

# SSU Results Report 2017

## 3 Annexes

### 3.8 Updated job descriptions of long-term personnel as of Feb 2018

As indicated in the Technical and Financial file (TFF).

SSU STAFF LIST			
	NAME	First Name	Job Title
	<b>SSU-BE</b>		
1	BIJNENS	JAN	Programme Manager - Education
2	FOUBERT	THIERRY	International Skills Development Expert - Co-coordinator
3	ROTHE	RALPH	International Skills Development Expert - Western Uganda
4	AUWERX	SAMMY	Finance & Contracting Coordinator
5	NAKKAZI	BARBARA SOLOME	Project Management Assistant
6	ATUSASIRE	AMBROSE ADISON	Field Coordinator - Hoima
7	IKUMBE	EMMANUEL KENETH	Field Coordinator- Fort Portal
8	KARUNGI	CHRISTINE	Skills Development Fund Manager
9	MPAATA	DANIEL	Field Coordinator - Masindi
10	ECURU	BEATRICE	Gender/Vulnerable Youth/M&E Specialist
11	ASABA	FREDRICK	Finance Officer
12	OWILLI	FRANCIS OKUN	Field Coordinator - Kasese
13	Eng. SSEBUGWAWO	ATHANASIOUS	Infrastructure Expert
14	WABWIRE	GODFREY BAZIRA	Field Officer
15	FLORENCE	GITHINJI BAGUMA	Project Management Assistant
16	MUHUMUZA	BENON	Procurement and Logistics Officer
17	YEKA	WILLIAM	Junior Assistant for Communication and Capitalization
18	Hanna	DEKERK	Communication Officer
19	Vandermeulen	JOSEFIEN	Sustainable Infrastructure Expert
20	MAGAMBO.T.	ESTHER	Architect
21	PIANI	MATTIAS	International Infrastructure Expert - Regenerative Practitioner
22	BAGYENYI	PATRICK	Financial Controller
23	LUMALA	STEVEN	Finance Officer
24	LADRIERE	GÉRALDINE	International Grant Expert
25	MATOVU	EVA	Procurement Officer
26	VANDER	AUWERA THIBAUT	International Procurement Adviser
27	NAMYALO	CELIA	Technical Advisor
28	ABWANG	WALTER	ICT Officer

SSU-EU			
	NAME	First Name	Job Title
1	DE BLOCK	NIELS	International Skills Development Expert - Northern Uganda

2	ANEK	FREDA BELLA	Skills Development Fund Manager
3	BAKO	CHRISTINE	Finance Officer
4	ACAR	GREGORY	National Project Director - Northern Uganda
5	NANDERA	TABITHA	Financial Controller
6	TAREMWA	JOHNSON	M&E Expert
7	BANDUGA	ISMAIL	Field Manager - Northern Uganda
8	LAURA	TAMINAU	Monitoring, Evaluation and Learning (MEAL) Officer

	<b>SSU-IRELAND AID</b>		
1	AMMEUX	AGNES	International Skills Development Expert - Karamoja
2	ODONG	LAWRENCE	Field Manager - Karamoja
3	APEDO	MACMILLAN	Financial Controller
4	JOHN BOSCO	NGIRO	Finance & Officer
5	ALWODO	BENNEDY	Field Coordinator - Karamoja
6	AMYERA	JOANNAH ELDA	Skills Development Fund Field Officer - Karamoja

## DRIVERS

1	DEO SUNDAY
2	EKWANG JOHN
3	KALYANGO SOLOMON
4	NSUBUGA NICHOLAS
5	OLOO JOHN CHRIS
6	OKULLO JOSEPH

## Project management structure

MoES designates a part time national Project Coordinator within the Planning directorate (part-time, detached by MoES after BTC's no-objection. BTC contracts the Co-Coordinator after the MoES' no-objection. The Project co-coordinators will be supported by:

- Project staff at central level located within MOES in the RTF offices
- A Project field office in Fort Portal, Moroto and Arua
- The Education Program Unit team (Program Manager, Infrastructure Experts, Procurement Advisor, Finance and Contracting Coordinators)

### At the central level

At the central level within the MoES (RTF offices) the project team will be composed of:

Project Staff	Contracting Party
National Project Coordinator	MoES
International Project Co-Coordinator/International Skills Development Expert	BTC
National Technical Advisor on Skills Development	BTC
Finance Officer	BTC
Drivers	BTC
Project Management Assistant	BTC
National Gender and Vulnerable Youth/M&E expert	BTC
Finance and Contracting Coordinator (at PMU)	BTC

Skills Development Fund Manager	BTC
National Infrastructure Expert	BTC
International Infrastructure Expert (at PMU)	BTC
Procurement and Logistic Officer	BTC
National Junior Assistant for Communication & Capitalization	BTC
International Junior Assistant for Communication & Capitalization	BTC
Communication Officer	BTC
International Junior Assistant Sustainable Infrastructure Expert	BTC
Architect	BTC
International Grant Expert	BTC
International Skills Development Experts	BTC
Financial Controllers	BTC
International Junior Assistant Monitoring, Evaluation and Learning Officer	BTC
National Project Director (EU)	BTC

#### At the local level

At the local level, in the Field offices, the project team will be composed of:

Project Staff	Contracting Party
Field Manager (IRE+BE)	BTC
Skills development field manager (EU)	BTC
Finance Officers	BTC
Project Management Assistant	BTC
Field Coordinators	BTC
Skills Development Fund Field Officer	BTC
M&E Expert	BTC
Drivers	BTC

#### The Education Programme Unit Team

The Uganda-Belgium cooperation sees its number of interventions in the education sector growing and therefore it is logical to advance towards a program approach. In terms of human resources this translates into a pooling of full time experts for the overall Uganda-Belgium education portfolio that are shared between the interventions of the sector according to an allocation key (% of their time).

Project Staff	Contracting Party
National Programme Manager Education (MoES)	MoES
International Programme Manager - Education (BTC)	BTC
International Infrastructure Experts	BTC
Financial Controller Audit/ERP	BTC
National Procurement Officer	BTC
International Procurement Advisor	BTC
ICT Officer (shared with Enabel in Uganda)	BTC

National and International Junior assistants are also be recruited by BTC.

#### Project Focal Points

The key project partners will ensure participation of staff through nominating Focal Points:

- MoES Office of PS, BTVET, TIET, Planning, DIT, RTF.
- Business Membership Organisations (eg. FUE, UMA, USSIA: UNABCEC,..)
- The 7 preselected BTVET institutions
- The District Administrations

The MoES should ensure that the collaborating departments have sufficient staff which can be trained

to assume their tasks in connection with the project.

## Project Personnel

### 1. Project Coordinator

He was selected by MoES from within the MoES Directorate of Planning, with a 'no objection' agreement of BTC. He/she will supervise the Project Management Team. (PMT) and will work on a part-time basis in coordination with the International project co-manager.

Roles and responsibilities	Qualification profile
<ul style="list-style-type: none"> <li>▪ The PM will report to the Project Steering Committee (PSC) and ensure that the members are well informed of project progress and are adequately supplied with sufficient information to carry out their decision-making responsibilities.</li> <li>▪ The PC will feed back to the MoES any changes in policy or direction that the PSC may wish to carry out within the Project framework. He will work in continuous cooperation with the project co-manager.</li> <li>▪ Reporting to MoES and BTC the PM's specific tasks include: <ul style="list-style-type: none"> <li>▪ Providing overall leadership of the PMT and coordinating its activities with those of MoES</li> <li>▪ Organising, coordinating and supervising the implementation of project activities in accordance with the approved project work plans;</li> <li>▪ Technical guidance on project methodology and strategy;</li> <li>▪ oversight of financial management, accounting and timely compilation of quarterly progress reports and budgeted work plans for the following period for consideration by the PSC;</li> <li>▪ Contribution to compilation of the project final report at the end of the project;</li> <li>▪ Coordination and networking with other national and international partners;</li> <li>▪ Analyse and consolidate monitoring reports and prepare recommendations to the PSC;</li> <li>▪ Organise bi-annual PSC meetings;</li> <li>▪ Prepare the contents and agenda of the PSC meetings; co-present to the PSC</li> <li>▪ Be responsible for regular communication with BTC on the management and supervision of Project implementation;</li> <li>▪ Act on behalf of the Chairman of the PSC if authorized, and report back to the Chairperson on actions taken;</li> <li>▪ Ensure the capturing and integration of lessons learnt and experience drawn in the implementation of project activities;</li> <li>▪ Ensure coordination and exchange of experiences between the project and other related experiences;</li> </ul> </li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>▪ The PC shall discuss and agree with the Chairperson of the PSC on the form and frequency of reporting. Besides periodic progress and financial reports the PC shall provide the following reports:</li> </ul>	<ul style="list-style-type: none"> <li>▪ A university degree (minimum Master level);</li> <li>▪ Good project management abilities, an experience in human resource management, and a good knowledge BTVET;</li> <li>▪ Has managed similar international cooperation projects;</li> <li>▪ Has at least 5 years of relevant experience in monitoring and evaluation of education projects;</li> <li>▪ Proven relevant experience in leading a team of professionals, in supervising staff and in coaching co-workers;</li> <li>▪ Proven experience in implementing cross-cutting themes such as gender, HIV/AIDS and environment will be an asset</li> <li>▪ Clear and concise writing skills and experience in preparing reports and other administrative and technical documents;</li> <li>▪ Good communication, presentation and facilitation skills;</li> </ul>

<ul style="list-style-type: none"> <li>▪ Consolidated and coordinated quarterly and annual progress reports, including recommendations;</li> <li>▪ Financial reports in accordance with the requirements of BTC and the MoES;</li> <li>▪ A Final report summarising the results of the Project including lessons learnt, conclusions and recommendation on how the achievements of the Project can be sustained;</li> <li>▪ Any other reports as requested by the Chairperson of the PSC or BTC.</li> </ul>	
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## 2. International Skills Development Expert & Project Co-coordinator

The International Sector Expert in TVET was selected by BTC and presented to the MoES. He is one of the members of the PMT and will work s on a full-time basis in coordination with the project manager. He is one of the members of the PMT and will work on a full-time basis in coordination with the project.

Roles and responsibilities	Qualification profile
<ul style="list-style-type: none"> <li>▪ Must ensure, in close consultation and collaboration with the respective officers of MoES, the coordination between the different stakeholders, including other donor initiatives;</li> <li>▪ Makes sure the strategy of the project is consistent and ensures a technically sound implementation of the project;</li> <li>▪ Provide expertise and guidance to result areas 1 and 2</li> <li>▪ Coach the Project team.</li> <li>▪ Supervise and evaluate the work of PT-members</li> <li>▪ Oversees the planning and preparation phase of all components of the intervention</li> <li>▪ Provides direct technical support to all activities and brings a key contribution concerning BTJET policy and instruments;</li> <li>▪ Co-Presents to the Project Steering Committee the state of progress of project activities;</li> <li>▪ Participates, without voting right, in the Project Steering Committee meetings and ensures its secretariat.</li> <li>▪ Develop - and revise if necessary - ToR for all local staff, and ensure proper recruitment of the local staff.</li> <li>▪ Organises, coordinates and supervises the implementation of project activities in accordance with the approved project work plans;</li> <li>▪ Supervise financial management, accounting and timely compilation of quarterly progress reports and budgeted work plans for the following period for consideration by the PSC;</li> <li>▪ Contributes to the compilation of the project final report at the end of the project;</li> <li>▪ Analyses and consolidates monitoring reports and prepares recommendations for the PSC;</li> <li>▪ Organises bi-annual PSC meetings;</li> <li>▪ Prepares the contents and agenda of the PSC meetings;</li> <li>▪ Is responsible for regular communication with BTC on the management and supervision of Project</li> </ul>	<ul style="list-style-type: none"> <li>▪ A university degree (minimum Master level) in Education/Social Sciences/Human resource management, together with at least 8 years' experience in project management;</li> <li>▪ Proven relevant experience in leading a team of professionals, in supervising staff and in coaching co-workers;</li> <li>▪ Managed similar international cooperation projects by bilateral or multilateral donors;</li> <li>▪ Proven and extensive experience in BTJET and coaching of professionals</li> <li>▪ Proven experience in federating different stakeholders in BTJET sector</li> <li>▪ Proven experience in implementing cross-cutting themes such as gender, HIV/AIDS and environment</li> <li>▪ will be an asset;</li> <li>▪ Clear and concise writing skills and experience in preparing reports and other administrative and technical documents;</li> <li>▪ Good communication, presentation and facilitation skills; Fluent in English;</li> <li>▪ Able to work under stressful conditions with no objection to working overtime and undertaking field missions;</li> <li>▪ 10) Knowledge of the local context will be an asset.</li> </ul>

<ul style="list-style-type: none"> <li>▪ implementation;</li> <li>▪ Ensures the capturing and integration of lessons learnt and experience drawn in the implementation of project activities;</li> <li>▪ Ensures coordination and exchange of experiences between the project and other related interventions and activities;</li> <li>▪ She is an authorized account-holder for the accounts.</li> </ul>	
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### 3. International Contracting and Financial Coordinator

The International Contracting and Financial experts was selected by BTC and presented to the MoES. He will be a member of the PMT and PMU.

Roles and responsibilities	Minimum qualification profile
<p><b>Financial management of the program</b></p> <ul style="list-style-type: none"> <li>▪ Assist in budget preparation and financial planning</li> <li>▪ Validate annual budgets</li> <li>▪ Supervise accounting of main account and operational account</li> <li>▪ Control and approve the accounting of the implementing unit</li> <li>▪ Control and validate the financial reports of the implementing unit</li> <li>▪ Take final responsibility for timely production of FIT statements; and provide guidance and supervision to the accountant who produces the FIT statements.</li> <li>▪ Validate consolidated financial reports</li> <li>▪ Monitor budget execution</li> <li>▪ Control and validate cash requests from implementing units and prepare cash requests to fund main Account</li> <li>▪ Manage audits and draft actions plans</li> <li>▪ Execute payments or provide no-objection approval for payments</li> <li>▪ Provide no-objection approval for commitments</li> <li>▪ Draft implementation agreements</li> </ul> <p><b>Procurement management</b></p> <ul style="list-style-type: none"> <li>▪ Draft the procurement plan</li> <li>▪ Supervise the procurement process and raise its efficiency</li> <li>▪ Ensure compliance with the Belgian and Ugandan procurement rules</li> <li>▪ Supervise the management of the vehicles, infrastructure and materials</li> <li>▪ Ensure management and contracts follow-up</li> </ul> <p><b>HR management</b></p> <ul style="list-style-type: none"> <li>▪ Ensure administrative management of the local personnel with the help of the administrative and accounting officer (contracts, payroll, days-off)</li> <li>▪ Help the project manager and co-manager with the recruitment process of local staff</li> </ul> <p><b>Technical assistance</b></p> <ul style="list-style-type: none"> <li>▪ Provide advice to the MoES and schools in order to improve their financial management and procurement</li> <li>▪ Provide assistance in the development of new procedures and tools</li> </ul>	<ul style="list-style-type: none"> <li>▪ University degree in administration and accounting;</li> <li>▪ Minimum 8 years' experience in accounting and project administration;</li> <li>▪ Experience with working for an international organization or NGO;</li> <li>▪ Very good hands-on knowledge of Excel and Word are essential. Other programs (Database, accounting programs) a strong advantage;</li> <li>▪ Proficient in English;</li> <li>▪ Mature, good communicator and team player;</li> <li>▪ Able to work under stressful conditions and with no objections to working overtime and undertaking field missions</li> <li>▪ Knowledge in Total Quality Management will be considered an advantage.</li> </ul>

- Provide assistance in the development of the project implementation manual.

#### 4. National Technical Advisor on Skills Development

She is on a full-time basis under direct supervision of the Technical Advisor and international project co-manager. She is responsible for giving support to the project manager and the Technical Advisor ITA during the implementation of the SSU Project. (Please note that to avoid confusion this function is further referred to as National Technical Advisor)

Roles and responsibilities	Qualification profile
<p>She does:</p> <p><b>Result Area 1 (50%) Contribute to the System Engineering of a PPP Strategy for BTVET</b></p> <ul style="list-style-type: none"> <li>▪ Preparation of manuals and guidelines on PPP in BTVET</li> <li>▪ Provide expertise to Sector Skills Councils</li> <li>▪ Coordinate working groups</li> <li>▪ Liaise with wide range of public and private stakeholders</li> <li>▪ Develop a capacity building strategy for the national and local (decentralized) partners of the Skilling Uganda -interventions, and supervise Capacity Building (CB) activities</li> </ul> <p><b>Result Area 2 (20%) Monitoring and Evaluation</b></p> <ul style="list-style-type: none"> <li>▪ Contribute to benchmarking and data-gathering methodology for project monitoring</li> <li>▪ Contribute to and exercise quality control of M&amp;E reports</li> <li>▪ Provide guidance and instruments and facilitate M&amp;E</li> </ul> <p><b>Result Area 3 (30%) Operational Planning &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>▪ Lead the compilation of quarterly progress and activity reports, and submit them for approval to the project manager and co-manager</li> <li>▪ Contribute to the compilation of the project final report at the end of the project</li> <li>▪ Liaise with the regional project offices (Fort Portal, Moroto, Arua)</li> <li>▪ Ensure when necessary the follow-up of administrative files in support of the project managers and under supervision of the International financial and administrative officer.</li> </ul>	<p><b>Qualification profile</b></p> <ul style="list-style-type: none"> <li>▪ A masters' Degree in Social science, Education, Economics or Business Administration;</li> <li>▪ Minimum of 7 years professional experience in development work;</li> <li>▪ Min of 4 years' experience in working for a bilateral or multilateral agency.</li> <li>▪ Relevant experience in the TVET sector, expert in PPP,</li> <li>▪ Relevant experience in institutional change management and capacity building</li> <li>▪ Relevant experience in M&amp;E and/or reporting</li> <li>▪ Profound knowledge of and experience in project management</li> <li>▪ Soft skills such as to work in a team, to work autonomously</li> </ul>

#### 5. National Infrastructure Expert

National Infrastructure Expert (NEI). He is recruited to operate within the project team. He/she will work under the direct supervision of the International Sector Expert Infrastructure and the PMT. The NEI will be working closely with the counterpart of the MoES, in particular with the CMU and the PDU.

Roles and responsibilities	Qualification profile
He is responsible for;	<ul style="list-style-type: none"> <li>▪ Master's degree in civil or</li> </ul>

<ul style="list-style-type: none"> <li>▪ Overall planning of the project activities related to construction, rehabilitation, equipping and furnishing of the training institutions that are part of the TFF;</li> <li>▪ Organising, coordinating and supervising the implementation of all project activities related to the first task, including follow up of procurement process;</li> <li>▪ Controlling of quality, time and costs of all project activities related to the infrastructure component of the project;</li> <li>▪ Organising and coordinating MoES inputs in the project, especially with CMU and PDU, but also with BTVET, Reform Task Force and beneficiary training institutions;</li> <li>▪ Ensuring timely participation, involvement and decision making by the various stakeholders;</li> <li>▪ Organising the infrastructure activities, including capacity development and awareness raising, in coordination with the other project activities and with a special focus on involving the training institutions in the preparation and execution of works;</li> <li>▪ Supervising engineers and consultants during the preparation and tendering of contracts for procurement of works, goods and services related to the infrastructure;</li> <li>▪ Conducting regular site inspections during rehabilitation/ construction works;</li> <li>▪ Organising the partial and final handover of both works and equipment, including furniture supply;</li> <li>▪ Monitoring consultants, contractors and suppliers during all phases of the construction and supply process, including programme, design, tendering, execution and maintenance;</li> <li>- Reviewing and recommending for approval all certificates related to the infrastructure component of the project, for services, supplies and works;</li> <li>- Introducing 'State of the Art' environment protection, energy efficiency and gender sensitive principles into MOES guidelines and strategies;</li> <li>- Contributing to the financial and activity reporting of the PMT;</li> <li>- Keeping complete administration (both hard and soft copies) of all project activities related to the infrastructure component of the project, including correspondence, approved documents, finance, reports, procurement, etcetera).</li> </ul>	<ul style="list-style-type: none"> <li>architectural engineering;</li> <li>▪ At least 7 years' experience in construction;</li> <li>▪ Proven experience in school building projects;</li> <li>▪ Proven experience in working with public tendering procedures;</li> <li>▪ Independent professional and capable to work with limited supervision;</li> <li>▪ Mature, good communicator and team-player;</li> <li>▪ Fluent in English;</li> <li>▪ Able to work under stressful conditions and with no objection to working overtime and undertaking field missions.</li> </ul>
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## 6. Finance Officer

The Administrative and Financial Officer is responsible for responsible for a variety of administrative and finance-related tasks including the ones listed below. The officer works under direct supervision of the International Contracting and Financial Coordinator in relation to administering and reporting on all types of expenses.

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
Responsible for a variety of Administrative and finance-related tasks including the ones listed below; <ul style="list-style-type: none"> <li>▪ Banking, cheque and cash management</li> </ul>	<ul style="list-style-type: none"> <li>▪ University degree in Administration and accounting;</li> <li>▪ Minimum 5 years' experience in</li> </ul>



- Prepare, register and keep cheques
- Prepare staff payrolls for bank transfers at the end of each month.
- Ensures all invoices from external parties (contractors, suppliers,...) are paid in time, by bank
- Transfer, cheque or cash and arrange those documents by date. It will be her/his task to prepare bank
- Transfers and cheque documents, and also to manage pipeline payment to external parties.
- Attend to, and record, all bank transactions, maintain bank accounts, ensure monthly bank statements and account overviews
- Take final responsibility for the cash management, and supervise the person allocated the role of petty cash management: this includes regular daily cash counts, verification of balance of cashbook and cash-on-hand, assisting the cashier in solving imbalances, establishing and signing of cash count statements.
- Ensure liquidation of any internal advances and update advances outstanding by the end of each month and report accordingly to the Finance officer.
- Be responsible for sound cash planning & cash withdrawals, in order to avoid cash shortages or large amounts of cash left in the safe (security issue).
- Updates fixed asset register, and follows up consultancies, contractor contracts and the stationary stock.

**Financial activity reporting**

- Record all project expenses properly in FIT, following the set guidelines and within the required deadline being at the latest the 15th of the following month.
- Produce FIT statements for checking and control by the PMU management; make all necessary corrections; and make all necessary preparations for the monthly closing of the accounting.
- Supervise daily entry of expenses in the cashbook by the cashier.
- Supervise and ensure the smooth sub-accounting of schools – including verification of financial reports, expenses and supporting documents.
- Produce FIT statements for control by the International and Contracting Coordinator, make all necessary corrections and make all preparations for the monthly closing of the accounting.
- Supervise daily entry of expenses in the cashbook by the cashier.
- Check and control to ensure quality and completeness of justification and supporting accounting documents of all expenses following the set guidelines.
- Ensure accounting coding and budgeting lines are correct: this includes verification of financial reports, expenses and supporting documents.
- Keep track of accounting data by putting reference as GT and AT on the specific documents on a monthly basis.

accounting and project administration;

- Experience of working for an international organization or NGO;
- Very good hands-on knowledge of Excel and Word are essential. Other programs (Database, accounting programs) will be considered a strong advantage;
- Proficient in English;
- Mature, good communicator and team player;
- Able to work under stressful conditions and with no objections to overtime working and undertaking

<ul style="list-style-type: none"> <li>▪ Ensure monthly balance of FIT/Cashbooks/Cashboxes and bank statements are the same, and take responsibility for completion and approval of reconciliation statements if any.</li> <li>▪ Be responsible for the transparent and consistent filing of all accounting, banking and cash management documents (that are arranged by the cashier).</li> <li>▪ Ensure that copies of all supporting Bank documents are taken, and check cash document copying by cashier, before these documents are sent to LAF on a monthly basis.</li> </ul> <p><b>Financial Administration</b></p> <ul style="list-style-type: none"> <li>▪ Check to ensure correct application of allowances by verifying the calculations of cashier.</li> <li>▪ Assist PCT with a variety of tasks: e.g. cost calculations, filing finance-related documents, monthly and weekly financial planning, managing pipeline payments...etc.</li> </ul> <p><b>Budgeting and financial planning</b></p> <ul style="list-style-type: none"> <li>▪ Provides all necessary accounting data and information to the Managers and International and Contracting Coordinator, for him/her to be able to follow up on budget and planning.</li> <li>▪ Assist the International and Contracting Coordinator in the elaboration of reports, budgets and plans.</li> </ul>	
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7. Project Management Assistant

The Project Management Assistant is responsible for Assisting in daily programme management, file keeping, archiving, internal and external communication, etc. The Project management assistant will work under the supervision of the project management.

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<p><b>She is responsible for:</b></p> <ul style="list-style-type: none"> <li>▪ Ensure well-functioning and effective administrative, secretarial and office support to the project office.</li> <li>▪ Ensure systematic documentation, records keeping and/or filing system.</li> <li>▪ Timely and credible replenishment of requests for office imprest and its accountability.</li> <li>▪ Handling all communications and proper liaison between the offices and other relevant authorities.</li> <li>▪ Participation in preparation of quarterly project progress reports, work plans and project activities (upon request).</li> <li>▪ Keep inventory of all assets and equipment of the project and provide logistics support to the project staff, and follow up on the overall maintenance of offices, assets and equipment.</li> <li>▪ Keep small petty cash for the office.</li> <li>▪ Facilitating editing and translation of programme documents;</li> <li>▪ Make necessary arrangements for missions and consultants (hotel, transport, reservation, meetings etc.</li> <li>▪ Assisting with travel arrangements</li> <li>▪ Perform duties as requested by the project coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Degree in Social Sciences, Arts, Business Administration or a related discipline.</li> <li>▪ Proven practical experience of at least 3 years in a reputable organization or institution.</li> <li>▪ Post Graduate Qualifications in Public Administration, Procurement, Office management and Social Administration is considered an advantage.</li> <li>▪ Excellent writing and presentation skills</li> <li>▪ Excellent communication skills: both professional and interpersonal skills</li> <li>▪ Excellent computer skills, especially MS office programmes (Microsoft Word, Excel, Power Point)</li> <li>▪ Proven knowledge and experience in daily admin &amp; office management (Filing, registration, scanning, etc. skills)</li> </ul>

8. Driver

Roles and responsibilities	Qualification profile
<ul style="list-style-type: none"> <li>▪ Drive persons and/or equipment for projects of BTC Uganda at the duty Accompany station (Kampala, Fort Portal or Arua) the staff on missions outside duty station.</li> <li>▪ Deliver and pick up mail/correspondence for the project and perform other administrative and logistical tasks as requested</li> <li>▪ Keep the official vehicle papers and logbook up to date</li> <li>▪ Drive the assigned vehicle in accordance with Ugandan regulation and with respect for the safety of vehicle users and the public in general.</li> <li>▪ Keep the vehicle in a good and clean condition and well maintained</li> <li>▪ Report immediately to the project officer any damage caused to the vehicle by any means.</li> <li>▪ Ensure that the vehicle is not used for unauthorized purposes</li> <li>▪ Vehicle maintenance records and ensure report immediately to the project administrator any required repairs or maintenance.</li> <li>▪ Ensure that all licenses, taxes and insurances are paid and up to date prior to entering the vehicle</li> <li>▪ Drive safely and ensure safety of your passengers at all times</li> </ul>	<ul style="list-style-type: none"> <li>▪ In possession of valid driving license (B)</li> <li>▪ Minimum 5 years of experience as driver for a reputable organization</li> <li>▪ Be punctual and on time</li> <li>▪ Fluent in English</li> <li>▪ Certificate of defensive driving, first aid courses, basic mechanics... are an additional asset.</li> </ul>

9. (International) Skills Development Experts (Karamoja, Rwenzori-Albertine, Northern Uganda)

Roles and responsibilities	Qualification profile
<ul style="list-style-type: none"> <li>• Is responsible for the Implementation of all activities under Result area 2 and/or 3</li> <li>• provide technical inputs and feedback in achieving Result Area 2 (design of the pSDF)</li> <li>• coach and support the 5 selected institutions to carry out a needs assessment and development plan</li> <li>• Collaborate with BMO's and private sector companies to form a regional platform and articulate PPprojects.</li> <li>• Provide expert guidance and advice to the leadership and governance of the institutions , and to the</li> <li>• MOES, regarding strategic aspects of the operational and educational sides of the institution including in relation to management, governance, maintenance and physical infrastructure and education and training</li> <li>• Provide advice and guidance to the institution and to the MOES in relation to the selection of</li> <li>• priority fields of study in relation to the labor market</li> <li>• Ensure the performant functioning of the pSDF (dev of ToR, supporting the selection and grant Committee, provide quality assurance).</li> </ul>	<ul style="list-style-type: none"> <li>• A Master's degree or equivalent in technical fields, social Sciences/ management/ education</li> <li>• At least 7 years of proven successful experience in the field of strategic / organizational management in BTJET</li> <li>• Relevant experience in strategic planning of the education and training in BTJET institutions</li> <li>• Fluent in English</li> <li>• Able to work under stressful conditions and having no objection to working overtime</li> <li>• At least 5 years of experience in working with the private sector in BTJET.</li> <li>• Experience in (supporting) setting up and managing Training Funds.</li> </ul>

<ul style="list-style-type: none"> <li>• Coordinate with relevant stakeholders (private sector companies) and donors to join the pSDF.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• The project field manager shall assist the PMT in the preparation of periodic progress reports and Financial reports. In particular s/he shall assist the PM in preparing:</li> <li>• Consolidated and coordinated quarterly and annual progress reports including recommendations;</li> <li>• Financial reports in accordance with the requirements of BTC;</li> <li>• A Final report summarizing the results of the Project including lessons learnt, conclusions and recommendation on how the achievements of the Project can be sustained;</li> <li>• Any other reports as requested by the MOES, PSC or BTC.</li> </ul>	
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10. International Infrastructure expert (Regenerative Practitioner)

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>• Oversee the infrastructure project activities in close cooperation with the PMT and MOES;</li> <li>• Assist in the identification of key stakeholders for the project;</li> <li>• Maintain close relationships with the MOES and other relevant Ugandan agencies, Ministries and the donor community;</li> <li>• Supervise and guide the contracting of international and local technical consultancy services in close collaboration with the PMT and MOES;</li> <li>• Supervise and guide the contracting of capacity building organizations and other training providers in close collaboration with the PMU;</li> <li>• Provide technical guidance on project methodology and strategy;</li> <li>• Assist the PMT and MOES in the writing of the terms of reference and all related technical specifications required for the execution of the project activities in the area of infrastructure provision and equipment;</li> <li>• Provide an input in terms of innovative approaches and technologies related to capacity-building, awareness-raising and alternative design and construction of infrastructure facilities and their evaluation;</li> <li>• organize activities to evaluate and capitalize on the lessons learned both for MOES and BTC;</li> <li>• Set up the methodology, the tools, and the assignment of responsibility for the technical site</li> <li>• supervision of the rehabilitation and extension works;</li> <li>• Supervise engineers and consultants during the preparation and tendering of contracts for</li> <li>• procurement of works, goods and services;</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in civil or architectural engineering;</li> <li>• Degree in civil or architectural engineering;</li> <li>• At least 10 years' experience in construction and at least 5 years' experience in development cooperation projects (emphasis on public procurement); TFF Skilling Uganda (UGA 14 027 11 ) Final Version 138</li> <li>• Proven experience in school buildings and capacity building activities is an asset;</li> <li>• Proven knowledge in sustainable projects using energy efficiency principles, alternative technologies and renewable energy production is an asset;</li> <li>• Fluent in English;</li> <li>• Mature, good communicator and team-player;</li> <li>• Able to work under stressful conditions with no objection to working overtime and undertaking field missions;</li> <li>• Knowledge of the local context will be an asset.</li> </ul>

<ul style="list-style-type: none"> <li>• Provide support to the PCT in the management of the project;</li> <li>• Prepare in collaboration with PMT the Project progress reports;</li> <li>• Coordinate with the PM the preparation of project work plans in cooperation with the PMT;</li> <li>• Organize, coordinate and supervise the implementation of project activities in accordance with the</li> <li>• approved project work plans;</li> <li>• Assist the PM and co-PM in their role of supervising the preparation of regular financial reports for the Belgian contribution;</li> <li>• Coordinate and facilitate the financial audit for the Belgian contribution;</li> <li>• Contribute to the compilation of the project final report at the end of the project;</li> <li>• Coordinate and network with other national and international partners.</li> </ul> <p><b>Reporting</b> He/she shall assist the PMT in the preparation of periodic progress reports and financial reports. In particular s/he shall assist the PM in preparing:</p> <ul style="list-style-type: none"> <li>• Consolidated and coordinated quarterly and annual progress reports including recommendations;</li> <li>• Financial reports in accordance with the requirements of BTC and the MoES;</li> <li>• A Final report summarizing the results of the Project including lessons learnt, and providing conclusions and recommendation on how the achievements of the Project can be sustained;</li> <li>• Any other reports as requested by the MoES, PSC or BTC.</li> </ul>	
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11. National Field Manager

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<p>He/she will be responsible for:</p> <ul style="list-style-type: none"> <li>• Oversee planning and implementing activities for the roll out of the support to the regional BTJET stakeholders and their private sector stakeholders;</li> <li>• Contribute to the quality assurance and technical guidance of the pilot Skills Development Fund in the Western districts;</li> <li>• Coaching and supporting the 4 project field coordinators in their tasks;</li> <li>• Implement additional technical activities assigned to him/her according to the joint team planning;</li> <li>• Ensure when necessary the follow- up of administrative files in support of the project managers and under supervision of the International</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree or equivalent in technical fields, social sciences/ business management/ education ;</li> <li>• At least 6 years of proven, relevant experience in strategic planning and organisational change management of private sector organisations and/or training institutions;</li> <li>• Profound knowledge of and experience in project management;</li> <li>• Relevant experience in facilitating the cooperation between BTJET institutions and private sector stakeholders would be an</li> </ul>

financial and administrative officer, based in Kampala;

**Coaching and supporting 30%**

- Coaching and supporting the 5 selected BTVET institutions in the Albertine region in setting up and implementing their strategic business development plans;
- Support the skills development in the Western Uganda by providing support to a) the demand side (industry) in identifying the current and future skills requirements of the construction, mechanical, and hotel and tourism sectors, and to b) the supply side (5 selected BTVET institutions) to be able to professionally respond with technical and entrepreneurial training required by the industry;
- Coaching and supporting the regional business membership organizations (BMO's) in identifying the skills gaps within their members; this should include mater-crafts persons, apprentices, and company interns;
- Support the design and implementation of skills development by focussing on
  - upgrading instructors of the selected BTVET institutions technically and pedagogically (in service training);
  - developing work-based learning (WBL) schemes as well as its modalities and build the capacities of both employers and training institutions in its implementation;
  - setting up the "Production Unit" approach in the through capacity building and coaching;
  - developing and implementing IT management systems for selected the 5 BTVET institutions;
  - introducing certification for short term courses (such as the workers' PAS in the training and assessment offer of UGAPRIVI and its partners) in the Albertine and Rwenzori region;

**Reporting/knowledge sharing 30%**

- Support the setting up of a BTVET knowledge sharing platform for BTVET stakeholders & BMO's at regional level;
- Oversee the monitoring of progress towards business plans of the selected BTVET partners (including tracer studies and supervision), as well as the implementation of the training and other investments financed by the pSDF together with the

advantage;

- Experience working with/in the private sector would be an advantage.
- Experience working for a bilateral or multilateral agency would be an advantage.
- Fluent in English, with excellent reporting skills;
- Soft skills such as to work in a team, to work autonomously, etc.
- ICT skills in word, excel, power point and internet;
- Able to work under stressful conditions and having no objection to working overtime.

<p>field coordinators in each district;</p> <ul style="list-style-type: none"> <li>• Compile (monthly and) quarterly progress and activity reports, and share with the Project Management Team (PMT) and the international field manager;</li> <li>• Contribute to the compilation of the project final report at the end of the project</li> </ul>	
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## 12. National Field Coordinators

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<p><b>BTVET advisor (30%)</b></p> <ul style="list-style-type: none"> <li>• Organise and support the assigned partner colleges and affiliated business membership organisations (BMO's), in a comprehensive programme of training and coaching in practical skills delivery of teaching and learning covering all teaching and training staff (including for Industry);</li> <li>• Provide the specialist knowledge, expertise and experience of modern BTVET, necessary to bring about a paradigm shift to cooperate with private sector and demand-driven BTVET provision;</li> <li>• Assist in the design, preparation, adaptation and refinement of teaching support materials for teaching staff;</li> <li>• Introduce throughout the college the "course manual preparation" approach into the BTVET institution;</li> <li>• Assist BMO's &amp; BTVET institutions in roll out of training programmes financed through the pSDF;</li> <li>• Support and monitor all work-based learning (WBL) interventions supported by the project in the designated region.</li> </ul> <p><b>Coaching (30%)</b></p> <ul style="list-style-type: none"> <li>• Organise, coordinate and supervise the implementation of project activities in accordance with the approved business and strategic development plans of the respective institutions and the approved project work plans;</li> <li>• Organise regular workshops with college staff &amp; private sector partners to review progress, deliver further information and guidance, and troubleshoot any problems or difficulties being experienced;</li> <li>• Support the college in liaising with the private sectors, in particular on joint BTVET governance,</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma level, in a technical field (preferably in either in the following civil engineering, mechanical engineering, or hotel and tourism sectors);</li> <li>• At least 5 years of proven successful BTVET experience;</li> <li>• At least 3 years' experience in a private company;</li> <li>• ICT skills in word, excel, power point and internet;</li> <li>• Proven expertise in the practical side BTVET delivery, using partnerships with private sector;</li> <li>• Mature, good communicator and facilitator;</li> <li>• Fluent in English;</li> <li>• Able to work under stressful conditions and having no objection to working overtime;</li> <li>• Motorcycle driving license.</li> </ul>

<p>WBL programmes and student career guidance;</p> <ul style="list-style-type: none"> <li>Actively promote the pilot Skills Development Fund (pSDF) in the district and support the BMO's &amp; BTVET institutions in defining their labour market training needs and help them to prepare training requests for financing to the pSDF;</li> </ul> <p><b>Monitoring, reporting and knowledge sharing (30%)</b></p> <ul style="list-style-type: none"> <li>Support monitoring of progress towards business plans of the selected BTVET partners (including tracer studies and supervision);</li> <li>Monitor the implementation of the training and other investments financed by the pSDF in his/her regions and provide recommendations to the pSDF management;</li> <li>Advise the Project Management Team (PMT) on successes and challenges and contribute to a BTVET knowledge sharing platform for BTVET stakeholders;</li> <li>Contribute to (monthly and) quarterly progress and activity reports, as agreed with the PMT and the international field manager;</li> </ul> <p><b>Other (10%)</b></p> <ul style="list-style-type: none"> <li>Any other tasks of a similar nature, that may be prescribed from time to time, necessary to achieve improvement in teaching and learning and the objectives of the intervention</li> </ul>	
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13. National Gender & Vulnerable Youth Expert / M&E Expert

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<p><b>Gender and Social Targeting 40%</b></p> <ul style="list-style-type: none"> <li>Set up the framework for gender and social targeting for the relevant project's components;</li> <li>Lead the gender mainstreaming approach and gender audit of the project;</li> <li>Contribute to the development of gender and vulnerable youth eligibility and selection criteria in the framework of the pilot Skills Development Fund (pSDF) to a) facilitate active promotion of specific groups of concern through dedicated target windows of the pSDF and b) monitor impact on specific groups of concern;</li> <li>Ensure gender and social sensitive labour market information gathering;</li> </ul> <p><b>Advocacy and networking 30%</b></p> <ul style="list-style-type: none"> <li>Lead the promotion campaign to increase the participation of specific disadvantaged groups to Business Technical Vocational Education and Training (BTVET), addressing vulnerable youth, specific groups such as refugees as well as gender disparities;</li> </ul>	<ul style="list-style-type: none"> <li>A Master's degree or equivalent in gender studies/ social sciences/ business management/ education ;</li> <li>At least 4 years of proven, relevant experience in gender mainstreaming and/or social targeting</li> <li>At least 4 years of proven, relevant experience in Monitoring and Evaluation</li> <li>Relevant experience in facilitating the cooperation between BTVET institutions and private sector stakeholders would be an advantage;</li> <li>Experience working with/in the private sector would be an advantage.</li> <li>Experience working for a bilateral</li> </ul>



<ul style="list-style-type: none"> <li>• Liaise with relevant M&amp;E, gender and social working groups and other relevant coordination structures;</li> <li>• Actively coordinate and seek synergies with other programmes targeting gender and disadvantaged youth;</li> <li>• Contribute to the mainstreaming of other cross cutting issues of the project, including disability, environment, and HIV-AIDS mainstreaming</li> </ul> <p><b>M&amp;E/knowledge sharing 30%</b></p> <ul style="list-style-type: none"> <li>• Contribute to the set-up of the project's monitoring framework following BTC's MORE results guidelines in collaboration with the relevant governmental departments and private sector stakeholders,</li> <li>• Support gender sensitive and social disaggregated monitoring of project, including tracer studies of pSDF other project beneficiaries;</li> <li>• Ensure monitoring of the project's M&amp;E matrix, including mainstreaming and disaggregation of data on gender and social background in regular project progress and activity reporting;</li> <li>• Compile lessons learned on promotion of gender and social targeting from project supported activities;</li> <li>• Support the setting up of a knowledge sharing platform for gender sensitive and social targeting in BTJET provision at both regional and central level;</li> </ul>	<p>or multilateral agency would be an advantage.</p> <ul style="list-style-type: none"> <li>• Fluent in English, with excellent reporting skills;</li> <li>• Soft skills such as to work in a team, to work autonomously, etc.</li> <li>• ICT skills in word, excel, power point and internet;</li> <li>• Able to work under stressful conditions and having no objection to working overtime;</li> </ul>
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#### 14. SDF Manager

The Skills Development Fund (SDF) Manager shall work closely with the Project Co-coordinator as well as with the International Technical Advisors, as follows:

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<p><b>Fund Management 60%</b></p> <ul style="list-style-type: none"> <li>• Set up the framework, lead the planning and the development of guiding principles for the Skills Development Fund for all baskets inclusive Albertine-Rwenzori, Northern Uganda and Karamoja;</li> <li>• Lead development and ensure quality of SDF grant facility operational manual following BTC Grant Agreements regulations;</li> <li>• Oversee quality control of the implementation of activities in support to the Business Technical Vocational Education and Training (BTJET) &amp; private sector stakeholders through the functioning of the Skills Development Fund;</li> <li>• Ensure gender equity and social targeting of the SDF through active promotion of specific target windows of the SDF and monitoring of eligibility criteria;</li> <li>• Ensure when necessary the follow- up of administrative files of the SDF in support of the project managers and under supervision of the International financial and administrative officer and Grant Expert;</li> </ul> <p><b>Coaching and Promotion 40%</b></p>	<ul style="list-style-type: none"> <li>• A Master's Degree or equivalent in Technical fields; Social Sciences/ Business Management/ Education;</li> <li>• Minimum of 7 years of proven, professional experience;</li> <li>• Relevant experience in facilitating the cooperation between BTJET institutions and private sector stakeholders would be an advantage;</li> <li>• Proven experience in Grant Management;</li> <li>• Experience working for a bilateral or multilateral agency would be an advantage.</li> <li>• Fluent in English, with excellent reporting skills;</li> <li>• Soft skills such as to work in a team, to work autonomously, etc.;</li> <li>• ICT skills in word, excel, power point and internet;</li> </ul>

<ul style="list-style-type: none"> <li>• Lead the promotion of the competitive SDF as an agent for change and innovation in Skills Development in the context of Albertine-Rwenzori, Northern Uganda and Karamoja;</li> <li>• Coaching and supporting the (international) NGO's, private sector organization and the BTVET institutions in introducing quality proposals in in the framework of the fund, based on a sound identification of regional skills gaps;</li> <li>• Coordinate the positioning of the SDF in the overall BTVET support landscape, building on international experiences;</li> </ul>	<ul style="list-style-type: none"> <li>• Able to work under stressful conditions and having no objection to working overtime.</li> </ul>
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#### 15. Financial Controller

Roles and responsibilities	Qualification profile
<p>The Financial Controller is responsible for a variety of administrative and finance-related tasks. S/he works under direct supervision of the Finance and Contracting Coordinator of the project:</p> <ul style="list-style-type: none"> <li>▪ Ensure the proper budget control of commitments</li> <li>▪ Sign payments with a certain threshold</li> <li>▪ Check and follow up on contracts with Local Governments</li> <li>▪ Follow up on audit recommendations</li> <li>▪ Responsible for the administrative HR management</li> <li>▪ Ensure consolidation and reporting towards the partner</li> <li>▪ In charge of capacity building of finance team and partner staff</li> <li>▪ Follow up and improve the internal control system</li> <li>▪ Manage budget and cost analysis</li> <li>▪ Check accountability on a monthly basis</li> </ul> <p><b>Financial Management of SDF</b></p> <ul style="list-style-type: none"> <li>▪ Contribute to the design of financial management manual of SDF funding mechanism;</li> <li>▪ Lead on capacity building on financial SDF manual to Third parties;</li> <li>▪ Day-to-day follow up on financial management of SDF fund;</li> <li>▪ Ensure correct application of BTC procedures by Third party implementers within the SDF by verifying the application of BTC regulation, through: <ul style="list-style-type: none"> <li>▪ financial monitoring reports,</li> <li>▪ regular financial monitoring visits;</li> </ul> </li> </ul> <p><b>Budgeting and financial planning &amp; reporting</b></p> <ul style="list-style-type: none"> <li>▪ Prepare quarterly financial planning;</li> <li>▪ Provides all necessary accounting data and information to the Managers and International and Contracting Coordinator, for him/her to be able to follow up on budget and planning;</li> <li>▪ Assist the International and Contracting Coordinator in the elaboration of reports, budgets and plans.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Degree in accounting, finance and/or administration or related field</li> <li>▪ Certified Accountant with ACCA, CPA, CIMA or similar and a member of a professional body e.g. ICPAU</li> <li>▪ Knowledge of and experience with tax related matters in Uganda</li> <li>▪ A minimum of 7 years' experience in accounting, preferably in a similar position</li> <li>▪ Experience in project management</li> <li>▪ Experience with an international organization or NGO experience is an added advantage</li> <li>▪ Very good hands-on knowledge of excel and word is essential</li> <li>▪ Experience working with Local Government and Ministries is an added advantage</li> <li>▪ Good conceptual and analytical skills</li> <li>▪ Team management orientation</li> <li>▪ Concern for standards and attention to details</li> <li>▪ Able to work independently and under stressful conditions</li> <li>▪ Proactive work ethics and ability to take initiative</li> <li>▪ Able to lead and develop others</li> </ul>

## 16. Procurement & Logistic officer

The Procurement and Logistic Officer shall be selected by BTC and is responsible for several interventions for the tasks listed below (this list is not exhaustive). S/he works under direct supervision of the International Financial and Contracting coordinator (FCC) and is the supervisor of the drivers of the program based in Kampala.

Roles and responsibilities	Qualification profile
<ul style="list-style-type: none"> <li>▪ Prepare a procurement and purchase plan for the projects purchases quarterly;</li> <li>▪ Ensure timely participation, involvement and decision making by the various stakeholders;</li> <li>▪ Ensure that all furniture, equipment and services purchased are efficient and of good quality (value for money);</li> <li>▪ Establish and maintain a database with a price list for routine purchases and services (hotels, offices supplies, transport methods, charter flights, ...)</li> <li>▪ Advise responsible staff on specifications and templates with regard to procure and follow up logistic procedures.</li> <li>▪ Ensure all vehicles are registered on time;</li> <li>▪ Submit registration applications to the competent authorities in accordance with procedures in force;</li> <li>▪ Ensure that each vehicle has all documents required to circulate in accordance with the laws of the country (registration documents, appropriate number plate, etc.), renew such documents or authorizations if necessary;</li> <li>▪ Be responsible for returning documents such as number plates to the competent authorities if necessary;</li> <li>▪ Keep and update a registration follow-up log or records.</li> <li>▪ Control the vehicle documents, tracking system, fuel consumption, maintenance and repairs;</li> <li>▪ Arrange transport for all BTC staff, government officials and consultants only for work purposes.</li> <li>▪ Plan drivers and vehicles for national and international staff, government officials and other donors.</li> <li>▪ Establish an inventory of the Sector/Component/Projects and keep it up-to-date</li> <li>▪ Keep a register of all purchases (stock), investments (Inventory) and contracted services;</li> <li>▪ Establish all Administrative documents (Requests for prices, Evaluation Reports) related to the procurement and logistics of the sector/component/projects;</li> <li>▪ Ensure that all assets are insured on time</li> <li>▪ Contribute to Financial Activity reporting for the Sector/Component/Projects</li> <li>▪ Establish technical specifications in collaboration with the requesting departments or sector/component/projects;</li> <li>▪ Roll out Procurements at the program below 25,000 Euro;</li> <li>▪ Evaluate and maintain relationship with the main suppliers;</li> <li>▪ Propose quality control, respecting time and costs and any savings measures necessary;</li> <li>▪ Explore the market and establish contact with suppliers or potential suppliers;</li> <li>▪ Negotiate with the principal contracts;</li> <li>▪ Purchase investments, stationeries and services with</li> </ul>	<ul style="list-style-type: none"> <li>▪ University degree in Procurement and/or Logistic Management and/or related studies;</li> <li>▪ Any other Procurement relevant courses will be of an added advantage.</li> <li>▪ Minimum of Five (5) Years proven experience in working with tendering procedures and logistic issues;</li> <li>▪ At least Five years of professional experience in a similar type of job in an international cooperation, diplomatic or consular structure.</li> <li>▪ Proven experience in Ugandan and Belgian public procurement (purchasing of computers, consultancy services, office supplies, office furniture, cars, etc.);</li> <li>▪ Ability to write and identify material technical specifications;</li> <li>▪ Good knowledge of quality and safety standards;</li> <li>▪ Excellent language skills in English, both written and spoken;</li> <li>▪ Pro-active and integrity and a positive attitude;</li> <li>▪ Mature, good communication skills;</li> <li>▪ Good knowledge of software and database applications (MS Word, Excel and Access and Outlook) and learning ability for new innovative tools (shared servers, e-filing, ERP-system...);</li> <li>▪ Able to work under stressful conditions;</li> <li>▪ Flexibility to go on regular field missions.</li> </ul>

<p>respect the Ugandan Procurement procedures and the Belgian Procurement Procedures</p> <ul style="list-style-type: none"> <li>▪ Coordinate procurement planning and distribute tasks to the stakeholders;</li> <li>▪ Coordinate and provide follow-up/evaluation of procurement and logistic tasks;</li> <li>▪ Coordinate the movement of the BTC cars and motors and supervise his drivers</li> <li>▪ Align, motivate and sensitize stakeholders to implement and follow the procurement and logistic procedures</li> </ul>	
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#### 17. M&E Expert

Roles and responsibilities	Qualification profile
<p><b>Result Area 1 (40%) : Gender and Social Targeting</b></p> <ul style="list-style-type: none"> <li>▪ Set up the framework for gender and social targeting for the relevant project's components;</li> <li>▪ Lead the gender mainstreaming approach and gender audit of the project;</li> <li>▪ Contribute to the development of gender and vulnerable youth eligibility and selection criteria in the framework of the Skills Development Fund (SDF) to a) facilitate active promotion of specific groups of concern through dedicated target windows of the SDF and b) monitor impact on refugees and host communities in Northern Uganda;</li> <li>▪ Ensure gender and social sensitive labour market information gathering for refugees and host communities in Northern Uganda;</li> <li>▪ Liaise with relevant M&amp;E components of the EU Emergency Trust Fund, through Quarterly Coordination Mechanism, gender and social working groups and other relevant coordination structures;</li> <li>▪ Contribute to the mainstreaming of other cross cutting issues of the project, including disability, environment, and HIV-AIDS mainstreaming;</li> </ul> <p><b>Result Area 2 (60%) Monitoring and Reporting</b></p> <ul style="list-style-type: none"> <li>▪ Set-up of the project's monitoring framework following BTC's guidelines;</li> <li>▪ Support monitoring (including tracer studies) and supervision of the selected SDF partners &amp; activities;</li> <li>▪ Undertake regular monitoring visits to SDF third party implementers in Northern Uganda.</li> <li>▪ Compile regular SDF progress and activity reports and compile lessons learned from SDF supported</li> </ul>	<ul style="list-style-type: none"> <li>▪ A University degree or equivalent in Gender Studies, Social Sciences, Statistics</li> <li>▪ At least 5 years of proven, relevant experience in gender mainstreaming and/or social targeting</li> <li>▪ At least 5 years of proven, relevant experience in Monitoring and Evaluation</li> <li>▪ Relevant experience in facilitating the cooperation between BTVET institutions and private sector stakeholders would be an advantage;</li> <li>▪ Experience working with/in the private sector would be an advantage.</li> <li>▪ Experience working for a bilateral or multilateral agency would be an advantage.</li> <li>▪ Fluent in English, with excellent reporting skills;</li> <li>▪ Soft skills such as to work in a team, to work autonomously, etc.</li> <li>▪ Excellent ICT skills in word, excel, power point and internet;</li> <li>▪ Able to work under stressful conditions and having no objection to working overtime;</li> </ul>

<p>activities;</p> <ul style="list-style-type: none"> <li>▪ Support gender sensitive and social disaggregated monitoring of project, including tracer studies of SDF other project beneficiaries;</li> <li>▪ Ensure monitoring of the project's M&amp;E matrix, including mainstreaming and disaggregation of data on gender and social background in regular project progress and activity reporting;</li> <li>▪ Support the setting up of a knowledge sharing platform for gender sensitive and social targeting in BTVET provision at both regional and central level;</li> <li>▪ Contribute to the compilation of the overall project reporting.</li> </ul>	
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#### 18. National Architect

He/she is recruited to operate within the infrastructure team for the education project Skilling Uganda. He/she will work under the direct supervision of the International Technical Adviser for Infrastructure and the Project Management Team. The NAA will be working closely with the counterpart of the Construction Management Unit and the Procurement and Disposal Unit of MoES.

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<p>He/she is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Prepare sketches or drawings and specifications for project components related to solid waste management, maintenance of buildings, energy efficiency, etc.</li> <li>▪ Research and/or design furniture for colleges</li> <li>▪ Research alternative durable construction materials and design pilot projects</li> <li>▪ Support in follow up of the project activities related to construction, rehabilitation, equipping and furnishing of the training institutions that are part of the project;</li> <li>▪ Support in controlling of quality and cost of all activities related to the infrastructure component of the project;</li> <li>▪ Support in organising the infrastructure activities, including capacity development and awareness raising, with a special focus on involving the training institutions in the preparation and execution of works, including maintenance activities;</li> <li>▪ Joining regular site visits during rehabilitation/ construction works;</li> <li>▪ Support in introducing 'State of the Art' sustainable architecture and energy efficiency principles into</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in architecture;</li> <li>▪ At least 2 years' experience in design and follow-up of construction works;</li> <li>▪ Experience in designing for education is an asset;</li> <li>▪ Experience in designing with architecture offices abroad is an asset;</li> <li>▪ Experience in sustainable architecture and energy efficient designs is an asset;</li> <li>▪ Creative thinker and artist;</li> <li>▪ Experience in working with public tendering procedures;</li> <li>▪ Good communicator and team-player;</li> <li>▪ Fluent in English speaking and writing;</li> <li>▪ No objection to working overtime and undertaking field missions.</li> </ul>

<p>MoES guidelines and strategies;</p> <ul style="list-style-type: none"> <li>▪ Keeping complete administration (both hard and soft copies) of all project activities related to the infrastructure component of the project, including correspondence, approved documents, finance, reports, procurement, etcetera).</li> <li>▪ Contribute to the reporting and lay-out of project results and lessons learned</li> </ul>	
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19. International Junior Infrastructure

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<p><b>Result area n°1 Monitor 50%</b></p> <ul style="list-style-type: none"> <li>▪ To prepare and organize follow up of sustainable architecture interventions in the 4 TTE colleges already built and used to evaluate the efficiency of the intervention and draw lessons for the future.</li> <li>▪ Study documents and visit all 4 colleges already built</li> <li>▪ Prepare a questionnaire and checklist for the 4 colleges.</li> <li>▪ Analyze the interventions and make recommendations for improvements and the design of new interventions</li> <li>▪ Report the evaluation in a clear and useful document for internal and external use</li> </ul> <p><b>Result area n°2 Architect trainer 10%</b></p> <ul style="list-style-type: none"> <li>▪ Make users aware of the correct use of their built environment to create a comfortable study environment</li> <li>▪ Keep the facilities clean</li> <li>▪ Make users aware of the importance of saving energy and a clean environment</li> <li>▪ Change behavior of the users</li> <li>▪ Save energy and preserve the environment</li> <li>▪ Make 'users' instructions' for a correct use of all facilities and equipment</li> <li>▪ Prepare tools for communication of these instructions to the users</li> <li>▪ Make these tools (posters, leaflets, website instructions...)</li> </ul> <p><b>Result area n°3 Architect designer 20%</b></p> <ul style="list-style-type: none"> <li>▪ Based on previous analysis and evaluation work out and propose new interventions that can save energy and make the infrastructure more sustainable in order to evaluate and comment on designs for new colleges</li> <li>▪ Improve future interventions</li> <li>▪ Propose attractive architecture</li> <li>▪ Increase visibility of Belgian interventions</li> <li>▪ Study and comment on design work by external consultants</li> <li>▪ Join meetings with designers and prepare comments</li> <li>▪ Work out proposals for improvements (sketches, drawings, calculations,..)</li> </ul> <p><b>Result area n°4 Architect communicator 20%</b></p>	<ul style="list-style-type: none"> <li>▪ Bachelor or master's in architecture, or civil engineer architect or equivalent</li> <li>▪ Qualification or high interest in passive architecture, building physics, sustainable architecture</li> <li>▪ Climate adapted architecture, energy efficiency, building physics</li> <li>▪ Sustainable architecture</li> <li>▪ English essential</li> <li>▪ Positive attitude</li> <li>▪ Be flexible, open minded and hands on</li> <li>▪ Can take initiative and look for areas to bring added value himself/herself</li> </ul>

<ul style="list-style-type: none"> <li>▪ Prepare an international conference on sustainable architecture in Kampala in order to report about Belgian interventions to an international audience</li> <li>▪ Get feedback and comments from an international audience</li> <li>▪ Bring Ugandan architects and engineers in contact with international experts</li> <li>▪ Learn from other presented interventions on sustainable architecture</li> <li>▪ Contact international consultants to support and present at conference</li> <li>▪ Prepare Belgian presentations at the conference</li> <li>▪ Prepare the conference handouts</li> <li>▪ Work with conference secretariat to prepare invitations, participants list, hotel reservations, banners, room setup, etc.</li> </ul>	
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20. Skills development Field Manager (EU)

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<p><b>Result Area 1 (40%) Oversee planning and implementing activities for the roll out of the support to the regional BTVET stakeholders and their private sector stakeholders (40%)</b></p> <ul style="list-style-type: none"> <li>● Support the setting up of a BTVET knowledge sharing platform to ensure dialogue, exchange and collaboration between BTVET stakeholders &amp; BMO's in refugee settlements in Northern Uganda;</li> <li>● Contribute to the quality assurance and technical guidance of the pilot Skills Development Fund in the Northern Uganda;</li> <li>● Implement technical activities ensuring relevance and adaptation of BTVET to needs of refugee &amp; host communities, including labour market scanning and training needs assessments;</li> <li>● Ensure when necessary the follow-up of administrative files in support of the project managers and under supervision of the International financial and administrative officer, based in Kampala;</li> </ul> <p><b>Result Area 2 (30%) Coaching and Supporting</b></p> <ul style="list-style-type: none"> <li>● Coaching and supporting the BTVET institutions in the Northern Uganda in ensuing demand driven and flexible training offer, relevant for refugee and host communities;</li> <li>● Provide technical advice on modern demand driven skills development to humanitarian actors;</li> <li>● Support the skills development in the Northern Uganda by providing support to a) the demand side (industry) in identifying the current and future skills requirements of the construction, mechanical, and hotel and tourism sectors, and to b) the supply side to be able to professionally respond with technical and entrepreneurial training required by the industry;</li> <li>● Coaching and supporting the regional business membership organizations (BMO's) in identifying the</li> </ul>	<ul style="list-style-type: none"> <li>▪ A Master Degree in Social Sciences, Education and Business Administration;</li> <li>▪ A Minimum of 7 years of proven experience in Project Management, donor institutions, development co-operation agencies;</li> <li>▪ Experience in working with/in the private sector would be of an advantage;</li> <li>▪ Relevant experience in facilitating the co-operation between BTVET institutions and private sector stakeholders would be an advantage;</li> <li>▪ ICT skills in word, excel, power point and internet;</li> <li>▪ Proven experience in federating different stakeholders in BTVET sector</li> <li>▪ Mature, good communicator and facilitator;</li> <li>▪ Clear and concise writing skills and experience in preparing reports and other administrative and technical documents;</li> <li>▪ Able to work under stressful conditions and having no objection to working overtime;</li> <li>▪ Experience of working in refugee</li> </ul>

<p>skills gaps within their members; this should include mater-crafts persons, apprentices, and company interns;</p> <ul style="list-style-type: none"> <li>• Support the design and implementation of skills development by focusing on (amongst others) developing work-based learning (WBL) schemes or introducing certification for short term courses (such as the workers' PAS) in the Northern Uganda;</li> </ul> <p><b>Result Area 3 (30%) Reporting / Knowledge Sharing</b></p> <ul style="list-style-type: none"> <li>• Oversee the monitoring of progress towards business plans of the selected BTJET partners (including tracer studies and supervision), as well as the implementation of the training and other investments financed by the SDF together with the field coordinators in each district;</li> <li>• Compile (monthly and) quarterly progress and activity reports, and share with the Project Director and the Project Management Team (PMT); contribute to the compilation of the project final report at the end of the project.</li> </ul>	<p>context (will be an asset).</p> <ul style="list-style-type: none"> <li>▪ Motorcycle driving license.</li> </ul>
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21. Project Director

S/he will work under the direct supervision of the International Skills Development Expert and will be responsible for:

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<p><b>Tasks:</b></p> <p><b>Coordination and project management 40%</b></p> <ul style="list-style-type: none"> <li>▪ Oversee planning and implementation of activities for the roll out of the support to the EU Trust Fund project</li> <li>▪ Contribute to the quality assurance and technical guidance of the Skills Development activities in the Northern three districts;</li> <li>▪ Actively coordinate and seek synergies with other programmes targeting gender and disadvantaged youth in Northern Uganda;</li> <li>▪ Implement additional technical activities assigned to him/her according to the joint team planning;</li> <li>▪ Ensure the follow- up of administrative files in support of the supervisor(s)</li> </ul> <p><b>Coaching and supporting 30%</b></p> <ul style="list-style-type: none"> <li>▪ Support the overall implementation of the Skill Development component EU Emergency Trust Fund in Northern Uganda, by providing guidance on skills development and livelihood opportunities for refugee and host community</li> <li>▪ Support the setting up of a BTJET knowledge sharing platform for BTJET stakeholders (regional business membership organizations (BMO's), humanitarian livelihood coordination, district education partners and skills development coordination bodies)Coaching and supporting the selected Skill Development providers in the three Northern districts in design, adaptation and quality assurance of Skills Development training</li> </ul>	<ul style="list-style-type: none"> <li>▪ A Master's degree or equivalent in technical fields, social sciences/ business management &amp; administration/ education ;</li> <li>▪ At least 6 years of proven, relevant experience in strategic change management of private sector organisations and/or BTJET training institutions;</li> <li>▪ Profound knowledge of and experience in project management;</li> <li>▪ Relevant experience in facilitating the cooperation between BTJET institutions and private sector stakeholders would be an advantage;</li> <li>▪ Experience working with/in the private sector would be an advantage.</li> <li>▪ Experience working for a bilateral or multilateral agency would be an advantage.</li> <li>▪ Fluent in English, with excellent reporting skills;</li> <li>▪ Soft skills such as to work in a team, to work autonomously, etc.</li> <li>▪ ICT skills in word, excel, power point and internet;</li> <li>▪ Having no objection to undertake</li> </ul>



<ul style="list-style-type: none"> <li>▪ programmes for refugees and host communities</li> <li>▪ Lead on undertaking Skills Needs Assessments in North-West Uganda;</li> </ul> <p><b>Reporting/knowledge sharing 30%</b></p> <ul style="list-style-type: none"> <li>▪ Oversee the monitoring (including baseline) of progress towards plans of the selected BTVET partners, as well as the implementation of the training and other investments financed by the SDF together with the implementing agencies in each district;</li> <li>▪ Compile (monthly and) quarterly progress and activity reports as required</li> <li>▪ Facilitate/support the External monitoring and audits;</li> </ul>	<p>regular field missions &amp; working</p>
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## 22. Communication officer

He/she will work closely with the Project Director as well with the International Technical Advisor, as follows:

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<p><b>Coordination of communication and visibility activities 40%</b></p> <ul style="list-style-type: none"> <li>▪ Set up the communication and visibility framework &amp; manual following EU guidelines on visibility for the various EU Emergency Trust Fund project's components;</li> <li>▪ Be available as Single Point of Contact (SPOC) on Communication and Visibility for EU delegation and the 3 different implementing partners;</li> <li>▪ Coordinate and facilitate the communication exchange and meetings between the 3 implementing partners of EU Emergency Trust Fund through: <ul style="list-style-type: none"> <li>○ regular COMM meetings,</li> <li>○ regular monitoring visits to the 3 district areas;</li> </ul> </li> <li>▪ Contribute to the development, mainstreaming and quality assurance of communication and visibility material for various components of the EU Emergency Trust Fund;</li> </ul> <p><b>Advocacy and knowledge sharing 30%</b></p> <ul style="list-style-type: none"> <li>▪ Lead the promotion campaign on SD component of the EU Emergency Trust Fund, promoting the participation of specific disadvantaged groups in Business Technical Vocational Education and Training (BTVET);</li> <li>▪ Contribute to the mainstreaming of other cross cutting issues in the communication of the project, including disability, environment, and HIV-AIDS</li> <li>▪ Support knowledge sharing on communication in BTVET provision at both regional and central level targeting different social and gender groups;</li> </ul> <p><b>Reporting 30%</b></p> <ul style="list-style-type: none"> <li>▪ Compile best practices and lessons learned amongst 3 implementing partners of EU Emergency Trust Fund for dissemination purposes;</li> <li>▪ Collect, edit and publish dissemination material for 3 implementing partners of EU Emergency Trust Fund for dissemination purposes (e.g. for EU day);</li> <li>▪ Contribute to SDF progress and activity reports and</li> </ul>	<ul style="list-style-type: none"> <li>▪ A Master's degree or equivalent in communication/social sciences/business management &amp; administration/ education ;</li> <li>▪ At least 4 years of proven, relevant experience in communication</li> <li>▪ Experience working for civil society, bilateral or a multilateral agency would be an advantage.</li> <li>▪ Fluent in English, with excellent writing and reporting skills;</li> <li>▪ Soft skills such as to work in a team, to work autonomously, etc.</li> <li>▪ ICT skills in word, excel, power point, communication platforms;</li> <li>▪ Having no objection to undertake regular field missions &amp; working overtime.</li> </ul>

23. International Grant expert

The International Grants Expert will be recruited by BTC and presented to the MOES (Ministry of Education, Science, Technology and Sports). S/he will be one of the members of the PMT (project management team) and will work on half-time (50%) basis in coordination with the Support To Skilling Uganda (SSU) project coordinators and the Education Programme Manager.

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<p>The duties of the International Grant Expert include ensuring:</p> <ul style="list-style-type: none"> <li>• Compliance with the Grant Agreements concluded with the partners and effective management of Belgian public funds allocated under Program SSU;</li> <li>• Improvement of the partners' capacity in general management and enabling those who need it to become autonomous and absorb the support that Program SSU puts at their disposal;</li> <li>• The analysis and application of the contribution in resources under the Grant Agreements and of the funding requests approved by Program SSU.</li> </ul> <p><b>Result area 1: Assessor</b>                      In order to ensure compliance with the Grant Agreements concluded with the partners and the effective management of Belgian public funds allocated under Program SSU-EU.</p> <ul style="list-style-type: none"> <li>• Ensure that the partners' reporting deadlines are observed in accordance with the requirements of the Grant Agreements;</li> <li>• Conduct field visits to ensure compliance with the grant procedure as described in the grant agreements;</li> <li>• Carry out comprehensive controls of supporting technical and financial documents and draft a recommendation report for the partners;</li> <li>• Prepare and support the partners' external audits.</li> </ul> <p><b>Result area 2: Trainer</b>                      In order to improve the partners' capacity for general management and enable those who need it to become autonomous and absorb the support that Program SSU-EU puts at their disposal.</p> <ul style="list-style-type: none"> <li>• Prepare, ensure or supervise the implementation of the contributions of Program SSU to develop the partners' capacities in terms of general management;</li> <li>• Assess the partners' training needs;</li> <li>• Develop a strategy and training plan for the partners;</li> <li>• Carry out field missions to support the partners' management teams in sound management;</li> </ul>	<ul style="list-style-type: none"> <li>• University-level diploma in laws, procurement, administrative &amp; financial management, economics or a similar field.</li> <li>• Minimum 5y work experience in administrative management and/or in procurement and/or control,</li> <li>• Minimum 3y experience with an international organization, NGO, consultancy, donor working within the development sector;</li> <li>• Excellent knowledge of BTC Grant procedures;</li> <li>• Knowledge of the principles of Belgian and Ugandan procurement is a must (or at least to have to capacity to get quick into the local procurement legislation).</li> <li>• Be proficient in computer skills, in particular Excel and Word;</li> <li>• Have an excellent command of the English language;</li> <li>• Have capacity building skills for the analysis of the systems in place at our partners' and for monitoring of funds awarded;</li> <li>• Be capable of working in a team;</li> <li>• Be organized and independent;</li> <li>• Have very good communication and diplomacy skills;</li> <li>• Have very good writing skills (recommendation reports, mission reports, etc.)</li> <li>• Have very good analytical and problem-solving skills;</li> </ul>

<ul style="list-style-type: none"> <li>• Prepare instructions to support the partners in its technical and administrative management;</li> <li>• Organize training workshops, with or without the internal or external support of BTC and/or the Ministry.</li> </ul> <p><b>Result area 3: Administrative and Financial Manager</b> In order to analyse and apply the contribution under the Grant Agreements and the funding requests approved by Program SSU-EU:</p> <ul style="list-style-type: none"> <li>• Control and validate the technical and financial reports of the implementing unit;</li> <li>• Validate consolidated reports;</li> <li>• Monitor grant execution;</li> <li>• Control and validate requests from implementing units and prepare requests for instalments;</li> <li>• Manage audits and draft actions plans to mitigate risks;</li> <li>• Provide no-objection approval for commitments;</li> <li>• Propose and set up the necessary tools concerning the financing, management and control of funds made available to partners;</li> <li>• Participate in the execution of the Grant Agreements between the partners and Program SSU-EU, in accordance with the procedures in force;</li> <li>• Participate in programming in connection with the scheduling of disbursements for activities under his/her responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Have flexibility in work organization given the specific context of the program</li> </ul>
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#### 24. International Junior Assistant M&E&Learning Officer

Assist the SSU intervention in its communication on project activities and in developing a knowledge management on Skilling Uganda best practices.

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<p>The Junior Assistant will work together in 4 result areas:</p> <p><b>Result 1: 20%: on the level of the project, help the colleagues in the data-processing field and give formations in this field:</b></p> <ul style="list-style-type: none"> <li>▪ Make the data-processing tool better and improve work and to make it easier accessible</li> <li>▪ Identify the necessary formations</li> <li>▪ Give trainings</li> <li>▪ Help the colleagues with specific or systematic problems</li> <li>▪ Develop a training course</li> </ul> <p><b>Result 2: 30% Contribute to the monitoring and evaluation of the SSU project and more specifically of the implementation of SDF &amp; EU TF funded Component</b></p>	<ul style="list-style-type: none"> <li>• University Degree or higher qualification in Economics, Statistics, Social &amp; Human Sciences, gender studies or any other equivalent experience in monitoring, evaluation or learning approaches</li> <li>• Proven experience/back ground in data management, project/program monitoring &amp; evaluation</li> <li>• Knowledge of M&amp;E methodologies both quantitative and qualitative</li> <li>• Computer knowledge – Ms Office,</li> </ul>

<ul style="list-style-type: none"> <li>▪ Assist the PMT in monitoring, evaluation and document the progress based on the project Monitoring framework.</li> <li>▪ Contribute to the collection and updating of the project's monitoring framework following BTC's MORE results guidelines in collaboration with the relevant governmental departments and private sector stakeholders,</li> <li>▪ Ensure disaggregation of data collection on gender and social targeting for all project supported activities</li> <li>▪ Contribute to quantitative and qualitative monitoring of projects results including graduates surveys (through tracer studies) and employer satisfaction surveys.</li> </ul> <p><b>Result 3: 30% knowledge sharing on the Skills Development Fund (SDF) best practices</b></p> <ul style="list-style-type: none"> <li>▪ Support data gathering and analysis for action research</li> <li>▪ Assist the PMT in documenting lessons learned and good practices regarding intergration of private sector in skills development &amp; social targeting via skills development fund</li> <li>▪ Support activities towards the roll out of an 'action research' on the beneficiares of the Skills Development Fund in project areas</li> <li>▪ Participate and undertake field data gathering on refugees and host communities in Nothern Uganda but also including Western Uganda and the Karamoja region</li> <li>▪ Report compilation and dissemination</li> </ul> <p><b>Result 4: 20% contribute to the setup of the framework for gender and social targeting for the relevant project's components;</b></p> <ul style="list-style-type: none"> <li>▪ Mainstream Gender in project activities and support the gender mainstreaming approach and gender audit of the project;</li> <li>▪ Contribute to the development of gender and vulnerable youth eligibility and selection criteria in the framework of the Skills Development Fund (SDF) to a) facilitate active promotion of specific groups of concern through dedicated target windows of the pSDF and b) monitor impact on specific groups of concern;</li> <li>▪ Ensure gender and social sensitive labour market information gathering;</li> <li>▪ Support the setting up of a knowledge sharing platform for gender sensitive and social targeting in BTJET provision at both regional and central level.</li> </ul>	<p>Excel, statistical packages etc.</p> <ul style="list-style-type: none"> <li>• Good understanding of the practical complexities of implementing M&amp;E systems with a diversity of implementing partners. Skills in designing and implementing M&amp;E methods</li> <li>• ICT Skills, Reporting skills</li> <li>• Strong communication and interpersonal skills</li> <li>• Strong analytical skills:</li> <li>• Independent research skills, investigating relevant data and managing information</li> <li>• Adaptability: maintaining effectiveness by adapting to changing circumstances, tasks, responsibilities and people</li> <li>• Taking initiative and creativity: recognizing opportunities and acting on them; self-starter, coming up with original solutions for job-related problems, devising new methods of work and solution oriented.</li> </ul>
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25. (International Junior) Communication and Capitalization officer

Roles and responsibilities	Qualification profile
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>▪ Project's Single Point of Contact (SPOC) for internal and external communications and is to assist the PMT in documenting lessons learned and good practices from project acitivities</li> <li>▪ Share experiences, achievements, lessons learned, have sufficient PR and promotion of project activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Master Degree in Social and/or Human Sciences, Communication, Pedagogy or any other related fields</li> <li>▪ Background in Public Relations, Media and Communication (is considered an advantage)</li> <li>▪ International Relations with a special</li> </ul>

<ul style="list-style-type: none"> <li>▪ Manage SSU intervention PR vis-à-vis large group of stakeholders, including its line ministry, Private Sector, other development partners, etc</li> <li>▪ Support the production of PR materials and communication products</li> <li>▪ Manage the relationship with the outside media</li> <li>▪ Assist the pSDF officer with set up, roll out and follow up of the pSDF promotion campaign</li> <li>▪ Disseminate relevant SSU reports, capitalization reports and facilitating feedback session</li> <li>▪ Ensure integration is SSU cross cutting themes in all communication strategies and products (green skills, gender mainstreaming, HIV, Digitalization for Development, etc.</li> <li>▪ SSU communication strategy.</li> <li>▪ SSU communication and information products such as brochures, leaflets, PowerPoints, film clips and others</li> <li>▪ pSDF campaign products</li> <li>▪ SSU online communication products</li> </ul> <p><b>Capitalisation Officer</b></p> <ul style="list-style-type: none"> <li>▪ Development of a system or practical mechanisms for capitalisation of SU best practises and assist the PMT in documenting lessons learned and good practices on modern, relevant and demand driven skills development building further on 'Skilling Uganda' pilot projects of Western Uganda and other regions</li> <li>▪ Set up a capitalization and documentation system to document good practices and lessons learned from the pilot Skills Development Fund</li> <li>▪ Participate in capitalisation studies</li> <li>▪ Undertake field visits to BTVET providers &amp; partners involved in R3 and other project activities</li> <li>▪ Synthesise and develop stories and reports based on field visits</li> <li>▪ Capitalise on change processes undertaken within the various project activities, including a focus on integration of the SSU cross cutting issues</li> <li>▪ Compilation of show cases for further sharing or replication purposes</li> <li>▪ A well-functioning capitalisation and documentation system</li> <li>▪ A full archive of capitalisation reports on project achievements</li> </ul> <p><b>Capacity building</b></p> <ul style="list-style-type: none"> <li>▪ Fostering relations and capacity building of key stakeholder in communication around Skilling Uganda reform strategy</li> <li>▪ Assist RTF and other stakeholders in roll out of Skilling Uganda promotion campaign</li> <li>▪ Assist communication officer of RTF secretariat in developing and implementing SU promotion campaign</li> <li>▪ Support the RTF secretariat and other SU key actors in the development of communication products</li> <li>▪ Assist 5 BTVET providers in developing and implementing an appealing (to youth), gender sensitive, labour market relevant promotion campaign</li> <li>▪ Support the 5 BTVET providers and their key private sector partners in innovative communication on SD</li> <li>▪ SU communication strategy.</li> <li>▪ Skilling Uganda (SU) promotion materials</li> </ul>	<p>interest in Africa (is considered an advantage)</p> <ul style="list-style-type: none"> <li>▪ PR and media work</li> <li>▪ Computer knowledge – Ms Office, Graphic Designing, etc.</li> <li>▪ Multi-media knowledge using modern online forums (Facebook; Twitter, etc.)</li> <li>▪ Strong (written and oral) communication: expressing ideas and opinions clearly in properly structured manner that appeals to the reader, facilitator bringing various stakeholders together</li> <li>▪ Strong analytical skills: identifying problems; recognizing significant information; making connections between data; tracing possible causes of problems</li> <li>▪ Independent research skills, investigating relevant data and managing information</li> <li>▪ Taking initiative and creativity: Recognizing opportunities and acting on them; self starting, coming up with original solutions for job-related problems, devising new methods of work</li> <li>▪ Adaptability: maintaining effectiveness by adapting to changing circumstances, tasks, responsibilities and people</li> </ul>
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<ul style="list-style-type: none"> <li>▪ SU key stakeholders network (off or online: webtools)</li> <li>▪ communication products of the 5 BTVET providers</li> </ul>	
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## 26. National Junior Assistant in Communication and Capitalization

He will assist the SSU intervention in its communication on project activities and in developing a knowledge management on Skilling Uganda best practices.

Roles and responsibilities	Qualification profile
<p>The National Junior Assistant will work together with a Belgian Junior Assistant in 3 result areas:</p> <p><b>Result 1: 30% Support the project's Single Point of Contact (SPOC) for internal and external communications:</b></p> <ul style="list-style-type: none"> <li>▪ Assist in SSU intervention Public Relations (PR) vis-à-vis large group of stakeholders, including the Ministry of Education and Sports, the private sector, other development partners, etc.</li> <li>▪ Support the production of communication material</li> <li>▪ Assist in the media relations management of the SSU project.</li> <li>▪ Assist the Skills Development Fund (SDF) officer with the roll out and follow up of the SDF promotion campaign</li> <li>▪ Disseminate relevant project reports, capitalization reports and facilitate feedback session</li> <li>▪ Assist in the integration is SSU cross cutting themes in all communication strategies and products (green skills, gender mainstreaming, HIV, Digitalization for Development, etc.)</li> </ul> <p><b>Result 2: 40% Development of a system or practical mechanisms for capitalization of Skilling Uganda (SU) best practices:</b></p> <ul style="list-style-type: none"> <li>▪ Assist the project management team (PMT) in documenting lessons learned and good practices on modern, relevant and demand driven skills development building further on 'Skilling Uganda' pilot projects;</li> <li>▪ Assist in the set up &amp; management of a capitalisation and documentation system for good practices and lessons learned from the pilot Skills Development Fund;</li> <li>▪ Undertake field visits to BTVET providers &amp; partners involved in project activities in Western Uganda, West Nile and Karamoja and also participate in capitalisation studies;</li> <li>▪ Synthesise and develop success stories and reports based on field visits;</li> <li>▪ Capitalise on change processes undertaken within the various project activities, including a focus on integration of the SSU cross cutting issues.</li> </ul> <p><b>Result 3: 30% Fostering relations and capacity building of key stakeholder in communication around Skilling Uganda reform strategy</b></p> <ul style="list-style-type: none"> <li>▪ Support Skilling Uganda Reform process though to support its key stakeholders in rolling out of a promotion campaign</li> <li>▪ the communication officer in developing and implementing SU promotion campaign</li> <li>▪ Support the SU key actors in the development of communication products</li> <li>▪ Assist the SSU partner institutes in developing and</li> </ul>	<p><b>Qualification profile</b></p> <ul style="list-style-type: none"> <li>▪ Minimum Bachelor Degree in, Journalism &amp; Communication, Mass Communication or any other related fields</li> <li>▪ A Maximum of 2 years work experience in an NGO environment.</li> <li>▪ Multi-media knowledge and skills using web based communication (Content Management Systems for website, Blogs, Facebook; Twitter, etc.) &amp; audio-visual media</li> <li>▪ Strong (written and oral) communication skills: expressing ideas and opinions clearly in a structured manner that appeals to the reader</li> <li>▪ Strong analytical skills: identifying problems; recognizing significant information; making connections between data; tracing possible causes of problems</li> <li>▪ Independent research skills, investigating relevant data and managing information</li> <li>▪ Taking initiative and creativity: recognizing opportunities and acting on them; self-starter, coming up with original solutions for job-related problems, devising new methods of work and solution oriented.</li> </ul>

<p>implementing an appealing (to youth), via a gender sensitive, labour market relevant promotion campaign;</p> <ul style="list-style-type: none"> <li>Support the SSU partner institutes and their key private sector partners in innovative communication on Skills Development</li> </ul>	
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## 27. Skills Development Fund Field Officer

The Skills Development Fund Field Officer shall be selected by BTC for the post and shall be responsible for the tasks listed below. S/he works under direct supervision of the International Intervention Field Manager for Karamoja.

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<p><b>Fund Management (40%)</b></p> <ul style="list-style-type: none"> <li>Contribute to the development and ensure quality of SDF grant facility operational manual;</li> <li>Oversee quality control of the implementation of activities in support to the Business Technical Vocational Education and Training (BTVET) &amp; private sector stakeholders through the functioning of the Skills Development Fund;</li> <li>Ensure gender equity and social targeting of the SDF through active promotion of specific target windows of the SDF and monitoring of eligibility criteria;</li> <li>Ensure when necessary the follow-up of administrative files of the SDF in support of the project managers and under supervision of the International financial and administrative officer;</li> </ul> <p><b>Coaching and Promotion (30%)</b></p> <ul style="list-style-type: none"> <li>Lead the promotion of the competitive SDF as an agent for change and innovation in Skills Development in Karamoja;</li> <li>Coaching and supporting the private sector organisation and the BTVET institutions in Karamoja in Uganda in introducing quality proposals in in the framework of the fund, based on a sound identification of regional skills gaps;</li> <li>Coordinate the positioning of the SDF in the overall support landscape to BTVET providers and private sector partners, building on international experiences;</li> <li>Support the setting up of a SDF knowledge sharing platform for BTVET &amp; private sector stakeholders &amp; contribute to high level discussions and scenario development around pooled funding for Skills Development;</li> </ul> <p><b>Monitoring and Reporting (30%)</b></p> <ul style="list-style-type: none"> <li>Support monitoring (including tracer studies) and supervision of the selected SDF partners &amp; activities;</li> <li>Compile regular SDF progress and activity reports and compile lessons learned from SDF supported activities;</li> <li>Contribute to the compilation of the overall project reporting.</li> </ul>	<ul style="list-style-type: none"> <li>A Bachelor degree or equivalent in technical fields; Social Sciences, Social Works, Business Administration and Management and Education;</li> <li>At least 5 years of proven, relevant experience in grant management, donor institutions and development co-operation agencies;</li> <li>Relevant experience in facilitating the co-operation between BTVET institutions and private sector stakeholders would be an advantage;</li> <li>Experience working with/in the private sector would be an advantage;</li> <li>Proven expertise in the practical side BTVET delivery would be an advantage;</li> <li>Experience working for a bilateral or multilateral agency would be an advantage.</li> <li>Fluent in English, with excellent reporting skills;</li> <li>Soft skills such as to work in a team, to work autonomously, etc.;</li> <li>ICT skills in word, excel, power point and internet;</li> <li>Mature, good communicator and facilitator;</li> <li>Able to work under stressful conditions and having no objection to working overtime;</li> <li>Valid Motorcycle driving license.</li> </ul>

## 28. International Public Procurement Advisor

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<ul style="list-style-type: none"> <li>Follow up and review the public procurement</li> </ul>	<ul style="list-style-type: none"> <li>University degree;</li> </ul>

documents elaborated by the project teams in order to ensure that proper procurement principles and provisions are respected:

- Revise the proposed procurement documents (public procurement plans, tender specifications, contract notices, reports....) and discuss them with the project teams and make recommendations;
- Control a priori and issue the notices of no objection following applicable thresholds in function of the applicable legislation;
- Provide front desk advice to project teams on important dossiers in order to make them aware of legal options (according to Belgian and Ugandan procurement laws), to assess and to correctly finalise the dossiers.
- Monitor the evolution of the Belgian and Ugandan public procurement legal, regulatory and procedural framework:
- Study the laws, regulations and documents on Belgian and Ugandan public procurement;
- Draw up information documents for the project teams;
- Provide advice on management of public contracts (including grants) ;
- Assist the project teams in their dialogue with the authorities of Uganda, namely with the national control instances;
- Ensure the follow-up and treatment of court cases.
- Be in charge of the overall monitoring and analysis of public contracts:
- Manage the Public contracts register(s);
- Make sure that projects respect the stipulations concerning the planning and reporting on public contracts and support them in elaborating the documents to be submitted;
- Ensure the periodic monitoring process functions for the overall programme of the important/critical public contract dossiers as well as the analysis and the reporting to the Resident Representative;
- Follow up the issues raised by project audits and audits of the Court of Audit as well as the implementation of resulting recommendations/actions;
- Ensure the publication of Belgian-law public contracts;
- Assist with the preparation of the dossier to be published for Ugandan – law public contract;
- Analyse and formulate improvement proposals for organisational transparency and public contract management (propose and develop adequate tools).
- Develop the mechanisms and tools in order to improve the efficiency, effectiveness and risk management pertaining to public procurement management:
- Develop databases (suppliers, building contractors, consultants, historical public contracts, etc.) and ensure they function;
- Develop and follow up the framework agreements in all relevant domains for the Belgian Development Cooperation programmes (Supply of desks, renting of vehicles, security services, vehicle insurance, etc.);
- Capitalise on good practices and ensure their proper dissemination;
- Develop new tools and templates; have them incorporated and adapted to the local needs in close

- Minimum 5 years of professional experience in project management with a significant component or minimum 5 years of experience in a similar public procurement file manager function;
- Experience with compiling and implementing public contract systems and tools;
- International experience as well as experience in development cooperation are considered assets; Excellent knowledge of Belgian public procurement legislation. Knowledge of World Bank public procurement regulations or national regulations is considered an added value; knowledge regarding this field in the context of Uganda is a genuine asset;
- Ideally knowledge of grant system;
- Experience with all types of public contracts (works, supplies, services);
- Excellent knowledge of English; Knowledge of Dutch and/or French is an asset;
- Good knowledge of MS Office (Word, Excel...);
- Ability to analyse and work with other national procurement systems (e.g. Ugandan ones);
- Strong analytical skills;
- Ability to work autonomously;
- Good communication and interpersonal skills;
- Sense of initiative and solution-oriented;
- Organisational skills;
- Sense of integrity and responsibility.



<p>collaboration with the L&amp;A Public Procurement department in Brussels;</p> <ul style="list-style-type: none"> <li>▪ Contribute to the improvement efforts of the Representation with respect to procurement issues.</li> <li>▪ Provide technical support to the dialogue with the Ugandan authorities:</li> <li>▪ Analyse the public contract issues in Uganda;</li> <li>▪ Formulate recommendations for the follow-up reports and the ICP preparation;</li> <li>▪ Participate at the FINMAP (Financial Management &amp; Accountability Programme) working group, in consultation with the PFM Expert of BTC in Uganda;</li> <li>▪ Establish and develop relations with the DPs intervening in this domain, in coordination with Belgian Development Cooperation project teams intervening on the same topics;</li> <li>▪ Provide support upon request on PMC project activities regarding the capacity development of PDU.</li> </ul>	
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## 29. Program manager

The Program manager is in charge for BTC to steer and manage the Education Program. He/she coordinates the interventions and supports the Project Coordinators. He/she ensures the technical and financial follow up, necessary to reach the objectives and results of the program. He/she reports to the Programme Steering Committee (PSC).

<b>Roles and responsibilities</b>	<b>Qualification profile</b>
<p><b>As coordinator:</b></p> <ul style="list-style-type: none"> <li>▪ Ensures, in collaboration with the Programme Manager of the Ministry the coordination between the different interventions;</li> <li>▪ Oversees and coordinates the use of internal and external expertise between interventions;</li> <li>▪ Requests and coordinates the necessary backstopping;</li> <li>▪ Ensures coordination and exchange of experiences between the programme and project and other related interventions and activities.</li> </ul> <p><b>As team leader:</b></p> <ul style="list-style-type: none"> <li>▪ Promotes a good communication and collaboration within the program;</li> <li>▪ Coaches and supervises Programme Team members;</li> <li>▪ Supports the change manager from the ministry in his change management role.</li> </ul> <p><b>As manager:</b></p> <ul style="list-style-type: none"> <li>▪ Steers the planning and reporting of the interventions in order to ensure the coherence of the program;</li> <li>▪ Prioritizes the allocations of shared resources between interventions;</li> <li>▪ Manages the main risks for the execution of the program and takes the necessary preventive or corrective measures;</li> <li>▪ Reports regularly regarding the implementation of the program (results and budget);</li> <li>▪ Is responsible for regular communication with BTC on the management and supervision of Programme implementation.</li> </ul> <p><b>As change facilitator:</b></p>	<ul style="list-style-type: none"> <li>▪ A university degree (minimum Master level) in Education or Public administration/Human</li> <li>▪ Resources Management or other relevant field;</li> <li>▪ 10 years experience in program management;</li> <li>▪ 5 years experience in international cooperation projects;</li> <li>▪ Proven relevant experience in leading and coaching a team;</li> <li>▪ Experience in the education sector, preferably in Institutional Development and/or Teacher</li> <li>▪ Proven experience in implementing cross-cutting themes such as gender, HIV/AIDS and environment will be an asset;</li> <li>▪ Required technical competences:</li> <li>▪ Good knowledge of school management, public finance management, procurement and public sector reform are assets;</li> <li>▪ Good reporting skills.</li> <li>▪ Leadership and networking;</li> <li>▪ Good communication, presentation and facilitation skills;</li> <li>▪ Fluent in English.</li> </ul>

<ul style="list-style-type: none"><li>▪ Is the main interface for the stakeholders of the program;</li><li>▪ Contributes to the technical dialogue in the relevant platform;</li><li>▪ Contributes to the political dialogue;</li><li>▪ Ensures the capturing and integration of lessons learned and experience drawn in the implementation of programme activities.</li></ul>	
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