



MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

FINANCIAL INCLUSION SUPPORT UNIT (FISU)

JOB ADVERTISEMENT

The Financial Inclusion Support Unit (FISU) is intended to support the work on Microfinance and financial inclusion of the Financial Services Department (FSD) of the Ministry of Finance, Planning and Economic Development.

FISU's key areas of work will cover two themes: "knowledge management and stakeholder engagement" and "financial inclusion strengthening".

The main objectives for creation of FISU include but are not limited to;

- a. Bringing different parts of the financial sector together
- b. Promoting collaboration across the sector
- c. Building capacity and ensuring that best practices thrive.

In view of the above, applications are invited from suitably qualified Ugandans to fill various positions within the FISU structure as follows;

- i) **Knowledge Management and Stakeholder Engagement Officer**
- ii) **Program Officer - Monitoring and Evaluation**
- iii) **Program Officer - Change Management**
- iv) **Program Officer - Micro Finance**
- v) **Program Officer - Digitization/Fintech strengthening**
- vi) **Administration Officer**
- vii) **Front Desk Officer/Receptionist**

Details of the scope of services, deliverables, required qualifications, experience and competences can be accessed on the Official Ministry Website: www.finance.go.ug

Applications must include a cover letter, curriculum vitae, certificates and transcripts, and be addressed as below and **submitted online** to hr@finance.go.ug by **1700hrs on Friday 22nd September 2023**.

Address the email submitting your application as follows: POSITION – SURNAME- FIRST NAME – OTHER NAMES

Under Secretary/Accounting Officer
Ministry of Finance, Planning and Economic Development
Plot 2/12 Apollo Kaggwa Road
P O Box 8147
KAMPALA
Tel: 256-41-4707900

Please Note:

- 1) The Ministry of Finance, Planning and Economic Development is an equal opportunity employer. Any form of lobbying shall lead to disqualification.
- 2) Only shortlisted candidates will be contacted.

UNDER SECRETARY / ACCOUNTING OFFICER

TERMS OF REFERENCE

| Contract | |
|------------------------|---|
| Project | Ministry of Finance, Planning and Economic Development (MoFPED) |
| Expertise | |
| Category | TBD |
| Location | |
| Duty station | <i>Kampala</i> |
| Contract length | |
| Contract Period | <i>24 months.</i> |
| Part-time/full-time | <i>Full time</i> |
| Reports to | <i>FISU Co-ordinator</i> |

SPECIFICS OF RECRUITMENT

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KNOWLEDGE MANAGEMENT AND STAKEHOLDER ENGAGEMENT OFFICER

Specific objectives of the assignment;

The Knowledge Management and Stakeholder Engagement Officer **shall** take responsibility for knowledge management within the Programme, as well as take stakeholder relations, including organizing workshops, exchange visits and visits to the Partners.

Specific tasks to be undertaken.

- i. Assume responsibility for the public profile of the unit, including developing a strategy and taking responsibility for media relations.
- ii. Ensure that all relevant communication related to the establishment of FISU, support of SACCOs/CSCGs and other communication messages back to the field related to FISU progress are managed and carried out properly.
- iii. Prepare and implement a knowledge management and communications strategy.
- iv. Responsible for developing the M&E framework
- v. Responsible for developing the communication strategy
- vi. Responsible for developing the mindset change plan
- vii. Responsible for developing the stakeholder and partnership program
- viii. Systematically compile lessons learned from implementation into formats suitable for dissemination, as well as take lead in branding and production of communications materials.
- ix. Contribute the knowledge management/communications aspects to the TORs of partners and ensure timely access to information both from the beneficiaries upwards, and support the service providers in this respect, based on an assessment of capacity.
- x. Take responsibility for the creation of an e-library repository collecting knowledge and stories, and ensuring easy access for all staff.
- xi. Support in preparing write-ups and talking points, pointers (questions to be expected), as well as the appropriate responses.
- xii. Take responsibility for relations with partners, including organizing annual data verification exercises in the field.

Qualifications/Experience/Expertise.

At least five years of work experience in a related field of Information and Mass Communication.

Minimum Qualifications.

Master's degree in Mass Communication; International Relations; Language, Literature and Communication Skills; or Business Administration and Marketing.

Skills/Competences.

- Good knowledge of financial institutions, microfinance and member-owned.
- A clear understanding of aspects of technical writing to different categories of audiences
- Experience working with the media and different stakeholders, as well as events management.
- Ability to bring together various stakeholders for purposes of policy dialogue.
- Experience in handling public relations issues.
- Excellent writing and story-telling skills, as well as the ability to capture relevant visual, audio-visual and audio materials produce print materials for various audiences, and share these with all stakeholders.

PROGRAM OFFICER - MONITORING & EVALUATION - 2 positions

Specific Objectives of the Assignment.

The Monitoring & Evaluation Program Officer leads the monitoring and evaluation of financial inclusion projects related to FISU

Scope of work.

Specific tasks to be undertaken.

- i. Oversee preparation of and consolidate inputs to the Annual Work Plans and budget for the FISU including arranging stakeholder interactive and review workshops and meetings.
- ii. Contribute to the development of the M&E Strategy

- iii. Coordinate implementation of FISU activities at field level including among others Technical Assistance – Peer to Peer learning, Training, Household mentoring, and Training of Trainers under FISU.
- iv. Take lead in arranging for and coordinating backstopping field-level Monitoring and Evaluation activities while working with local governments and beneficiary SACCOs, Community groups and households.
- v. Build and develop synergies at Operational level with other related programs, partners and agencies supporting the rural finance sector to ensure consistency and complementarities. These among others include; the Microfinance Support Center - EMYOOGA Program, Enterprise Uganda – Business Development Services, Uganda Development forum – Policy think tank on Rural Development, Commercial Banks, Cooperative Apex organizations, Government training colleges on Cooperatives and Business Entrepreneurship among others
- vi. Compile progress reports quarterly and annually

Qualifications/Experience/Expertise.

A minimum of Three Years' Experience in Data Management (Defining, Theming, Entry, Cleaning, Analysis (Qualitative and Quantitative), writing and consolidation of reports.

Minimum Qualifications.

An honors degree in Microfinance, Economics, Business Administration or any other related discipline with specific post graduate training.

Skills/Competences.

- Good quantitative and analytical skills.
- Ability to work with a wide range of stakeholders including private sector partners, public sector representatives and development partners.
- Computer literate and well versed in the use of Microsoft Word, Excel, Access and the Internet.
- Experience in data collection, data management, maintenance and updating of MIS for M&E.
- Experience in working with digital data collection tools and geographic information systems.

PROGRAM OFFICER - CHANGE MANAGEMENT

Specific Objectives of the Assignment.

Lead FISU's work relating to change management and in particular mindset change to enable financial inclusion programs to have their intended impact.

Scope of work.

Specific tasks to be undertaken.

- i. Contribute to the mindset change strategy.
- ii. Support and prepare participations of FSD and wider programs for necessary mindset change
- iii. Work with external stakeholders to coordinate mindset change initiatives across Uganda.
- iv. Liaise with the research and analysis program officer to draw on and disseminate best practice on change management and mindset change.

Qualifications/Experience/Expertise.

A minimum of three years' experience in a similar change management role, preferably related to financial inclusion

Minimum Qualifications

Bachelor's Degree in Business Management and Finance, or Social Sciences relating to change management.

Skills/Competences

- Good working knowledge of the issues relating to financial inclusion in Uganda.
- Demonstrable professional experience in managing change management.

PROGRAMME OFFICER – MICRO FINANCE – 3 positions

Specific Objectives of the Assignment.

Provide technical support to SACCOs and Emyooga under the unit.

Scope of work.

Specific tasks to be undertaken.

- i. Work with MSC to ensure Emyooga SACCOs receive the support they need to thrive

- ii. Provide technical support for analysis of unit performance with regard to SACCOs
- iii. Compile data from the unit implementing partners and ensure quality, accuracy and timely submission of data.
- iv. Participate in the periodic M&E, learning and impact studies, liaising with the M&E officer.
- v. Assist the M&E Officer in developing maintaining and updating the database/ management information system for the unit.
- vi. Assist in the development and refinement of data collection tools/instruments.
- vii. Assist in FISU's work on the harmonization of the SACCOs regulatory framework

Qualifications/Experience/Expertise.

A minimum of three (3) years of work experience from a reputable organization working with SACCOs. Demonstrated knowledge of SACCO Principles, Management and Operations.

Minimum Qualifications.

An honors degree in Microfinance, Economics, Business Administration or any other related discipline with specific post graduate training.

Skills/Competences.

- Good quantitative and analytical skills.
- Ability to work with a wide range of stakeholders including private sector partners, public sector representatives and development partners.
- Computer literate and well versed in the use of Microsoft Word, Excel, Access and the Internet.
- Experience in data collection, data management, maintenance and updating of MIS for M&E.
- Experience in working with digital data collection tools and geographic information systems.

**Program Officer - Digitisation/Fintech strengthening
Specific Objectives of the Assignment.**

Provide technical support to Fintechs under the Unit.

Scope of work.**Specific tasks to be undertaken.**

- i. Provide technical support for analysis of unit performance with regard to Fintechs
- ii. Compile data from the unit implementing partners and ensure quality, accuracy and timely submission of data.
- iii. Participate in the periodic M&E, learning and impact studies, liaising with the M&E officer.
- iv. Assist the M&E Officer in developing maintaining and updating the database/ management information system for the unit.
- v. Assist in developing a strategy on Fintechs and Digitisation.

Qualifications/Experience/Expertise.

A minimum of three (3) years of work experience from a reputable organization working with Fintechs. Demonstrated knowledge of Fintechs Principles, Management and Operations, Data management, Information and Technology Essentials including writing and consolidation of reports.

Minimum Qualifications.

Bachelor's degree in a field such as Information Technology, Computer Science. Certificates in Cisco Courses like CCNA and ITE is an added Advantage.

Skills/Competences

- Professionally Friendly with Information and Technology Essentials (ITEs), Digital Management Information Systems as well as Data Analysis packages (Advanced MS-Excel, SPSS, Smart PLS and AMOS)
- Proficiently Computer literate with advanced capacity to use a word processor, spreadsheets and databases.

Front Desk Officer/Receptionist.**Specific Objectives of the Assignment.**

To manage all aspects of the Front Office.

Scope of work**Specific tasks to be undertaken**

- i. Receive, direct and relay telephone messages to the FISU Coordinator and other staff.
- ii. Receive and acknowledge all incoming correspondences to the FISU Coordinator.
- iii. Respond to public queries and inquiries.

- iv. Data entry of goods received.
- v. Oversee the administration of program files and relevant documents, including filing of documents, physically and electronically.
- vi. Updating and compiling logistics related monthly reports.
- vii. Maintain and update stock inventory records and location of goods.
- viii. Maintain and update the Unit Assets Register.
- ix. Perform other related logistics and administrative duties as will be assigned.

Qualifications/Experience/Expertise.

At least 3 years' working experience as a Front Desk Officer or receptionist in a busy organization.

Minimum Qualifications.

Diploma in Office Management or Customer Care. A Bachelor's degree in a related field shall be an added advantage.

Skills/Competences

- Excellent Verbal Communication skills, with strong ability to communicate in English.
- Front office management skills and Effective customer care.
- Computer Literacy.
- Telephone skills.
- Listening skills, ability to work under pressure, Professionalism and through Public Relation.

Administration Officer.

Specific Objectives of the Assignment

The Administration Officer supports FISU's administration, Office Management and Logistics Function.

Scope of work

Specific tasks to be undertaken.

- i. Ensure the provision of supplies for the effective running of the different functional sections of FISU.
- ii. Participate in all human resource activities including recruitment, staff contracts, etc.
- iii. Support procurement and contracts management
- iv. Monitoring performance of MOUs and other contracts and engagements entered into with the different stakeholders.

- v. Responsible for day-to-day administrative operations
- vi. Responsible for unit assets like vehicles, machinery, furniture among others.
- vii. Facilitate meetings and dialogue capturing key notes and minutes.
- viii. Ensure effective availability and functioning of utilities E.g. water, power, telephone services, etc.
- ix. Supervising all support staff to perform assigned duties effectively.
- x. Help organize stakeholder workshops for feedback to and input from all stakeholders.
- xi. Provide leadership in organizing and managing unit events.
- xii. Perform any other duties as may be assigned from time to time.

Qualifications/Experience/Expertise

At least 5 years' experience working with government or NGOs or Donor funded Projects or Programs with Hands on experience in office administration, office operations, procurement and disposal as well as supply chain management and logistics.

Minimum Qualifications.

Bachelor's Degree in Social Sciences, Office Management/ Administration, Procurement or similar qualifications from a recognized University.

Skills/Competences

- Excellent computer skills including competence in various packages e.g., Microsoft Word, Excel, PowerPoint, etc.
- Demonstrable writing skills.
- High integrity and sense of confidentiality.
- Very organized with a positive attitude, self-driven, pleasant personality and willingness to work odd hours.
- Highly motivated with a lot of personal initiative.

Applicants should submit a 2-page CV and propose an Approach of delivery (3 pages). Successful candidates will be invited for interviews.