

INTERNAL JOB POSTING

Title:	Project Delivery Coordinator (Uganda)
Job Location:	Kampala, Uganda
Direct Supervisor:	Stakeholder Engagement Manager/Country Representative (main supervisor) and Regional Program Officer, East Africa/IKEA PA (secondary supervisor)
Liaises with:	Specialty Team Leads at Country and Regional Levels, CO Finance Officer, Project Interns/volunteers
Co-supervises:	Country Specialty Team members (DI Officers, Radio Craft Officers, KM Officers)
Duration of contract:	One year, with possibility of renewal

Internal Application Deadline: January 11, 2022

In January 2022, pursuant to the IKEA Foundation Agricultural Livelihoods Portfolio, FRI will start implementing an initiative known as the “**Dialogue and Knowledge Communication Platforms in Uganda**” project to provide leadership to the development of radio-based e-extension platforms that offer farmers and rural communities sustained, high quality e-extension services. Centered on a regular weekly or bi-weekly radio magazine offered by 12 Ugandan radio stations, the e-extension platforms will be supported and sustained by a wide range of stakeholders, including public policy makers, knowledge partners, extension service providers (public and private sector), civil society organizations, development project proponents, sponsors and advertisers, as well as radio station management. For more information, please see www.farmradio.org

OVERVIEW OF POSITION

The Project Delivery Coordinator (PDC) for the IKEA Project will also act as the Head of Programs in the Uganda Country Office (CO) and will be a part of the senior management team at the country level. Within the country office, the PDC will take the lead in planning, delivering, reporting on, and closing the full portfolio of FRI projects in Uganda.

RESPONSIBILITIES

1. Coordinate the development and planning of the IKEA project and other Farm Radio International projects in the country (30 %)

- Lead in development of Project Implementation Plans (PIPs) in liaison with other staff members.
- Develop agreements / contracts with radio stations, project partners or consultants.
- Ensure that policies and approaches relating to FRI projects are respected.
- Mobilize project implementation partners, including government agencies.
- In collaboration with the Finance team, develop a spending plan.
- Coordinate technical contributions of specialty teams.
- Participate in planning meetings with donors or consortia of implementing partners.

2. Manage the implementation of the IKEA project and other Farm Radio International projects in the country (30%)

- Develop weekly, monthly and quarterly plans in collaboration with the project team.
- Oversee the execution of project tasks and regularly update work plans.
- Ensure that the contributions of the specialty teams correspond to the standards defined according to the work plan.
- Make logistical arrangements for effective implementation (e.g. availability of transportation, authorizations, allowance advances, etc.).
- Review and finalize PIP, documents and reports.
- Regarding country-led projects: coordinate contributions and manage the preparation and submission of reports to donors according to schedule.
- For larger or multi-country projects: contribute to the content of donor reports according to the schedule.

3. Evaluation, learning and knowledge management (15 %)

Working with the Sr. Manager, Knowledge Management and the Country Representative and in close collaboration with the Regional Program Manager, East Africa, the PDC will contribute to monitoring and evaluation activities, including research, learning and knowledge sharing in the organization. More specifically, the tasks are to:

- Support the Monitoring and Evaluation (M&E) Officer in the overall design and execution of M&E systems for the IKEA project.
- With the support of the Knowledge Management team: support the design, logic models, performance measurement frameworks and monitoring and evaluation plans.
- Contribute to the design of survey tools and other evaluation instruments.
- Support the analysis of data generated by surveys, interviews, qualitative evaluations and listeners' responses to on-air/online surveys.
- Support the development of baseline, mid-term evaluation and full-term evaluation reports, including final reports.
- Write project summaries (briefs) highlighting the results of the projects, lessons learned and the implications in terms of best practices.
- Organize or contribute to the capitalization process with project partners and stakeholders.

4. Contribute to program development in Uganda (15 %)

- Pursue funding opportunities for new projects in Uganda.
- Take part in networking activities to strengthen and maintain relationships with current and potential financial partners.
- Contribute to the planning, design and writing of concept notes and full proposals in response to funding opportunities.

5. Contribute to the effective operations of the office (10%)

- Support the Country Representative in representation activities and office administrative tasks as necessary.

- Work with the Country Representative in order to establish an organizational culture and behaviors that promote an environment of equality (in particular, gender equality), inclusiveness and an overall healthy, professional, respectful, professional environment free of all forms of harassment.
- Assess capacity-building needs and plan and coordinate capacity-building initiatives with project teams.
- Support the Country Representative in the development of annual project plans and budgets.

QUALIFICATIONS

Experience and requirements

- 7+ years of experience in program management, particularly in communication for development, rural development or equivalent field.
- Minimum of University degree in agriculture, communication, international development, environmental studies or related field (a master's degree is an asset).
- Team management experience.
- Demonstrated project management skills.
- Excellent research, data evaluation and writing skills.
- Significant knowledge of gender equality and women's rights principles and experience in mainstreaming these principles in the project cycle.
- Knowledge and experience in project development and implementation, including results-based management.
- Knowledge of the principles of communication for development and / or broadcasting and ICT.
- Knowledge of national and international funders and strategic partners in Uganda.

Other

- Excellent intercultural communication skills.
- Good organizational and time management skills; ability to work under pressure to meet deadlines.
- Comfortable working with minimal supervision and limited resources.
- Fluency in English, with very good written and oral communication skills.
- Skills and knowledge of other languages of Uganda considered an asset.
- Willing and able to travel within the country.
- Experience working in international NGOs.
- Knowledge of the Feminist International Assistance Policy of Canada.

APPLICATIONS

FRI is an affirmative action employer. Women, people of colour and members of equity-seeking communities are strongly encouraged to apply. We welcome and encourage applications from people with disabilities and accommodations are available on request for candidates taking part in all aspects of the selection process.

If you wish to apply for this position, please send your resume and a cover letter to uganda@farmradio.org, and copy sodyek@farmradio.org specifying "Project Delivery Coordinator, Uganda" in the subject line.