

KATALEMWA CHESHIRE HOME FOR REHABILITATION SERVICES

Job opportunity

Back ground: Katalemwa Cheshire Home (KCH) is a development non-governmental organization in Uganda involved in the rehabilitation process of children with disabilities and fulfillment of their rights in Uganda since 1970. KCH's programs focus on disability medical and social rehabilitation, HIV/AIDS prevention, OVC interventions, gender mainstreaming, provision of assistive devices, promotion of quality inclusive education and livelihood programs to enable children and youth with disabilities live independent and meaningful lives. Each year KCH serves over 15,000 children and youth with disabilities through their various programs. Applications are invited from suitably qualified competent and dynamic individual to fill the positions below:

Brief Description of project

Aim: The project aims for disabled people to have improved social and economic outcomes and increased participation in decision making, and for disabled people to be more respected and listened to in Uganda. The project aim will be achieved through Village Savings and Loans Associations (VSLAs) and supportive and advocacy activities, and collaboration among INGOs to improve disability inclusion in mainstream livelihood projects. Implemented by Katalemwa Cheshire Home, the project will place disabled people in the lead, ensuring that the strengths, needs, ideas and feedback of disabled people are kept at the forefront of project delivery.

VSLAs are self-managed groups that do not receive any external capital and provide people with a safe place to save their money, access small loans, and obtain emergency insurance. The approach is characterized by a focus on savings, asset building, and the provision of credit proportionate to the needs and repayment capacities of the borrowers.

Position 1: Program Officer –VSLA Project

Reports to: Program Manager

Duty Station: Masaka – Kalagala (Nyendo - Mbarara By pass)

Relevant Educational requirements and skills:

A bachelor's degree in social sciences/Humanities, community development, Public administration. Experience in management of VSLA and M& E training are of added advantage, good knowledge and skills in using computerized systems and processes, in possession of good people and mobilization skills. At least 2 years' experience in the similar position or in a program coordination role in a reputable development organization. Knowledge in community based rehabilitation & disability issues is preferred.

Other Competencies

- Has excellent social skills.
- Works in a results-oriented manner
- Is flexible, communicative and sound
- Excellent team player
- Excellent communication and people skills
- Able to relate to people of all ages and backgrounds and gain their trust
- Has a practical and flexible approach to work
- Has an understanding of the needs of different age groups

- Has the ability to work in a team and also use your own initiative
- Has the ability to assess situations and take appropriate action
- Has good time management and organizational skills
- Computer literacy and administrative skills

Specific Tasks and responsibilities (Job Description)

- Provide leadership in the implementation of the VSLA project
- Ensure that the project takes off effectively and in a timely manner and also provide input to the project progress planning process.
- Coordinates the project staff and activities and also ensure the respective project staff work in harmony
- Evaluate and verify project implementation processes and ensure that they are in alignment with the set approaches.
- Makes field visits to the respective groups and Identify challenges and develop possible solutions.
- Organize for the staff meetings and capacity building activities or Field promoters' training that are in line with the project design
- Appraise project staff and make recommendations for their improvement and growth
- Organizes and contribute to training programme for both field promoters, other project staff and the respective groups.
- Follow up on the procurement of key items and ensure that payments for any activities and or project items are made in a timely manner also that processes follow laid down procedures and are verified or approved by KCH Finance and Administration Manager.
- Identify staff and project needs and ensure that these are addressed
- Act as a link between the respective District Unions, field officers and other KCH staff.
- Provides Quarterly and annual reports to the KCH program Manager for consolidation in the organizational comprehensive report and also for sharing with CBM UK office. Make a follow up on any urgent and or emerging issues
- Attend staff KCH general staff meetings and share project progress with the rest of staff.
- Provide support supervision to the field staff as well as other staff linked to the project that will be placed under her supervision.
- Provide regular technical oversight of the project activities regarding activity planning, implementation and programme performance
- Ensure that the office rent is paid on a timely and regular basis.
- Attend to any other tasks assigned by the Program Manager and or the Executive Director
- Evaluates the capacity of Field Officers on the basis of the action plans that were made on the on- set and discuss these evaluation results with the Programme Manager.
- Closely monitor the project budget and ensure proper, efficient and effective utilization of project funds
- Ensure the Field officers produce and submit timely reports on the progress of the project and do effective data capture and entry.
- Represent KCH on all community and district based activities and meetings
- Participate in KCH Fundraising activities.

Position 2: Field Promoters – VSLA Project (2)

Reports to: Program Officer

Duty Station: Masaka – Kalagala (Nyendo - Mbarara By pass)

Job Title: Field Promoter

Relevant Educational requirements and skills

BA Social Work , BA Social Sciences, Community Psychology, BA Community Development, Adult Education, Diploma in the a fore mentioned fields, data entry skills is of added advantage, prior field work exposure is of vital advantage, Training in management of micro finance and credit schemes is key.

Other Competencies

- Has excellent social skills.
- Works in a results-oriented manner
- Is flexible, communicative and sound
- Excellent team player
- Able to relate to people of all ages and backgrounds and gain their trust
- Has a practical and flexible approach to work
- Has the ability to assess situations and take appropriate action
- Has good time management and organizational skills
- Computer literacy and administrative skills
- Excellent Community mobilization skills.
- Ability and willingness to ride a motor cycle and bicycle

The Field Promoter is responsible for the direct implementation of VSLA Project among the target group i.e. persons with disabilities and their caretakers in the community.

He/she will work in the respective area determined and allocated by the programme but may be relocated to another area if need arises. The Field Promoter is a staff of Katalamwa Cheshire Home but with a dotted line to the District Union, appointed through a panel consisting of the KCH Executive Director and or Program Manager, Program Officer, three (3) District Union Executive members and a Community Development Officer. He/she is directly paid by the VSLA Programme Managed by Katalamwa Cheshire Home (KCH).

The Field Promoter reports to the Programme Officer (Programme Assistant) who will be responsible for supervising him/her in collaboration with the relevant district programme offices at the respective Districts.

Specific tasks include (Job Description):

- 1) Prepare periodic activity plans for endorsement and submit timely progress reports to the Program Officer-VSLA.
- 2) Raise awareness in the community through information dissemination meetings and facilitation of formation of viable economic groups.
- 3) Mobilize people with disabilities and caretakers for active participation in VSLA project and build their capacity to practice the Programme model and work with other community members.
- 4) Train group members in group formation and management, Savings, Loan and Social Fund procedures, records filling and the accounting system in accordance with the set guidelines.
- 5) Provide support supervision to VSLA groups through guidance, auditing records and providing immediate feedback to the members to ensure there is compliance to the established standards.
- 6) Carry out periodic data collection, entry and storage as well as monitoring among VSLA groups to monitor growth and submit findings to the supervisor(s) for appropriate action.
- 7) Strictly adhere to the project policy guidelines and maintain set standards in relation to group formation, training, data collection, groups' supervision schedules and self-conduct.

- 8) Promote and motivate team building among group members and fellow Field Promoter and attend to any other duties assigned by the Program Officer-VSLA

Nature of contract for both positions: 3 years Contract

A Candidate with relevant experience who knows that she/he meets the above requirements and can excel in the above position should hand deliver an application and CV, present position, current remuneration, copies of certificates/testimonials and three recent professional references in a sealed envelope, plus day time telephone contact to the address below not later than 24th August 2018. Ladies and persons with disabilities with the relevant qualifications and experience are encouraged to apply to:

THE EXECUTIVE DIRECTOR

Katalemwa Cheshire Home for rehabilitation services

P. o. Box 16548, Kampala,

Tel: +256 414 590739, +256 772412383, +256 772587243, +256 779222672

Off Gayaza Road at Mpererwe to Buwambo (about 200 meters from Mpererwe trading centre)