



TITLE: PROJECT MANAGER – SKILLS

DUTY STATION: Yumbe with 30% in Kampala

EMPLOYMENT BASIS: Full-time for 1 year and subject to a 3 month probation period.

About EDUKANS: Edukans is an international NGO with headquarters in the Netherlands and country offices in Malawi, Kenya, Ethiopia and Uganda. We provide marginalized children and youngsters around the world with basic education and vocational training. With over 30 years of experience, we built a solid theory of change that is guiding our work for quality education. **Our mission is** to create opportunities enabling children and young people to shape their futures with confidence **and our vision is** to pursue future proof quality education through a collective effort focusing on a safe learning environment, dedicated school management, quality trained teachers and home support by parents and community.

Project summary: The Skills development for enhanced employability of youth, women and girls of the refugee and host communities in northern Uganda project code named **Yumbe Gamechangers** focuses on transiting the youth from skills to employability in Yumbe district, in the Bidi Bidi refugee settlement. The ultimate goal of this project is to enhance the employment opportunities and livelihoods of 400 refugee and host community youth and women in Yumbe through actionable labour-market-relevant, technical and transferable life skills development, and entrepreneurship support.

The Project Manager – Skills will be responsible for ensuring effective implementation of the project's activities, overseeing project work-plan performance and task assigned to attain goals and objectives of the **Yumbe Gamechangers project**.

A. Key Duties and Responsibilities

1. Project Management and support:

- Ensure that all interventions are implemented in a timely and professional manner, according to established objectives, goals and indicators and in line with donor requirements and client needs
- Implementation of project activities will be the primary responsibility of the PM, in line with the project purpose, among which include: working with the Lokopio Technical Institute, the Directorate of Industrial training and all other stakeholders involved in the project. The PM is required to actively participate in the planning processes and coordinating activities in all the intervention cycles.
- To conceptualize, implement, supervise and report on agreed initiatives/activities with assigned Project Partners in close coordination with counterparts and Skills Expert;
- To conceptualize, prepare and implement workshops, seminars, meetings and other events on subjects that are related to the project's fields of activities onsite and offsite;
- To contribute to the development of strategies and technical concepts including guidelines, manuals and procedures, in cooperation with Partners:
- To contribute to development of Edukans Skills Development strategy
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2. Finance and reporting:

- Monitor budget implementation
- Submit timely requisition and accountability for project expenditures in the field in line with the budget lines.
- Support in the timely preparations and submission of project reports.
- To assist in defining terms of reference, selection, and supervision of contracted third parties in carrying out programme activities, including performance evaluation;
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3. Monitoring and Evaluation:

- Maintain and administer the M&E database; baseline data, analyse and aggregate findings.

- Responsible for timely and good quality project progress reporting, project mid-term review and final evaluation, in line with donor requirements.
- Actively monitor programmes/projects through field visits and exchange information with stakeholders to assess progress, identify bottlenecks and potential problems, and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- To gather and compile relevant information for collaborative activities and missions;
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings.
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4. Networking and partnership building:

- Build and sustain effective close working partnerships with relevant stakeholders through active networking, advocacy and effective communication to build capacity, exchange knowledge/expertise and to reinforce cooperation to achieve sustainable and broad results on education programmes related to the project.
- To cooperate with and ensure regular contacts with assigned Project Partners and other stakeholders at the district local governments/DIT in order to enhance and maintain smooth project implementation and good working relationship.

Any other duties assigned by the manager.

B. Application requirements

The Applicant should meet the requirements as follows;

- Recognized University degree in a course related to the program’s goals, e.g. such as Development Studies, Social Sciences, Business Administration, and Community Development, ancillary formal vocational training in a field related to the project’s goals.
- Profound knowledge on skills development in Uganda and working with refugee community and self-help groups is an added advantage
- Excellent command of MS Office
- Familiarization and understanding of NGO working frameworks
- Willingness to stay in the project area and travel to the field for the purpose of implementing activities
- Team player and Excellent Communication Skills

How to apply:

Applications should be in English and include the following:

- i. A cover letter (1 page) in which you explain why you are interested in the position and how you meet the qualities and qualifications criteria as well as salary expectations.
- ii. Concise and accurate CV (maximum 3 pages). The CV should include information about your qualification, relevant training courses, Work experience, name and contact details of 3 relevant references.
- iii. Please send your Cover letter, CV and copies of Academic certificates by email to efeducationservicesug@gmail.com with a subject line “**Project Manager – Skills**” by the 08th November 2022

We thank applicants for their interest in the position. However, only shortlisted candidates will be contacted.

Disclaimer: Edukans does not accept any kind of breach on integrity that includes but is not limited to fraud, bribery, corruption, conflict of interest and cross-border behavior. In line with our Code of Conduct, employees are obliged to report any breach. Edukans has a zero-tolerance policy on not-acting upon a breach. .