

**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
FUNDS COORDINATION UNIT (FCU) OF THE GLOBAL FUND GRANTS**

**TERMS OF REFERENCE AND SCOPE OF SERVICES FOR
SENIOR PROGRAMME OFFICER/ADMINISTRATION**

BACKGROUND

The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) is an international partnership that provides grants to lower income countries with high disease burden such as Uganda. Specifically, it focuses on prevention and control of the three diseases HIV/AIDS, Malaria and Tuberculosis. The Funds Coordination Unit (FCU) was set up under the Ministry of Finance, Planning and Economic Development (MoFPED) as the Principal Recipient (PR) to provide oversight over implementation of the Grants. Implementation of the programs is a responsibility of the Ministry of Health (MoH).

The overall objective of the FCU is to support MoFPED to ensure effective and efficient operation of the interventions supported by the Global Fund resources and it is intended to strengthen the decision by the Government of Uganda (GoU) to use its national mechanisms, as articulated in the 2006 Long Term Institutional Arrangements (LTIA) strategy. The FCU functions are vested in Public Financial Management (PFM) Reforms Coordination Unit (RCU)

Government wishes to engage services of a Senior Programme Officer/Administrator under FCU.

OBJECTIVE

The objective of the position of Senior Programme Officer is to support human resources management and administration functions of the Funds Coordination Unit. Reporting through the Principal Programme Administrator. The SPO/A is required to operate with greater self-sufficiency to strengthen grant implementation and funds coordination oversight between Ministry of Health and MoFPED.

ROLES AND RESPONSIBILITIES

Program Management

1. The SPO/A will facilitate and coordinate grant processes between the MOFPED and MOH at different stages of the grant lifecycle.
2. Provide administrative and logistical support, for arrangements for the FCU teams and MOH program counterparts for all grant missions.

Stakeholders Management

3. Liaise and coordinate e with different key stakeholders. Will acts as a focal point for the gathering, proactive monitoring and reporting of information on the grant preparing information briefs and coordinating responses to requests for information
4. Work across teams collaborating with various staff of MoH, CCM, SRs, LFA, and country team staff to promote a consistent approach to grant implementation within the approved grant covenants.
5. Provide support in the preparation of program meetings, annual reviews and other related programme events.

Administration of Human Resources

6. Provide technical support in the recruitment, and induction processes for the FCU.
7. Support performance management and reporting for all contract staff under the programme
8. Coordinate programs in managing the staff payroll and ensure timely payment of staff salaries, and facilitation for the FCU including the overseeing the welfare of programme staff
9. Support effective operation and maintenance of assets; and maintain an up to date assets register
10. Prepare briefing materials as necessary for use on official travel, monitoring visits and meetings.
11. Draft correspondence, take dictation and instructions on a variety of program related subject-matters and act as minute secretary to program and other key GF meetings
12. Establish and maintain FCU files in a systematic order, including archiving closed files and maintain an accurate log of archive files
13. Perform any other duties as assigned by management from time to time

EDUCATION AND EXPERIENCE:

EITHER:

1. An advanced University degree (Master's Degree or equivalent) in Management, Business Administration, Public Administration, Human Resources Management, Social Science or related field
2. Four years' experience of increasing involvement and responsibility in advanced project management or program management, administration human resources with a reputable institution in the public sector or a development partner supported project or complex program.
3. Demonstrable experience in human resources recruitment, training, and development, mentoring or coaching, manpower planning and performance management.

OR:

1. A first level University degree (Bachelor's Degree or equivalent) in Management, Business Administration, Public Administration, Human Resources Management, Social Science or related field

2. Six years of relevant experience. Four of which at Officer level in a public sector organization / project is required.
3. Demonstrable experience in human resources recruitment, training, and development, mentoring or coaching, manpower planning and performance management.

REQUIRED COMPETENCES

1. Well-developed analytical skills and the ability to absorb information quickly.
2. Highly organized, reliable attention to detail and ability to work independently.
3. Excellent communication and inter-personal skills, and the ability to establish and maintain effective working relationships with colleagues, partners, external actors and allies.
4. Advanced computer skills.
5. Ability to work under-pressure, meet deadlines, prioritize workload and 'multi-task'.
6. Mature work practices, highly motivated, demonstrated sound judgment and the ability to respond positively to mentoring and directions.
7. Capacity of performing all assigned tasks with self-sufficiency and minimal guidance

CONTRACT ARRANGEMENTS

The assignment is intended for a period of one (1) year, but may be renewed based on need and satisfactory performance.