

Uganda Key Populations Consortium
External Job adverts
December 2021

Introduction & Background

The Uganda Key Population Consortium (UKPC) was formed on 19th July 2018 at Mulago Referral Hospital, Kampala to bring together Key Populations (KPs) representatives to collectively define and advocate for common concern issues, including response to shrinking resources and space for key population-led organisations. Thus, the UKPC serves as an advocacy platform to coordinate strategic action and support systems and strengthen structure for all members.

Our membership is comprised of national key population CSO networks in Uganda, specifically, the Uganda Harm Reduction Network (UHRN), Sexual Minorities Uganda (SMUG), Uganda Network for Sex Workers Organizations (UNESO), Tranz Network Uganda (TNU) and other key population organizations that may not necessarily be part of those networks. UKPC also engages with global health and human rights organizations who act in solidarity in the design and implementation of our policy agenda.

The Steering Committee and the Secretariat are seeking competent, professional and experienced individuals committed to key populations to take up the available positions listed below.

Job opening One: Monitoring, Learning & Evaluation Officer

Job Title	Monitoring, Learning & Evaluation Officer
Reporting to	Programmes Manager
Scope	Explained in the TORs below
Contract Type	One-year contract renewable based on satisfactory performance and availability of funds.
Duty station	Kampala, Uganda with provisions of in-country travel.

Start Date	January 2022
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Job Summary

The Monitoring, Evaluation and Learning Officer post will be a full time position. He, she or they will work under the overall leadership of the National Coordinator of the Uganda Key Populations Consortium (UKPC) and under direct supervision by the Programmes Manager.

Job Purpose

The Uganda Key Populations Consortium is seeking a dynamic and self-motivated individual for the position of Monitoring, Evaluation and Learning (M,E&L) Officer. The ideal candidate should have worked in an M&E position for at least three or four years especially in key population spaces that is; LGBTIQ+, Female Sex Workers, Men who have Sex with Men, Persons who Use and Inject Drugs, Fisherfolks and Prisoners.

The M, E & L Officer will be responsible for ensuring that UKPC programs which for now, **Free to be Me (F2BM)**, are supported through planning, monitoring, evaluation and learning activities.

About Free To Be Me

Free To Be Me is an ambitious, daring and innovative program that will help build a vibrant LGBTIQ+ movement that is confident and capable to lobby and advocate for their human and economic rights. Our alliance comprises three consortium members – **Hivos, ILGA World, and Positive Vibes** – and **three technical partners** – **SOGI campaigns, the Global Interfaith Network (GIN), and Workplace Pride. Together we will coach, accompany, fund and train LGBTIQ+ persons** and organizations to influence norms and attitudes, generate (public) support, and promote laws, policies and regulations that recognize, respect and protect LGBTIQ+ people's rights. Brave and persistent LGBTIQ+ activists around the world have built communities, taken to the streets, filed lawsuits and advocated for their rights, in the past decades. Thanks to their lobby and advocacy, "sexual orientation" is enshrined in protective laws in more than 80 countries. In many countries media and cultural productions are more diverse, while allies such as human rights and women's organizations, progressive religious leaders, large and small businesses, social influencers and creatives increasingly – and publicly - support LGBTIQ+ rights. However, there remains a lot to fight for. Consensual same-sex intimacy is criminalized in 69 countries, and access to appropriate IDs is impossible for many trans and intersex people. Legal provisions are used to harass and detain LGBTQ+ people, while legislation that explicitly protects them remains absent. Intersex people are subjected to medical and societal abuse. And, due to a lack of meaningful, coordinated efforts, sexual orientation, gender identity or expression, and sex characteristics (SOGIESC) are still excluded from many socioeconomic development agendas, such as the Sustainable Development Goals (SDGs).

Main goal of the job

The M,E&L officer will be responsible for designing, coordinating and implementing the MEL activities including but not limited to research of the F2BM Project in the country; assisting the Project Manager and CoAF in preparing Quarterly/Annual reports on project progress and will monitor the project

activities on a regular basis, developing and maintaining the MEL system of the Project and will be responsible for the collection & analysis of different data in relation to the project activities.

The DMEL officer is preferably a young person (under 35) preferably from one of the rights holder groups. She/he/they will be connected with the other Dmel officers to exchange experiences and learn together. Throughout this process she/he/they will be coached by Hivos.

RESPONSIBILITIES

- Develop FB2M Uganda country programme monitoring plan and M&E tools including developing work plans, activity and indicator trackers. She/he/they will also ensure they are used effectively.
- Coordinate UKPC country programme planning, monitoring and reporting. Conduct quality routine data collection and entry for the project outputs and outcomes indicators and tracking project progress.
- Work closely with CoAs and CoAFs to conduct periodic Outcome harvesting writeshops for F2BM.
- Capture lessons learnt from the implementation of F2BM and prepare a learning log that can be used to improve future programming.
- Document as appropriate case studies to reflect project impact.
- Working closely with the participatory grantmaking panel to reviewing quality of proposals, budgets and ensuring intervention designs are appropriate and inline with the country ToC
- Work closely with the CoAF to ensure annual review and reflection of the country ToC and monitor it's implementation.
- Assist in establishing and maintaining systems to monitor progress of projects and report on the projects based on M&E tools.
- Contribute to implementation of F2BM feedback and complaints mechanisms. He/She will contribute to completion of F2BM periodic complaints and feedback register.

REQUIREMENTS

This position is for nationals or residents of Uganda.

The MEL Officer:

- Preferably a university degree in social sciences, statistics, agriculture, community development, project management or any other related field.
- Those with professional courses in M&E will have added advantage
- Minimum of at least 3 years' experience in a similar position or project management and M&E of community-based project in both emergency and development projects.
- Vast knowledge and experience in programme management cycle-planning, monitoring, evaluation, documentation/reporting /sharing and learning.
- Strong assessment, evaluation, analysis and strategic planning skills.

- Have experience and a passion for working with the LGBTIQ+ community.
- Has a progressive and positive view on rights holders economic empowerment
- Believes in UKPC values, and is accountable to them.
- Is keen on ensuring ownership by local, young, rightsholder-led, organizations, and in finding innovative and creative solutions to realize goals.
- Preferably is a young person, and preferably identifies as part of one of the rightsholder groups.
- Gets energy when she/he/they can bring people and organizations together around a shared goal.
- Has the confidence to manage and facilitate groups and loves to do so.
- Is able to establish productive and innovative collaborations, including between organizations, groups and persons that maybe do not always work together.
- Is a good communicator, with strong interpersonal skills, and natural empathy
- Is self-aware and possess a comfort with their own identity and a diverse range of other identities, such as sexual and gender identities
- Is committed, able to build others trust and keep confidence, and takes responsibility for personal performance
- Flexible attitude, creative, innovative, sense of humour.
- Relevant degree or comparable work experience, and academic level of working and thinking.
- Minimum of three to five years of relevant working experience in programme design, implementation, monitoring and evaluation.
- Experience with or an appetite for working in international teams.
- Lived experience as a part of one or more of the rightsholder groups is an asset.
- Full professional proficiency in English.

We prioritize applications from persons that belong to the LGBTIQ+ community.

Like to apply?

Kindly send your resume and motivation letters to info@ugandakpc.org on or before December 17th, 2021.

Please indicate in the email subject line your name and the position you are applying for (i.e.: [Surname] UKPC M,E&L Officer 2022 application.

Job opening two: Safety & Security Focal Point

Job Title	Safety & Security Focal Point
Reporting to	Programmes Manager
Scope	Explained in the TORs below
Contract Type	One-year contract renewable based on satisfactory performance and availability of funds.
Duty station	Kampala, Uganda with provisions of in-country travel.

Start Date	January 2022
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Job summary

The Safety & Security Focal Point will be a full time position. He, she or they will work under the overall leadership of the National Coordinator of the Uganda Key Populations Consortium (UKPC) and under direct supervision by the Programmes Manager.

Job Purpose

The Uganda Key Populations Consortium is seeking a dynamic and self-motivated individual for the position of Safety & Security Focal Point. The ideal candidate should have worked in an Safety & Security position/environment for at least three or four years especially in key population spaces that is; LGBTIQ+, Female Sex Workers, Men who have Sex with Men, Persons who Use and Inject Drugs, Fisherfolks and Prisoners.

The Safety & Security Focal Point will be responsible for the development of security plans and mainstreaming the individual and collective sense of security and safety awareness and responsibility. **All this will be done among different organizations and groups that are affiliated to UKPC which for now, under the Free To Be Me project.**

About the Free to Be Me Project

Free To Be Me is an ambitious, daring and innovative program that will help build a vibrant LGBTIQ+ movement that is confident and capable to lobby and advocate for their human and economic rights. Our alliance comprises three consortium members – **Hivos, ILGA World, and Positive Vibes** – and **three technical partners** – **Sogi Campaigns, the Global Interfaith Network (GIN), and Workplace Pride.** **Together we will coach, accompany, fund and train LGBTIQ+ persons** and organizations to influence norms and attitudes, generate (public) support, and promote laws, policies and regulations that recognize, respect and protect LGBTIQ+ people's rights. Brave and persistent LGBTIQ+ activists around the world have built communities, taken to the streets, filed lawsuits and advocated for their rights, in the past decades. Thanks to their lobby and advocacy, "sexual orientation" is enshrined in protective laws in more than 80 countries. In many countries media and cultural productions are more diverse, while allies such as human rights and women's organizations, progressive religious leaders, large and small businesses, social influencers and creatives increasingly – and publicly - support LGBTIQ+ rights. However, there remains a lot to fight for. Consensual same-sex intimacy is criminalized in 69 countries, and access to appropriate IDs is impossible for many trans and intersex people. Legal provisions are used to harass and detain LGBTQ+ people, while legislation that explicitly protects them remains absent. Intersex people are subjected to medical and societal abuse. And, due to a lack of meaningful, coordinated efforts, sexual orientation, gender identity or expression, and sex characteristics (SOGIESC) are still excluded from many socioeconomic development agendas, such as the Sustainable Development Goals (SDGs).

Main goal of the job

The Safety and Security Focal Point (SFP) coordinates safety and security among different organizations and groups that are affiliated to UKPC but for now, focusing on organisations that will be supported as Communities of Action (C. She/he/they is able to facilitate adherence to safety and security standards across the CoA. She/he/they bring good and positive energies, is able to facilitate the creation of a safe environment, and is responsible for upholding UKPC values and principles and translating them into practice.

The SFP will ensure that the community of action and the host organisation are working within an environment consistent with accepted minimum safety and security standards. This encompasses the development of security plans and mainstreaming the individual and collective sense of security and safety awareness and responsibility. The role also consists of advising the Free To Be Me consortium partners on security challenges, developing risk assessments and proposing risk reduction measures in addition to developing, maintaining, updating and implementing when necessary, security protocols and operating procedures according to the changing situation. She / he / they will facilitate and support the development and implementation of organizational level and joint project proposals and reports, in line with *UKPC & Free To Be Me* guidelines. In doing so, she/he/they will closely work together with relevant consortium-staff, particularly with the Safety and Security Expert from Hivos.

The SFP is preferably a young person (under 35) preferably from one of the rightsholder groups. She/he/they will be connected with the other SFPs to exchange experiences and learn together. Throughout this process she/he/they will be coached by Hivos.

RESPONSIBILITIES

- Facilitate the CoA in developing and regularly updating Safety and Security Management Plan and tools in accordance with the nature of safety and security risks including detailed threat assessment, security protocols, standard operating procedures for personal movement & transport, office, tele/radio communications, incident report sheets, asset protection etc.
- Strengthen the capacities of CoAs in analysing the parameters of the working environment by assessing the nature of the threats and (community of action CoAs) vulnerabilities in relation to the emergency situation.
- Guide the CoA in integration of safety and security measures in their daily activities.
- Offer technical expertise to CoAs in identifying any potential threats to rights holders, information or physical safety.
- Alert the host organisation and CoA members of possible internal security threats as well as external ones.
- Strengthen the capacity of CoAs in implementing the most effective systems for protecting rights holders.
- Facilitate capacity strengthening sessions efforts to empower rights holders to prevent security threats of any kind
- Support the CoA and host organisation in developing, writing and publishing materials outlining security procedures.
- Link the CoA to a network of contacts among local actors to facilitate the CoAs work and enhance the security of its operations.

REQUIREMENTS

This position is for nationals or residents of Uganda.

The Security Focal Point:

- Has expertise in developing security related technical tools guidelines and systems, IT security management skills are an asset
- Ability to teach basic personal safety and security.
- Strong assessment, evaluation, analysis and strategic planning skills.
- Have experience and a passion for working with the LGBTIQ+ community.
- Has a progressive and positive view on rights holders economic empowerment
- Believes in Free To Be Me values, and is accountable to them.
- Is keen on ensuring ownership by local, young, rightsholder-led, organizations, and in finding innovative and creative solutions to realize goals.
- Preferably is a young person, and preferably identifies as part of one of the rightsholder groups.
- Gets energy when she/he/they can bring people and organizations together around a shared goal.
- Has the confidence to manage and facilitate groups and loves to do so.
- Is able to establish productive and innovative collaborations, including between organizations, groups and persons that maybe do not always work together.
- Is a good communicator, with strong inter-personal skills, and natural empathy
- Is self-aware and possess a comfort with their own identity and a diverse range of other identities, such as sexual and gender identities
- Is committed, able to build others trust and keep confidence, and takes responsibility for personal performance
- Flexible attitude, creative, innovative, sense of humour.
- Relevant degree or comparable work experience, and academic level of working and thinking.
- Minimum of three to five years of relevant working experience on Safety and Security, and / or in working with young people, and / or in programme design, implementation, monitoring and evaluation.
- Experience with or an appetite for working in international teams.
- Lived experience as a part of one or more of the rightsholder groups is an asset.
- Full professional proficiency in English.

We prioritize applications from persons that belong to the rightsholder groups.

Like to apply?

Kindly send your resume and motivation letters to info@ugandakpc.org on or before December 17th, 2022.

*Please indicate in the email subject line the position you are applying for (i.e.: (Surname) UKPC **Security Focal Point -2022**)*

Job Opening three: Communications Officer

Job Title	Communications Officer
Reporting to	National Coordinator
Contract Type	Six months with a one-year contract renewable based on satisfactory performance and availability of funds.
Duty station	Kampala, Uganda with provisions of in-country travel.
Start Date	January 2022

Job Summary

The Communications Coordinator post will be working at our head office. He, she or they will work under the overall leadership and supervision of the National Coordinator of the Uganda Key Populations Consortium.

Job Background

At the backbone of UKPC's growth and strength, will be entirely relying on how best it promotes its work to the public, partners and its target audiences. Currently, the consortium does not have any communications presence both digital and traditional. This position, therefore, will be aimed at promoting its work through communications.

Job Purpose

The Communications Coordinator provides integral strategic communications support to UKPC's approach to achieving key populations empowerment in relation to the consortium's goal, mission and agenda.

The Communications Coordinator's primary objectives are; To support the draft and implementation of UKPC's communications strategy and to contribute to the consortium's growth by promoting the work of its consortium member activities. This position requires a deep understanding of the integral role communications plays in promoting rights, work and policy alternatives of key populations in Uganda.

The responsibilities of the Communications Coordinator;

Strategic Communications

- Support the development and implementation of key messages across all communications vehicle/Support brand compliance of function-specific documentation (e.g. newsletters, outdoor activities, fundraising reports, etc.), ensuring branded templates are in place and in use
- Support the writing and editing of op-eds, press materials, policy positions, briefs, reports and statements on issues related to sexual and reproductive health and rights.
- Assist the consortium members with brand adherence for all external communications — including supporting member training.
- Monitor and report on key performance metrics and personal performance on a monthly basis
- Work closely with the National Coordinator department to translate evidence and data into messages for policymakers and other key stakeholders

Digital Engagement

- Support the ongoing governance and maintenance of core content on our website—including implementing SEO activities for the website and tracking web traffic against targets
- Support our social media presence (e.g. Twitter, Facebook, LinkedIn, YouTube, and Instagram)
- Generate website content such as blog posts, program pages, etc.
- Contribute to documenting and growing the consortium's success stories, photo and video library
- Support the development and implementation of UKPC's online campaigns

Media Relations

- Keep abreast of (and appropriately communicate to the team) developing trends and news items related to our vision, strategy, and objectives via media monitoring
- Increase the public's awareness of our offline presence and profile

Skills and Experience

Items indicated with an asterisk (*) are required

- Bachelor's degree*
- Demonstrated experience in producing content across all print and digital media*
- Knowledge and comfort of using social media platforms (Facebook, Twitter, YouTube, Instagram, etc.)*
- Experience evaluating social media platforms (Facebook, Twitter, YouTube, Instagram, etc.)*
- Experience developing and maintaining websites using content management software (including WordPress) and Google Analytics. Knowledge of HTML is considered an asset.
- Two years of experience in a related field, including sexual and reproductive health and rights, young people's rights, and journalism
- Intermediate user of Microsoft Office software including Word, PowerPoint, Excel, and Publisher
- Strong writing skills*
- Demonstrated commitment to women's rights and public health and a strong commitment to the organization's mission and to high-level performance
- Passion for using strategic communications to advance youth SRHR rights

- Ability to work with minimal supervision
- Strong accountability and attention to detail

We prioritize applications from persons that belong to the key populations community.

Like to apply?

Kindly send your resume and motivation letters to info@ugandakpc.org on or before December 17th, 2021.

Please indicate in the email subject line your name and the position you are applying for (i.e.: [Surname] UKPC Communications Officer 2022 application.

Please note that UKPC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to gender identity or expression, sexual orientation,, race, color, religion, age, sex, national origin, disability or status.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training even though priority is given to the rightholder group (key populations) which if no qualified individual from the rightholder group is a suitable candidate, the secretariat with consultation from the Steering Committee, will hire a competent person who has experience working with the right holders groups.