



Job Description: TeamUp Uganda – Program Coordination Unit (PCU)

Job Title:	Head of PCU
Reports to:	TeamUp Program Manager DSW
Department:	Program Coordination Unit (PCU)
Duty station:	PCU office at Action for Health Uganda (A4HU) in Lubowa-Kampala with frequent travel to the TeamUp office in Mityana district

Background

The German Federal Ministry for Economic Cooperation and Development (BMZ), Deutsche Stiftung Weltbevölkerung, Siemens Stiftung, and Hanns R. Neumann Foundations collectively intend to improve the prospects of young people in rural areas of East Africa.

They aim to empower girls and boys to actively shape developmental processes and to have their voices heard in the respective policy processes, thereby also contributing to jointly fighting the root causes of migration. The initiative brings together German and Ugandan development partners. It is designed to be a long-term cooperation, to be scientifically accompanied, monitored, and evaluated while also being open to new partners.

The Program follows a holistic approach and includes skilling and economic empowerment in agriculture; access to gender-sensitive, youth-friendly sexual and reproductive health and social services; youth participation in decision-making; reliable access to safe water; and access to quality vocational orientation. Building on a four-year pilot phase, the program now seeks to strengthen and scale up from the selected district to the national level through cross-learning and collaboration, to ultimately trigger an integrated systemic change in the sectors of agriculture, water, and health in Uganda.

The **Program Coordination Unit (PCU)** was established to coordinate and support the successful implementation of the TeamUp pilot program in Uganda in 2018 and works closely with all three implementing partners (both with the respective head offices and Mityana field level), supports their collaboration, the creation of synergies and facilitates joint reporting. The PCU also engages with different stakeholders including NGO fora, technical working groups, government actors and the private sector and



acts as a linkage between the Ugandan and the German partners. It is hosted at the A4HU office in Lubowa-Kampala, however frequent travel of PCU staff to Mityana is implied.

The Position

The **Head of PCU** leads the PCU. He/she will manage staff within the PCU, including the PCU Communications and Advocacy Coordinator, the PCU M&E Coordinator and PCU Data Manager and will be overall accountable for their performance. He/she will specifically focus on strengthening the linkages and synergies between implementing partners, liaises with the National Steering Committee to provide strategic guidance with regards to the program operations as well as its scale-up strategy, lead the consortium on stakeholder engagement, establish a knowledge management database, consolidate reports, and ensure donor compliance.

The Head of PCU will have a direct technical reporting line to the TeamUp Uganda Head of Program at DSW Germany and a direct administrative reporting line to the A4HU CEO. He/she will be required to travel to the project regions on a regular basis.

Tasks and Duties

1) Coordination and cross-sector collaboration Management

Goal: The PCU coordinator will coordinate collaborative program activities, supporting partners in synchronizing their work to strengthen linkages, synergies and innovative collaboration, including new potential consortium. His/her highest priority is to enable them to collaborate efficiently and effectively. Thereby it is important that he/she always keeps a “birds-eye-view” of the program as a whole.

- Synchronize implementing partners work and enable them to effectively collaborate.
- Work with partners from public, private and government sector to create common standards, networks and working modalities, including the cross-sector collaboration community of practice;
- Supervise and facilitate the development of a TeamUp cross-sector collaboration replication toolkit in close exchange with national and international partners and consultants;
- Identify and engage potential new consortium partners and coordinate programmatic planning processes between current and new partners.

2) Quality assurance and Reporting

Goal: Ensure an effective and efficient program implementation through the establishment of a conducive collaboration platform according to the partner’s needs, in line with donor’s requirements and DSW regulations.



- He/She is responsible for staying up to date with the implementation status of all implementing partners and timely fulfillment of program milestones.
Specifically: The Head of PCU keeps track of program progress and is responsible for providing timely updates to the Head of Program.
- Prepare and submit high quality narrative and financial reports to DSW Germany.
Specifically: ensure timely and quality reporting by all implementing partners in line with pre-agreed reporting schedules and submit them jointly to DSW Germany. Consolidate the programs narrative and financial report based upon agreed standards and guidelines and submit in one joint report to DSW Germany.
- Facilitate regular partner update and planning meetings, including quarterly review meetings with relevant stakeholders and meetings of program's National Steering Committee
- Identify capacity building/training needs of partners and develop strategies to address the needs and plan and facilitate workshops or trainings where appropriate.

3) Budgeting and Budgetary Control

Goal: In close collaboration with the PCU finance coordinator and finance managers of implementing partners ensure that project budgets are followed as per donor requirements.

- Track PCU finances and submit financial requisitions
- In close collaboration with the PCU finance coordinator review the financial reports submitted by implementing partners, track budget expenditure.
- Together with the Finance Coordinator discuss and inform the Head of Program at DSW Germany about planned budget shifts as well as over- and underspending challenges.
- Provide guidance and updates to implementing partners

4) Management of PCU Staff

Goal: Manage PCU staff in accordance with organizational policies and regulations of A4HU including providing support with regards to day to day operational procedures and decisions, work plans and budgets; ensuring the PCU supports implementing partners in successful implementation of the program

- Conduct performance appraisals for the PCU staff in consultation with the Head of Program and the A4HU CEO.
- Supervise the PCU M&E Coordinator, PCU Advocacy and Communications Coordinator, PCU Data Manager in regular day-to-day activities and designing of work plans.
- Responsible for PCU staff capacity development



5) Responsibility for Assigned Adhoc Duties

Perform any other duties that may from time to time be assigned by the immediate supervisor.

Minimum Qualifications:

- Academic degree (Master or equivalent) in economics, development studies or related social science
- Advanced trainings / post graduate diplomas in program management such as PMO or PMI are an advantage.

Experience:

- Strong expertise and at least 5 years of experience in managing and coordinating programs of comparable size and scope
- Proven track record in cooperating with a large number of stakeholders and in strengthening /building the capacity of key partners.
- Experience in managing and coordinating complex interventions, in enabling programs to realize a facilitation rather than an implementation role, and in establishing effective coordination/collaboration with other programs
- Experience in the inclusion of groups at risk of social exclusion in projects, in particular youth and women.
- Strong managerial skills, including result-oriented management, strategic planning, human resources management, and financial management skills. Strong experience in steering and mentoring, capacity to anticipate issues and identify forward-looking solutions. Strong interpersonal, intercultural and communication skills.
- Excellent English language capacities

