

**JOB DESCRIPTION: Programme Coordinator, Get Up Speak Out Programme (GUSO)**

<b>Position</b>	<b>Programme Coordinator</b>
<b>Location</b>	Jinja, Uganda
<b>Salary</b>	<b>Gross Annual UGX 41,832,822</b>
<b>Benefits</b>	24 days annual leave and health insurance
<b>Restrictions</b>	12 Months Contract with likelihood of renewal depending on performance
<b>Reports to</b>	Programme Manager
<b>Line manages</b>	2 Programme Officers and 1 M&E Officer
<b>Expected travel</b>	National and International Travel will be required.
<b>Context</b>	Restless Development is taking up the position of global banner carrier for youth- led development; demonstrating at the grassroots and policy levels that young people can and must play a lead role in development. Over the past five years Restless Development has more than tripled the size of its budgets and programmes, and has been repeatedly cited as a model of best practice in youth- led development by the World Bank, DFID, UNICEF and others. For more information on Restless Development please visit: <a href="http://www.restlessdevelopment.org">www.restlessdevelopment.org</a>
<b>Programme Summary</b>	<p>The Get up Speak Out (GUSO) Programme will build on the strong results and learnings of the United For Health Tomorrow (UFHT) and Attitude Skills and Knowledge (ASK) programmes implemented in Jinja and Iganga between 2012 and 2015. The programme will be implemented in partnership with the SRHR alliance partners with support from Dance4life international. It will continue to focus on high-quality, youth-led and evidence based projects that are at the very heart of Restless Development's work with young people.</p> <p>The five year programme will target young people in and out of school with an integrated Sexual Reproductive Health and Reproductive Rights, Civic Participation and livelihoods, and will be implemented through a peer educator model in Jinja and Mayuge districts</p> <p>Restless Development Uganda is looking for a talented Ugandan individual to coordinate its Get up Speak Out programme. The Programme Coordinator will actively engage with the programme on a day-to-day basis to include hands on support to, and capacity building of, programme officers, peer educators, researchers and stakeholders.</p>
<b>Main Responsibilities</b>	<p>The main responsibilities will include:</p> <ul style="list-style-type: none"> <li>• <b>Programme Development, Monitoring, Evaluation and Reporting.</b></li> <li>• <b>Relationship and partnership Management.</b></li> <li>• <b>Financial Planning and Management.</b></li> <li>• <b>People management.</b></li> <li>• <b>Peer educator support.</b></li> </ul>
<b>Programme development and reporting 30%</b>	<p>Working closely with the Programme Manager:</p> <ul style="list-style-type: none"> <li>• Lead programme design, review, and implementation</li> <li>• Provide technical support to Programme officers to ensure that all programmes are designed, implemented, monitored and evaluated within Restless</li> </ul>

	<p>Development quality standards;</p> <ul style="list-style-type: none"> <li>• Identify and develop learning within programmes and facilitate the sharing of this learning with partners, across programmes and externally as appropriate;</li> <li>• Oversee the selection and recruitment of peer educators</li> <li>• Plan and deliver adequate training for the peer educators.</li> <li>• Lead on identifying and evaluate potential risks related to impact of the program and take necessary steps to include risk mitigation in program reviews and design;</li> <li>• Work together with M&amp;E department to track programme progress based on the Monitoring and Evaluation framework.</li> <li>• Lead on reporting both internal and external, in accordance with the programme M&amp;E framework and based on the regular reporting agreements of the project.</li> </ul>
<p><b>Partnership Management 15%</b></p>	<p>Directly and through management of the Programme officers:</p> <ul style="list-style-type: none"> <li>• Identify, develop and manage relevant programme partnerships with government, donor, alliance members, NGOs and other key stakeholders.</li> <li>• Communicate and coordinate with dance4life international program manager in the Netherlands (over email and skype)</li> <li>• Lead and participate in all programme events to raise the profile of the organisation</li> <li>• Lead on partnership relations with other alliance members.</li> <li>• Represent Restless Development in local and national forums and platforms</li> <li>• Identify appropriate stakeholders and partners for programme delivery as and when required</li> <li>• Ensure MoUs with key partner organisations are in place and operational;</li> <li>• Ensure that key staff at the District Government and Sub-County Offices have a clear understanding of and regular involvement in the Restless Development programme;</li> <li>• Identify opportunities for joint activities with district government staff (e.g. shared workshops etc.).</li> <li>• Prepare and submit quarterly reports to the relevant District and sub county officials;</li> </ul>
<p><b>Financial planning and Management 15%</b></p>	<p>Working closely with the Finance Unit:</p> <ul style="list-style-type: none"> <li>• Lead on developing, managing and regularly reviewing the programme budget;</li> <li>• Support development of donor expenditure reports;</li> <li>• Support development of annual programme budgets and quarterly reforecasts;</li> <li>• Ensure that financial transactions are in line with Restless Development policies and procedures.</li> <li>• Ensure financial policy and procedure is adhered to during expenditure and accountability of funds</li> <li>• Ensure that value for money is achieved</li> </ul>
<p><b>People Management and development 15%</b></p>	<ul style="list-style-type: none"> <li>• Ensure that all staff, peer educators and researchers have clear performance objectives and development plans. .</li> <li>• Line Manage Programme Officers, ensuring that they are clear on the change they are contributing to and on their roles and responsibilities.</li> <li>• Support, mentor and coach the Project Officers as part of their professional development and help them to be highly effective in their work.</li> <li>• Implement an effective performance management system in line with organisational performance and development guidelines.</li> <li>• Ensure that programme officers work together to share learning and to exchange skills.</li> </ul>

<b>Peer Educator Support 20%</b>	<ul style="list-style-type: none"> <li>• Design and implement an effective support structure for the peer educators.</li> <li>• Provide adequate support to and supervision of peer educators through field officers throughout the programme.</li> <li>• Promoting and encouraging appropriate behaviour and ensuring compliance with safety, security and behavioural policies.</li> </ul>
<b>Other Duties as Required 5%</b>	<ul style="list-style-type: none"> <li>• Other duties as required. Occasionally working on weekends and holidays for which time off in lieu can be taken.</li> </ul>
<b>Qualifications Experience &amp; Skills</b>	<p><b>Graduate-level Degree in relevant field of study or equivalent work experience.</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Minimum 3 years of experience in programme design and management, including proven experience of managing large and complex programmes relating to adolescent sexual reproductive health, livelihoods and/or civic participation</li> <li>• Proven adherence to the 4 main GUSO programme principles and values: <ul style="list-style-type: none"> <li>○ Working from a positive rights-based approach towards youth sexuality.</li> <li>○ Young people's structural and meaningful engagement</li> <li>○ Inclusiveness of vulnerable groups</li> <li>○ Focus on gender power relations and gender transformative programming</li> </ul> </li> <li>• Proven ability to network and establish collaborative relationships with a variety of actors, including with consortia.</li> <li>• Good understanding and practical experience of youth development in Uganda</li> <li>• Excellent verbal and written communications skills</li> <li>• Excellent problem-solving skills and ability to make sound operational decisions</li> <li>• Ability to work with young people</li> <li>• Strong team player able to work under own initiative</li> <li>• Willingness to travel to rural areas as required</li> <li>• A strong personal commitment to the values of Restless Development and dance4life</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• Individual must be results orientated, highly self-motivated and have demonstrated analytical skills. The successful candidate will thrive in a multi-cultural environment as part of a rapidly growing organisation and be personally committed to Restless Development's mission and values.</li> </ul>
<b>How to apply</b>	<p>Please send a completed application form to <a href="mailto:ugandajobs@restlessdevelopment.org">ugandajobs@restlessdevelopment.org</a> by the closing date. Please note that we <b>DO NOT</b> accept CVs, resumes and cover letters.</p>
<b>Closing Date</b>	<p>Friday 16<sup>th</sup> September, 2016</p>