

## TERMS OF REFERENCE (TOR)/JD

SUMMARY OF THE POSITION	
<b>Job title:</b>	<b>Project Officer - (Justice, Peace, Rights, and GBV)</b>
<b>Organization</b>	HANDLE Uganda
<b>Duty Station:</b>	Field Office (Palabek) - Lamwo (with the possibility of travels to settlements in Adjumani and Arua)
<b>Type of employment:</b>	Contract (12 months, with the possibility of yearly extension based on satisfactory performance)
<b>Expected start date:</b>	As soon as possible

### About HANDLE Uganda and the Programme

Hope Alert Network for Development and Local Empowerment (HANDLE) is a National Non-Governmental Organization operating in Uganda since 2009. HANDLE works towards ensuring a world in which war-affected communities are rehabilitated, communities are economically empowered, and equal opportunity is observed between men and women in service delivery. The organization implements its programme in five districts of Northern Uganda and three districts of West Nile: Lamwo, Arua, and Adjumani.

HANDLE Uganda has been awarded a three-year EUTF grant in a consortium with BRAC and International Refugee Rights Initiative (IIRR) to implement a project titled “Strengthening Safety, Protection and Peaceful Co-existence for Women and Youth in the refugee hosting districts of Lamwo, Adjumani, and Arua (SPACE).” The design of action is such that the activities and outputs will result in the action’s Specific Objective of “increase access to justice and peaceful co-existence among 15,000 refugees and host communities, and lead to the overall objective of “Contribute to safety, protection, and wellbeing among refugees and host communities (SPACE).” To contribute, HANDLE wishes to recruit a qualified and competent officer who can develop, organize, and execute a wide range of activities to influence policy according to the scope of our programmes and specific results-oriented projects.

### Job Purpose

The Project Officer will be based in the Lamwo field office and s/he will be responsible for ensuring that the day-to-day field operations and functions are performed following HANDLE’s policies and procedures. The position will report to the Programme Manager and work with the various officers within the Organization to ensure the proper implementation of SPACE’s activities and to produce quality reports for submission within the consortium. S/he will be responsible for ensuring that the project meets its targets and deliverables on-time and within the authorized budget and other project documents. S/he will also be responsible for the successful planning, implementation, and coordination of the SPACE Project.

### Specific duties and responsibility

#### I. Strategic and Programme Development

- Lead in the planning and implementation and reporting of the SPACE Project.
- Contribute to internal discussions on thematic issues particularly on justice, rights, peacebuilding, and conflict resolution
- Contribute to further develop, and deepen understanding of justice, rights, peacebuilding, and conflict sensitivity thematic issues and approaches.
- Participate in sector project concept and proposal development based on the identified need

## 2. Project Implementation

- Support the Project Coordinator/Manager in planning, development, and implementation of the SPACE project
- Carry out project beneficiary identification through a consultative community process
- Organize and facilitate dialogue meetings, workshops, and forums with government representatives, civil society, and communities in efforts to prevent violent conflict and promote cooperative approaches to peace, justice, security, and conflict resolution
- Support partners to mainstream cross-cutting issues, among them, gender and youth and protection issues in their initiatives
- Support capacity development of partners involved in project implementation through innovative capacity building approaches
- Arrange for regular meetings with partners to review and reflect on progress and results to identify, mitigate challenges, and lessons learned for improved programme delivery
- Responsible for accurate narrative reporting against agreed objectives and results frameworks
- Participate in and contribute to quarterly and other scheduled programme performance review meetings
- Participate in the research survey by HANDLE or partners by collecting, analyzing, and submitting relevant data and reports.
- Management of project budget and expenditure to avoid over or under expenditure.
- Perform all other job-related tasks as assigned by the Programme Manager

### Job Requirements:

#### Education and Experience:

- A minimum of a Postgraduate Diploma in Project planning and management, social sciences, development studies, or related field.
- 5 years of work experience in non-profit organizations including as project officers, preferably consortium projects.
- Demonstrated knowledge of concepts related to Justice, Peace, Gender-based Violence (GBV), and Human rights issues.
- At least 2 years of hands-on experience working in the refugee settlements
- Experience in Programme learning, coordinating information-sharing, or awareness-raising activities within the refugee setting
- Prior work experience with vulnerable women, girls, and boys children from highly complex conflict-affected communities

#### Competencies/Abilities/Skills Required

- High degree of resourcefulness, flexibility, and adaptability
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles/fact
- Excellent computer skills, including effective working skills with MS Word, Excel, and email required
- Good interpersonal skills to be able to relate to people of diverse backgrounds
- Attention to detail to be able to scrutinize information documents before decision making
- Planning and organizing ability to be able to accomplish tasks, file and retrieve information
- Excellent verbal and written communication skills in English and local languages within the refugee settlement.
- Strong report writing skills and ability to produce and analyze reports within the set milestone
- Ability to respond promptly to different requests and meeting deadlines.

### Desired Personal Attributes:

- Ability to work independently as well as demonstrated teamwork and team-building skills.
- Willingness to work under stress and a heavy workload.
- Ability to form good relationships with colleagues and partners.
- Fluent in local languages spoken in the refugee settlements of Lamwo, Adjumani, and Arua

### Work Conditions

- The work schedule is 40 hours per week.
- The probation period is 3 months and can be extended to another 3 months.
- Sick leave of 14 days/year, and Annual leave of 21 days/year
- Time flexibility is recognized by both parties with the consideration that this position might need to do part of the work after 5:00 pm.

### Application:

All suitably qualified and interested candidates are encouraged to send their application letters together with curriculum vitae (maximum of 4 pages), names and contacts of three referees to [ronald.okello@handle-uganda.org](mailto:ronald.okello@handle-uganda.org) and copying [ronny.kajaga@handle-uganda.org](mailto:ronny.kajaga@handle-uganda.org). Please indicate the position title in the subject header.

**Kindly DO NOT send your certificates at this stage.**

**Deadline for the Submission of the application is 5.00 p.m. on Saturday 6<sup>th</sup> of February 2021 (application will be reviewed on a rolling basis).**