

## LTP JOB DESCRIPTION

### Position: Country Manager

#### About LTP

LTP(linktoprogress.org) is a non-governmental organization registered in Uganda whose main objective is to provide the poor population in Northern Uganda with services, mainly targeting the supply of safe drinking water increasingly including other developmental services that can improve the standards of living in the Districts of Oyam, Apac, Kole, Lira, Alebtong, Pader, Amuria and Nwoya.

Our vision is one of flourishing communities in Uganda void of poverty and despair. Communities where all, men and women, young and old, have access to basic health care, quality education and opportunities to be productive and earn a livelihood for themselves and their families.

LTP believes in an integrated approach to development with interventions applied simultaneously and across multiple sectors. Our approach is driven by a desire to reach concrete and measurable goals and while compassionate in nature, this approach is characterized by a disciplined business-like vision. We implement programs wherever we can, initiated by and together with the communities, to improve basic infrastructure, to improve the quality and access to education, to improve the quality and access to health care services and to increase earned income. LTP provides project management and coordination across interventions and partner organizations carried out by a motivated team of field staff operating from the office in Lira.

Driven by expansion of the organization LTP is currently looking for an outgoing and passionate Country Manager who will be overall responsible for strategic leadership, proper implementation of programs and operational management of the LTP team in order to achieve LTP's vision and objectives.

#### Responsibilities

##### General

- Represent LTP to all outsiders and be responsible for the management of LTP's interests in dealing with local and national government, international and local organisations, networks, media and other relevant stakeholders.
- Manage, maintain and grow network of stakeholders and project partners, external experts, other NGO's, institutions etc.
- Keep up with socio-economic and political changes, consult Board and undertake timely strategic review of the LTP's strategy ensuring continued relevance in the rapidly changing environment
- Identify local and international funding sources; undertake diversified local and international fundraising initiatives to strengthen program funding and sustainability
- Participation in sector specific NGO networks with focus on the Lango region
- Entry point for all communications with donors, clients and local governments
- Collaborate well with the in-house contractor TGS water Ltd.
- Manage office, vehicles and other assets of the organisation
- Approve/ supervise the work plan and requisition for every project and monthly activity plan
- Supervise all staff and report progress and irregularities to the Board
- Manage Human Resources through performance reviews and identification of training needs

- Provide coaching to staff when necessary and lead initiatives to develop staff capacity
- Responsible for accurate communication through brochure, flyers, website, etc.
- Support donor visits and accompany donors to the project areas
- Responsible for timely renewal of all legal requirements

### Project Planning & Implementation

- Oversee and coordinate the program portfolio and partner organizations to ensure the highest level of project quality and accountability, while fostering continuity through building local capacity with partner organizations and developing innovative program interventions
- Responsible for project planning and implementation
- Manage day-to-day activities of project implementation with LTP programme manager
- Develop annual plan of activities; continuously re-evaluate long term implementation plan
- Ascertain optimal community involvement and participation in project activities by all target beneficiary groups
- Ensure involved project staff is clear about their responsibilities, deadlines and objectives
- Identify key risks, such as unexpected costs or technical issues, and do what you can to minimize their likelihood before they happen

### Financial Management

- Oversee all finance and administrative services within LTP
- Manage, monitor and report local project expenses and spending in close cooperation with Finance Manager and accountant
- Ensure the preparation, accuracy and timely submission of financial reports that compliance with contract agreements, donor requirements and LTP's policies
- Follow and implement LTP administrative procedures
- Develop and monitor annual project implementation budget
- Seek to implement interventions and solutions that are effective and financially sound
- Secure adequate mechanism are in place for budget monitoring/reviews in order to ensure projects are implemented without cost overruns, unless agreed upon by donors
- Oversee annual and program/project-specific audit processes within LTP
- Ensure monthly financial reporting to the Board

### Monitoring, Evaluation and Reporting

- Monitor and evaluate all services provided by third parties
- Provide continuous monitoring and support to Program Managers, coordinate program/project reviews, evaluations, and follow up implementation of evaluation findings
- Evaluate impact and progress of individual interventions and programs as well as overall project progress against set goals
- Narrative report to Board on a quarterly basis
- Ensure timely and adequate reporting to the donors

### Desired Profile

The candidate has proven project management experience in rural East African communities with several years of increased responsibilities. He/she shows an appreciation and understanding of the various stakeholders involved in the development of rural communities. He/she has a genuine interest in working with a wide range of stakeholders, including community members, and is highly motivated to encourage, inspire and enable the community to successfully leverage the opportunities that will arise as a result of the project interventions.

As a seasoned people manager, he/she easily establishes and maintains effective working relations with staff, local partners, networks and donors. Empathy and social flexibility ensure access to and



progress in the different programs in the country. His/her approach is transparent and open-minded with an eye for people, while at the same time h/she has a business-like attitude to the achievement of the programs' goals.

LTP is looking for an enthusiastic, self-motivated candidate with Ugandan Nationality, who is eager to contribute, learn, develop him or herself and to be part of a team of likeminded professionals. Punctuality, a commitment to quality of work and an ability to focus on working towards set goals are all extremely important characteristics.

### **Required qualifications**

- At least a University Degree in a relevant field such as Community Development, Sociology, Entrepreneurship. Post graduate diploma or degree in Project planning and management could be an added value.
- Knowledge in water related issues and WASH is added advantage.
- Proven affinity with the position's focus areas: infrastructure (especially water supply), health, education and income generation is a definitive benefit.
- "Computer literate" and above-average working-experience with programs such as Microsoft Word, PowerPoint and Excel, as well as experience with using the internet for research and information gathering purposes.
- Fluent in English in both written and spoken.
- A valid driving license is required.

### **Compensation**

- A monthly salary , salary commensurate with experience and fit for a national position
- Vehicle (self-driven) + running costs for job-related transport as per budget
- Annual leave, 20 working days
- NSSF 10% of salary (or other pension scheme)
- Health insurance (bronze comprehensive Health Plan of AAR)
- Duration of contract: one year including 3 months subject to renewal

### **Working conditions & Regulations**

The Country Manager will be based in Lira with regular travel to Kampala. LTP works with 5-day workweek = 40 hours in normal conditions. Occasional overtime is part of the job and is not paid extra.

The Country Manager shall perform her/his duties in accordance with Institution's regulations/policies/procedures ("LTP Rules of Conduct") and general instructions as may be issued by the Institution from time to time. Normal and widely known work practices and conduct/ behaviour are expected to be known by employees even if not specifically written and explained.

### **Applications**

Applications should include a motivation letter, a detailed CV/resume and referees and can be sent to Juliet Achero before 20<sup>th</sup> January 2018.

Only the most suitable candidates will be informed and invited for interviews.