

MINISTRY OF WATER AND ENVIRONMENT

VACANCY ANNOUNCEMENT

The Government of Uganda through the Ministry of Water and Environment (Executing Agency) in partnership with United Nations Environment Program (UNEP), is implementing a project entitled '**Reducing the Climate change vulnerability of local communities in Uganda through Ecosystem Based Adaptation in forest and wetland ecosystems**' Project for a period of 60 months. The project is funded by GEF the Least Developed Countries Fund.

The objective of the project is to increase the capacity of government and local communities in Uganda to implement EbA in wetland and forest ecosystem to reduce vulnerability to climate change.

The project goal is to reduce the vulnerability of communities living around wetlands and forests to climate change in the four wetland systems of Rwizi Lake Mburo - Nakivale, Rwambu - Mpanga, Enyau and River Sironko.

The project will be implemented through four components:

Component 1: Capacity development for EbA in Uganda

Component 2: Climate change resilient ecosystem in Uganda

Component 3: Climate change resilient communities in Uganda

Component 4: Knowledge and research on EbA and climate resilient livelihoods

The Ministry therefore invites applicants to fill the following positions;

1. Administration and Financial Officer

Reports to: Project Manager of the EbA Project

Duty Station: Ministry of Water and Environment Head Office- Luzira

Terms of Employment

The assignment shall be for a period of two years' subject to a probation period of six months.

Job purpose

Working in close collaboration with the project manager, and relevant departments within the Ministry of water and Environment and other stakeholders, the Administration and Finance Officer will provide all project related administrative and finance services to support a timely, efficient and effective project implementation. These services will include among others coordination, procurements, arranging meetings, financial accounting and financial reporting in accordance to the Ministry guide lines and UNEP standard financial guidelines.

Coordination

- Ensures that information is exchanged between project/programme staff, partners and other institutions
- Maintains accurate records of all information related to project for documentation, clarification and presentation to management
- Prepares and organises internal and external meetings.
- Accompanies the project/programme manager or other team members to meetings if necessary

Administration

- Is responsible for organising administrative and logistical aspects of project activities (meetings, workshops, business trips etc.)
- Prepares documents, invitations for meetings, trainings and workshops, and contributes to writing minutes, proceedings and reports of the meetings, trainings and workshops.
- Regularly review the main activities and the condition of equipment, ordering and taking stock of office supplies ensures that computers and other software function properly
- Monitors the availability of accessories and stocks and carries out procurement in accordance with guidelines
- Ensures that procurement documents (TORs, Loose minutes, and Form 5 etc) are well written and filled out correctly for further processing
- Follows up and providing progress updates on going procurements with responsible persons
- Is responsible for filing documents in well labelled and stored reference files,

Finance and Accounting

- Standardise the finance and accounting systems of the project while maintaining compatibility with the government and UNEP financial accounting procedures.
- Prepare revisions of the budget and assist in the preparation of the AWP.
- Comply and verify budget and accounting data by researching files, calculating costs and estimating anticipated expenditures from readily available information sources.
- Prepare financial reports, analysis, and recommendations concerning relevant financial issues for the project;
- Maintain accounting records of the project;
- Process all types of payment requests for settlement purposes including quarterly advances to the partners upon joint review.
- Prepare periodic accounting records by recording receipts, disbursements (ledgers, cash books, vouchers, etc) in accordance with UN International Accounting Standards and Procedures Manual and the provisions of the Financing Agreements, and reconciling data for recurring or financial reports and assist in preparation of annual procurement plans.
- Prepare and facilitate the conduct of annual project audits, and improve internal control procedures by taking into account audit recommendations;

- Undertake project financial closure formalities including requirements for submission of terminal reports, transfer and disposal of equipment, processing of semi-final revisions, and support professional staff in preparing the terminal assessment reports.
- Perform any other tasks assigned by the Project Manager

Qualifications and Experience

- a) A bachelors in Business administration, Accounting, Commerce, Economics or related field.
- b) Professional Qualification in Accounting, CPA, etc
- c) At least 3 to 4 years of relevant experience.
- d) Basic knowledge of accounting software
- e) Good working knowledge of ITC technologies (related software, phone, email, the internet) and computer applications (e.g. MS Office)
- f) In-depth understanding of financial planning and accounting procedures of the UN organisation
- g) Broad experience of management and administration
- h) Analytical skills and strong attention to details, ability to work with minimum supervision, ability to work under pressure/tight deadlines

2. Monitoring and Evaluation Officer

Reports to: Project Manager EbA Project

Duty Station: Ministry of Water and Environment Head Office- Luzira

Terms of Employment

The assignment shall be for a period of two years' subject to a probation period of six months.

Job purpose

Working in close collaboration with the Project Manager and other key stakeholders, the Monitoring evaluation and gender officer works to support a culture of reliable planning, gender mainstreaming, monitoring, evaluation and reporting. This includes; developing, updating and coordinating monitoring and evaluation activities of the project in a gender responsive manner; preparing Quarterly/Annual reports on project progress; ensure that all data collection and analysis tools, assessment tools and design of feasible options take a gender responsive approach, ensure gender mainstreaming, gender analysis and empowerment of women and girls, and a gender balance within the communities; and ensure that the Monitoring Evaluation And Learning system is integrated into the national planning framework; and an effective capacity building of stakeholders are achieved.

Responsibilities

In a gender responsive manner, the ME and gender officer responsibilities include:

- Development of project monitoring tools- a framework to track for progress, effectiveness and realisation of project outputs and outcomes
- Connect the above tools with national monitoring framework on adaptation
- Engage stakeholders and train them in the design, implementation and monitoring of wetland and forest management plans
- Engage stakeholders and train them in design and development of evaluation tools and lead in the project evaluation
- Identify all project relevant data, design data collection tools, collect and analyse data for prompt programme management decisions
- Monthly project Report writing, quarterly reports, biannual and annual reports and project end line reports
- Develop project briefs, executive summaries, programme presentation briefs, programme snap shops for sharing with relevant stakeholders and the donor
- Capture and document success stories, intended and unintended project outcomes and impacts
- Train and build capacity of relevant stakeholders and staff in use of M&E tools
- Provide support to the Mid Term review and Terminal evaluation of the project
- Support and liaise closely with the national research consultant
- Any other duties assigned.

Qualifications and Experience

- Master's degree in Climate Finance, Climate Change Adaptation, Climate Risk Reduction, Environmental Sciences, Economics, Social Sciences, Monitoring and Evaluation or its equivalent.
- At least 5 years of work experience in Climate Change Adaptation, monitoring and evaluation, policies, and strategies formulation with national institutions, preferably with experience in Uganda.
- At least 5 years proven experience in working on and understanding of global, regional, and national processes for Impact Chain Analysis, National Adaptation Plans (NAPs) and Nationally Determined Contributions (NDCs), including up to date knowledge and international practices and guidelines.
- A minimum of 5 years relevant work experience in developing monitoring and evaluation systems for national public policy and programmes, EbA/Environment projects in a developing country context.
- Good working knowledge of ITC technologies (related software, phone, email, the internet) and computer applications (e.g. MS word, excel, Power Point and SPSS)
- Demonstrated experience and skills related to formulating indicators and means of verifications, including data collection protocols and analysis for monitoring and reporting on results and impacts of public policy and

bilateral and multilateral supported programmes and projects. Engaged in the environment sector would be an added advantage.

- Experience in integrating social (i.e. gender, vulnerable groups) and economic variables in monitoring and evaluation systems, and integrating environmental variables would be an added advantage.
- Ability to work effectively within a variety of government agencies and stakeholder groups and a diversity of individuals (gender, age, language, etc.)
- Ability to work with minimum supervision
- Ability to work under pressure/tight deadlines
- Excellent oral and report writing skills
- Excellent data collection, analysis and presentation skills
- Ability to transfer knowledge to diverse audiences through training, mentoring and other formal methods
- Good knowledge of principles and correct approaches to monitoring and evaluation in both quantitative and qualitative methods

3. Chief Technical Adviser (CTA)

Reports to: Reports to the Chair of the Project Steering Committee, working in close collaboration with the Project Manager and UNEP Task Manager.

Duty Station: Ministry of Water and Environment Head Office- Luzira

Terms of Employment

The assignment shall be for a period of two years' subject to a probation period of six months.

Job purpose

Working in close collaboration with the Project Manager and UNEP task manager, the chief technical adviser works to support a culture of reliable planning, quality assurance in output delivery, technical reviews of project reports, supervision and technical support of international and national consultants, ensures a robust M&E system and provides technical guidance in achieving project objectives, targets and outcomes.

Scope of Work

The CTA will provide technical guidance on the implementation of the project to the project manager.

Responsibilities

- Provide quality assurance and technical review of project outputs.
- Undertake technical review of project outputs (e.g. studies and assessments).

- Write ToRs for technical consultancies with the project manager.
- Supervise the work of national and international consultants.
- Assist in monitoring the technical quality of project M&E systems (including AWP, indicators and targets).
- Provide advice on best suitable approaches and methodologies for achieving project targets and objectives.
- Provide a technical supervisory function to the work carried out by national and international consultants hired by the project.
- Assist in knowledge management, communications and awareness-raising.
- Facilitate the development of strategic regional and international partnerships for the exchange of skills and information related to climate change adaptation.

Qualifications

- At least an advanced post-graduate at or above MSc level in climate change adaptation or a related discipline such as disaster risk reduction, environmental management, natural resources management, agriculture and water resources management.
- A minimum of 7 years' experience in a senior technical lead position with planning and management of environmental and/or natural resources management programmes in developing countries.
- A minimum of 7 years in a senior technical position involved in institutional strengthening and capacity building.
- Previous similar experiences in provision of technical support to complex projects.
- Experience from East/Central African region would be an advantage.
- Good communication and computer skills.
- Fluent in English including writing and communication skills.

Reporting

The CTA will report to the Chair of the Project Steering Committee. The CTA will cooperate with the Project Manager to ensure the availability of information on progress and performance in the implementation of the project. In the performance of his/her duties, the CTA will work in close collaboration with UNEP Task Manager, and update him/her on the project's progress.

4. Driver

Reports to: Project Manager of the EbA Project

Duty Station: Ministry of Water and Environment Head Office- Luzira

Terms of Employment

The assignment shall be for a period of two years' subject to a probation period of six months.

Job Summary:

The incumbent will drive GOU-GEF-UNEP assigned vehicles safely and efficiently as per the logistics and fleet guidelines in support to implementation of the GEF-UNEP work in the designated operational areas.

Duties and Responsibilities:

- Transport staff and implementing partners with designated vehicles according to approved routes, schedules and guiding policies.
- Ensures sound mechanical condition especially preventive maintenance for the vehicle and notifies supervisor on timely service and repairs
- Ensures a clean and safe vehicle condition and cleans it as required with facilitation from supervisor
- Ensures Uganda traffic code is followed adequately to the safety of self and other road users
- Ensures mileage and fuel log sheets are filled all the time for accountability purposes on vehicle utilisation.
- Communicate to supervisor on matters arising from field work for proper handling including emergencies.

qualifications and Experiences

- The applicant must hold an Ordinary level certificate with a Valid Drivers' Licence with Classes B, CM, & DL.
- Knowledge of vehicle mechanics and defensive driving is an added advantage
- A minimum of five years of experience in a busy fleet section supporting project implementation.
- Training in vehicle mechanics is a requirement
- Training in defensive driving and off road is an added advantage.
- Experience of working in a remote multi-cultural environment
- Knowledge and training in first aid at the work place
- First aid and firefighting training
- Ability to work under pressure with running long journeys
- Excellent inter-personal skills, including the ability to develop and maintain strong internal and external relationships relevant to position.
- Excellent oral and written communication skills in English;

Job application procedure

All applications must be accompanied with recent (3) passport size photographs and CVs detailing work experience, present position, current remuneration, professional and educational qualifications.

Applicants must also include contact details (telephone and email) of three (3) referees and female candidates are encouraged to apply.

Applications should be addressed to the Permanent Secretary, Ministry of Water and Environment, Old Port Bell Road, Luzira P.O Box, 20026, Kampala and should be delivered to the Ministry Registry not later than Friday 12th November, 2021.