IDIWA SGBV projects
- Write donor and management reports on protection projects
- Ensure that the design and implementation of GBV activities address protection needs of WGDs and other vulnerable populations within IDIWA's mandate, and contribute to the relevant durable solutions
- Work closely with the Executive Director to develop quality proposals, concept notes, and budgets for submission to potential donors
- Contribute to disability mainstreaming in SGBV programming internally and externally with partners that are in the same operational areas

*Team management:*

- Directly supervise SGBV team leaders of the mobile teams and SGBV officers and indirectly the entire SGBV team.
- Participate in recruitment of technical staff as needed
- Set clear objectives for SGBV team and do timely performance evaluations.
- Develop staff capacities on protection issues, participatory protection data collection and monitoring, and inclusion of women and girls with disabilities, and vulnerable groups through training, mentoring and coaching

*Coordination and Representation:*

- Contribute to the strategic direction of the IDIWA programs, in close collaboration with the Executive Director, including, participation in national and cluster level initiating strategy planning as well as field level cluster initiatives
- Coordinate with the local officials and services of the Ministry for Gender, Labour and Social Development, to ensure parity of service delivery, best practice learnings, and effective referrals between IDIWA and government systems
- Contribute to SGBV Strategy ensuring analysis of SGBV needs and definition of appropriate response
- Coordinate with key stakeholders on the provision of SGBV services for WGDs and relevant contingency planning.
- Ensure internal coordination and harmonization of IDIWA protection-related activities with partners – including Shelter infrastructure, general protection and child protection

**About you**

To be successful in this role we expect the following:

## **Required**

- An excellent professional track record with a minimum of three years of work experience, with at least two years of overseas experience in a protection/managerial role; technical knowledge and significant experience in working on disability and delivering SGBV services
- Excellent English writing ability and verbal skills for project proposals, reports, and communications
- Protection Information Management (PIM) knowledge and experience, including understanding of conducting data collection exercises and analyzing data
- The selected candidate must have demonstrated ability to think strategically, prioritize, and meet deadlines; and must be culturally sensitive
- Proven experience in capacity building and mentoring of staff
- Previous experience in Psychosocial Support (PSS) is preferred.
- She must be able to plan and manage her own time effectively; exercise a strong work ethic and take responsibility for her own actions; and exhibit high degree of flexibility with respect to working hours

## **Desirable**

- Knowing Lusoga or Luganda languages, disability legal framework and experience of working with people with disabilities will be an added advantage

## **Required qualifications**

- A university degree Social Science, Development Studies or other, and at least 3 years of relevant work experience
- Awareness of GBV concepts and guidelines for GBV service provision
- Experience working in humanitarian response
- Familiarity with the local context
- Strong spoken and written English
- Computer skills (Word, Excel, email)

## **Desired qualifications**

- Experience working in SGBV programming or with SGBV survivors
- Experience in program management and supervision
- Experience giving trainings and presentations
- Experience working for a local or national NGO
- Experience working on the local response
- Experience working in a cross-cultural environment
- Spoken and written local languages

### **Desired characteristics**

- Positive attitude, energetic and motivated
- Flexible according to the changing context
- Strong cross-cultural communication skills
- Able to work independently with strong organizational and time management skills

Interested persons should submit applications, CVs and photocopies of academic documents, two referees (professional not personal) and day time contact numbers to:

The Human Resources Manager, Email: [idiwa2009@gmail.com](mailto:idiwa2009@gmail.com), Or deliver physically on Plot 10 Jalum Road, Northern Division, Iganga Municipal Council, not later than 3:00pm Friday 3<sup>rd</sup> January 2020.

Women with disabilities are encouraged to apply.

### **NOTE:**

*Only shortlisted candidates will be contacted.*