



UGANDA  
**KEY POPULATIONS**  
CONSORTIUM

## **Job Title: Director of Programs**

### **About UKPC**

Uganda Key Populations Consortium (UKPC) is a leading non-profit organisation dedicated to improving the health and well-being of Key Populations in Uganda. Our work is centred around innovative programs and advocacy that address the unique challenges faced by Key Populations.

### **Job Summary**

As the Director of Programs, you will be part of UKPC's Senior Management Team and responsible for UKPC's programmatic decisions. You will lead, develop and manage the programs team to achieve the aspirations of UKPC through Programme Development, effective coordination, consolidation, technical support and guidance by ensuring a cohesive team spirit and motivation to perform. You will manage and ensure resource mobilisation, prioritisation and allocation, and work plan coherence to deliver on the UKPC strategic plan. This role also involves working with UKPC Partners and Allies to foster a long-term relationship and deliver on UKPC's program strategies successfully.

### **Key Responsibilities**

#### **1. Programme Planning, Management and Implementation Tasks - 40%**

- Provide leadership in developing strategic plans and budgets for all programs in the country.
- Lead the Programmes Team to achieve the objectives outlined in UKPC's Strategic Plan.
- Review program priorities, strategies, and plans to ensure they align with UKPC's overall strategies, plans, and campaigns.

- As part of the Senior Management Team, assist the Director General and the entire Senior Management Team in developing strategic and operational plans, adhering to UKPC's strategic plan and planning guidelines.
- Ensure that UKPC's program activities are cohesive, interconnected, and consolidated at the national level under UKPC's strategic plan.
- Oversee the quality implementation of all UKPC projects.
- Facilitate the effective documentation of learnings by the programs team, ensuring it demonstrates value for money.
- Develop, monitor, review and update the program's activity and work plan to ensure that it attains its objectives as cost-effectively and efficiently as possible.
- Review and recommend for approval program concepts and partner financial requests as per UKPC process and procedures.

## **2. Fund Raising and Donor Relationship Management - 15%**

- Support the Director General in developing and managing relationships with UKPC's donors.
- Lead the development of program ideas into quality grant proposals through a community-based, participatory approach.
- Collaborate with senior management to respond to potential funding opportunities.

## **3. Program Reviews, Monitoring, Evaluation, program Learning and Reporting - 20%**

- Ensure close monitoring of the program works in the field to ensure alignment and contribution to UKPC's strategy, monitor the flow of information and systemic documentation of quantitative and qualitative achievements in the field and lessons learned thereof.
- Ensure quality and timely submission of quarterly and annual or required Programme and Project Performance Reports as per desired standards and guidelines.
- Ensure compliance with approved Programme and Project plans.
- Promote evidence-based learning and the agenda of advancing alternatives.
- Represent UKPC in various program-related knowledge-sharing and learning forums and document and share feedback with the team.

- Track trends in contemporary development programming and program management practices, document and provide advice/ recommendations on key developments.

#### **4. Partnerships and Networking - 10%**

- Support Program Officers to strengthen networks in UKPC's collaboration areas.
- Provide support to the networks for building the capacity of UKPC member organisations.
- Support Program Officers in strengthening our relationship with the strategic networks and alliances.
- Represent UKPC and participate in network and alliance meetings, events and forums at national and international levels.
- Ensure effective information flow and communication with other stakeholders, including partners and members.
- Initiate and nurture networks and alliances with academia and research institutions.
- Ensure effective partnerships at all levels in line with UKPC's standard procedures and guidelines.
- Coordinate and support review of UKPC partnerships.
- Ensure follow-up of partners after reviews and reflections.

#### **5. Financial Management - 5%**

- Manage the expenditure and disbursement of resources allocated to programs.
- Review program expenditures from the program team line staff to ensure conformity to the financial Policies and administration procedures Manual.
- Monitor and advise on program and project spending and variance reports as per UKPC's and project processes and procedures.
- Lead the development and implementation of project-specific guidelines for the management of partnerships in line with donor/partner and other relevant UKPC policies.
- Participate in the review and update of UKPC policies and procedures and advise senior management on the potential implications of the new system, policies and procedures.

#### **6. Human Resource Management - 10%**

- Lead and manage the programs team to achieve its mandated targets in line with UKPC's annual operational plans.
- Ensure an empowering work environment and team building in compliance with UKPC's values, principles and attitude.
- Ensure an enabling environment for staff performance, as well as recognition and reward of the programs team to encourage staff productivity, innovation, and performance (e.g., facilities, equipment, duty facilitation, team building, etc.)
- Participate in the review of staff job descriptions and setting of performance standards.
- Engage in the recruitment of staff under the supervision of the Deputy Director General (Finance, Operations and Human Resource).
- Assign performance objectives to supervised staff, conduct comprehensive performance appraisal of supervised staff and provide/obtain feedback when necessary.
- Ensure that performance records of staff under supervision are submitted to Deputy Director General (Finance, Operations and Human Resource) on time.
- Provide induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively.
- Work with the Deputy Director General (Finance, Operations and Human Resource) to identify training needs and development opportunities for supervised staff.

And any other responsibilities that management may assign to you from time to time arising from the demands of the role and any ongoing projects.

### **Qualifications**

- A Bachelor's Degree preferably in Management, Social Sciences or Development Studies is required. Training in project planning and management, human rights-based Approach, participatory approaches and methodologies, governance, civic empowerment and accountability, monitoring and evaluation.
- A minimum of 5 years of progressive experience in a reputable organisation leading complex programs, 3 years of which should be in a senior management position.

- Experience in designing, setting up and coordinating monitoring, evaluation and impact assessment systems and processes of a program are required.
- Experience in managing funding from various sources including governments, aid agencies, and private sector donors.
- Proven experience working with government agencies and research institutes.
- Proven ability in fostering multidisciplinary collaborations and managing diverse teams to achieve ambitious program goals. Experience in mentorship and staff development is a must.
- Exceptional communication skills, both written and oral, with the ability to articulate complex ideas to diverse audiences, including senior government officials, donors, and community leaders.
- A deep understanding of USAID program management requirements, with prior experience in a senior leadership role within a USAID-funded project, is highly preferred.

### **Why join UKPC?**

- **Impactful Work:** Be part of an organisation that is making a tangible difference in the lives of Key Populations in Uganda, driving social change and improving health outcomes.
- **Dynamic Team:** Work with a passionate and dynamic team of professionals dedicated to fostering an inclusive, supportive, and innovative work environment.
- **Professional Growth:** UKPC is committed to the professional development of its staff, offering opportunities for growth, learning, and leadership.
- **Competitive Compensation and Benefits:** We offer a competitive salary package, comprehensive health benefits, and flexible work arrangements to support work-life balance.

### **Our Commitment to Diversity and Inclusion**

UKPC is an equal-opportunity employer that values diversity at all levels of our organisation. We strive to create a workplace where everyone feels valued, respected, and included and where our employees can thrive and contribute to our mission. We encourage applications from individuals of all backgrounds, especially those from Key Populations communities.

**The deadline for receiving applications is Wednesday, May 8th, 2024 at 5 pm EAT. All applicants are required to send their resume/CV and cover letter to [opportunities@ugandakpc.org](mailto:opportunities@ugandakpc.org). The email subject line should be formatted as follows: [Applicant Name] - [Job Title as per the TORs]. Please note that any applications not adhering to these instructions will not be considered.**