



## VACANCY ANNOUNCEMENT

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| <b>Job position:</b>           | Project Officer (1 position) Governance & Peace Building Officer   |
| <b>Direct reports to:</b>      | Project Coordinator  |
| <b>Other Reporting Lines</b>   | Head of Programs/Executive Director  |
| <b>Closely Work With</b>       | Program Dept; Communication & IT Dept; Monitoring Evaluation and Learning Dept, and Finance and Administration Dept. |
| <b>Scope and job Location:</b> | GARD Kotido Head Office: (with fieldwork in Nakapelimoru and Rengen Sub Counties)                                    |
| <b>Contract Type/Details:</b>  | Fixed term – 12 months with the possibility of extension subject to availability of funds                            |
| <b>Salary and benefits:</b>    | Competitive salary and benefits packages.  |
| <b>Working Hours:</b>          | Full time. (40 hrs a week).  |

**Job overall purpose:**

Reporting to the Head of Programs/Executive Director, the Officer will be responsible for project planning, budgeting, implementation, monitoring, and evaluation. The Governance & Peace Building Officer will be based at GARD Head offices in Kotido, where the project, is currently being implemented and will work closely, with the Livelihoods and Food Security Officer, Project Assistants, and community action groups, especially in the provision of technical capacity building in key drivers of conflict that the project is addressing. The Officer will collaborate with stakeholders, including partners and government agencies, to ensure the success and sustainability of the project. S/he will provide overall leadership and project implementation and as well support programs in the Food security and livelihood area of the organization.

**Roles and responsibilities:**

- **Project Planning and Implementation:**
  - Support in the planning and implementation of BRICK Project’s activities,
  - Conduct conflict sensitivity analysis and peacebuilding needs of community’s intervention,
  - Support development of the community action plan and its implementation in the project areas.
  - In close collaboration with the program Team’s, identify capacity building needs and provide peacebuilding training as required for staff, and beneficiaries. Prepare high-quality reports as needed by local government, GARD, Donor, and other stakeholders. Ensure the proper utilisation of the project budget as per the workplan and budget in line with BRICK Project

- and donor financial guidelines and procedures at field level. Ensure gender conflict analysis and sensitivity's approach are fully mainstream in all phases of the project planning, implementation, and overall management at community/field level.
- Organize national/local dialogues and consultations on peace building and governance.
  - Support the development of national human rights and advocacy publications.
  - Coordinate with partners, and DLG in embedding of the governance, peace building information consistently across the BRICK components and in accordance with the development and mainstreaming of gender responsive livelihood planning and budgeting and recommend ways to continuously improve deployment of these frameworks across the project.
  - Collaborate with local government officials and other peace and security stakeholders within the project area to plan and implement project activities, with the Early Warning and Early Response Community Based Trainers, and as well establish Peace Response Mechanisms and Community Peace Committees in non-existent areas.
  - Raise awareness and take a lead in training communities, government and collaborate with other civil society partners on governance and peace building.
  - Organize cross border community meetings to address conflict root causes through natural resource sharing, entrepreneurship and other livelihood activities that are aimed at promoting co-existence and climate resilience building.
  - Participate and take a lead in all strategic planning meetings and activities including relevant interagency sector coordination, and representational meetings.
  - Build and strengthen strategic partnerships including advocacy for the advancement of Governance and peace of the BRICK project.
- **Monitoring, Documentation, Communications and Reporting**
    - Work with the other IPs and always ensure that, the project target achievement is in line with the log frame and the milestones set.
    - Work with the BRICK project team to design appropriate mobilization and sensitization messages for the target population and ensure it is in line with result framework for the project target beneficiaries in the district.
    - Support Project Coordinator and Partners in developing project implementation tools including Detailed Implementation Plans (DIPs), Communication plan, weekly and monthly work plans, as may be necessary.
    - Support MEAL (Result, Monitoring, Evaluation, Adaptation and Learning) Unit in the documentation of community's and stakeholders' feedback and share with relevant stakeholders for appropriate action.
    - Support the Regional Office Hub in ensuring timely submission of project reports as per Consortium and Donor requirements.
    - Work with Advocacy and Communication team to Conduct timely documentation of project progress through case studies, stories, photos, videos, among others, share for publication and dissemination to other relevant stakeholders.
    - Submit monthly reports; contribute to donor monthly, quarterly, and end-of-project reports and Peace building & governance annual reports.

- Implementation of an effective community-based monitoring and evaluation system, especially in the collection of data from the community, working with available community structure to track / evaluate progress of the project and reporting.
  - Engage in local networks, gathering and sharing relevant information in relation to governance and peace building, issues and trends with relevant actors and advocating for action with appropriate stakeholders with regards to the BRICK project.
  - Build capacity through trainings and mentorship on the collection of conflict relevant data, conflict analysis and the design and implementation of responses to prevent the escalation of any form of violence that potentially leads to conflict.
- **Manage knowledge building and sharing for Governance, Peace, and Security:**
    - Participate in the implementation, monitoring, and periodic updating of the resource mobilization strategy on Governance, Peace, and Gender equality in the region.
    - Identify and disseminate lessons learnt and good practices in collaboration with other partners working in the BRICK project.
    - Ensure technical skills and knowledge are shared within and among the BRICK Projects team.
    - Manage and monitor the knowledge platform and innovative approaches in Governance, Peace, and Security with focus on building resilient livelihoods.
    - ***Any other duty may be assigned to the post holders as required by the Line Manager/Executive Director***

### **Qualifications and Competencies:**

- BA degree in Conflict Studies, Human Rights and Governance, Political Sciences and International Relations, Law, Social Sciences, with minimum of three (3) years of experience. Possession of any related post graduate qualification will be an added advantage.
- Experience working in conflict and fragile contexts or rural community on conflict and gender sensitivity and peace building project will be of an added advantage.
- Proven experience in project planning, budgeting, and reporting.
- Strong coordination and partnership building skills to collaborate effectively with stakeholders.
- Excellent communication and interpersonal skills to work with diverse teams and communities.
- Demonstrated understanding of community engagement strategies, the investment environment in Uganda, land laws and policies, peace frameworks, natural resource governance, human rights, election democracy, and conflict sensitivity with an active interest in the workings of civil society.
- Understanding of the Karamoja context is an added advantage.
- Experience in designing and facilitating workshops, seminars, and dialogues.
- Fluency in English and the local language of the region of preference is an added advantage.

### **Skills and abilities**

- Excellent communication skills - written and oral.
- Good report-writing skills with excellent written and spoken English.
- Skills in participatory approaches to programming, and community engagement.
- Demonstrable interpersonal and team working skills; and the ability to work closely with local partners and community members.
- Proficiency in Microsoft Office and use of internet for research.

- Ability to relate sensitively to diverse groups.
- Self-driven and able to deliver results with minimum supervision.
- Flexibility in traveling and working in challenging situations with unpredictable working hours.

#### **Personal qualities Skills and conducts**

- Commitment to and compliance with GARD's safeguarding principles, vision, mission, and values.
- **Transparency and Accountability:** Holds self-accountable for making decisions, managing resources efficiently and transparently, achieving and role modelling GARD's values.
- **Integrity:** Strong sense of integrity, Honesty, openness, builds trust and confidence
- **Ambition:** Sets ambitious and challenging goals for himself and team, takes responsibility for their own personal development and encourages their team to do the same
- **Collaboration:** Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues and external partners and stake holders
- **Creativity and innovation:** Develops and encourages new and innovative solutions.
- Self-driven and able to deliver results with minimum supervision.
- Commitment to respect and value equality and diversity and understanding of how this applies to own area of work.
- Commitment to own continuing personal and professional development.

#### **Application process**

Interested applicant should send their application to [info@gardug.org](mailto:info@gardug.org) with a cover letter and an updated CV detailing your experience and qualifications, as well as copies of your academic qualifications in relation to the role with the subject line 'Application: Project Officer - Livelihoods and Food Security' OR 'Application: Project Officer - **Governance & Peace Building Officer**'. Including contacts of three professional referees (two must be 2 professional references and 1 being your supervisor from the most recent/previous employer).

Deadline for applications: **TUESDAY, 14<sup>th</sup> MAY 2024 at MID-DAY.**

**NOTE that this position will be recruited as soon as possible, CANDIDATES are encouraged to submit as early as possible.**

While GARD will keep CVs of potential Candidates in the roster for future engagements, we highly regret that **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

#### **Safer recruitment**

GARD is an equal opportunity employer and seeks to employ and assign the best qualified talents. We are committed to achieving workforce diversity in terms of gender, ethnicity, and culture.

GARD is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of young people, and adults. GARD expects all staff and volunteers to share this commitment through our code of conduct.

We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include rigorous reference and background checks.

***Disclaimer:*** *We do not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents. Any form of canvassing will lead to automatic disqualification of the candidate.*