Job Profile

Senior Adviser (N1)
Head of Facility

Democratic Governance Facility (DGF)
Uganda

Reference number: 2020/UGA.02

1. Preliminary

1.1. Short background:

The Democratic Governance Facility (DGF) in Uganda is looking for an experienced and dynamic Head of Facility (HoF) with a passion for democracy and human rights to lead the multi donor facility located in Kampala.

The DGF is Uganda's largest democratic governance programme, working in all parts of the country in close partnership with dozens of civil society organisations and state actors. The HoF will lead a team of approximately 50 staff – including four international advisors. The position involves an exciting mix of management, political economy analysis, strategic guidance of partnership development and programming. The ability to engage the entire facility and to steer the learning, reflection and adaptation in a dynamic political context are essential success factors for this role. Public representation and interaction with Development Partners through the Board and Steering Committee are equally important factors.

1.2. Purpose of memo:
This memo describes the main tasks involved in the position and the qualifications requested from candidates to the job.

1.3. Expected composition of the selection committee:
Applicants for the position will be selected for interview by the Danish embassy in Uganda following consultation with partners, who will also be represented at the job interview. Mercuri Urval will participate in the process of appointment by conducting personality tests and test interviews with the selected candidates, as well as taking part in the final interview. The final interview panel consists of: representatives from the DGF Board and Steering Committee as well as the consultant from Mercuri Urval.

2. The Democratic Government Facility (DGF)

2.1. The programme in short:

Building on the achievements of the first phase of the DGF (July 2011 – December 2017), the facility is now implementing a five-year governance programme (January 2018 - December 2022) funded by seven development partners: Austria, Denmark, European Union, Ireland, the Netherlands, Norway and Sweden. Denmark is the legal entity and contract holder with the Government of Uganda. The facility is bound by Danida guidelines.
The overall vision is “a Uganda where citizens are empowered to engage in democratic governance and the state upholds citizens’ rights”. To achieve this vision, the programme works towards four high-level outcomes: (i) strengthened democratic processes that respond to citizens’ rights, (ii) strengthened rule of law and improved access to justice, (iii) increased protection and fulfilment of human rights and gender equality, and (iv) improved citizens’ inclusion and engagement in decision-making processes.

To contribute to these four high-level outcomes and ultimately the vision, DGF’s work is encapsulated in three broad and interconnected domains called “spheres”. These include: (1) Democratic process that shape citizen-state relationships; (2) Citizen empowerment, engagement and accountability; (3) Protection of human rights, access to justice and gender equality. The spheres are designed to facilitate DGF in identifying and analysing governance issues upon which decisions on whether or not to launch an area of intervention are based. Through mainstreaming and targeted interventions, DGF aims to reduce gender disparities, promote youth engagement and reach the most vulnerable people in Uganda.

The DGF programme is managed by the Facility Management Unit and governed by the seven development partners represented in the Steering Committee and the Board.

More specific information on the DGF programme is available here.

3. The Position

3.1. Title: Head of Facility / Senior Adviser (N1)

3.2. Place of service: Kampala / Uganda

3.3. Terms of Employment according to Danida staff rules. Below non-exhaustive brief benefits:


   Attractive remuneration package. Contribution to a pension, health insurance and reimbursement of school fees. Housing will be paid.

3.4. Special conditions of the function:

   The Head of the DGF Facility Management Unit (HoF) is the overall daily manager of approximately 50 staff member and leads the facility’s overall programme and financial management according to a delegated mandate and authority provided by the Steering Committee and ultimately the Board composed of the Heads of the seven development partners supporting the DGF.

   The DGF wishes to have a strong focus on – and learn from – its variety of partnerships with both state and non-state partners. Driving and managing analysis and learning for adaptability and setting priorities is therefore essential in the job as head of the facility, just as proactive coordinating with partners is highly relevant to ensure the facility’s relevance and effectiveness.

   On a daily basis, the HoF works in close collaboration with the Senior Management Team and with guidance from the Chair and co-chair of the Steering Committee.
3.5. Area of responsibility/tasks:

**Facility leadership**
1. Under the strategic guidance of the Board and the SC, lead the FMU in developing implementation strategies to achieve DGF II vision and objectives.
2. Maintain an in-depth knowledge of the overall governance context in Uganda.
3. Encourage synergies between the different Spheres and Areas of Interventions.
4. Ensure effective communication of DGF’s results in close cooperation with the SC.
5. Ensure the development of cooperative relationships among DGF partners, as well as between DGF and its partner organisations.
6. Represent DGF at a technical level with relevant high-level state and non-state stakeholders.
7. Ensure due attention to cross-cutting programme priorities, in particular gender and youth.

**Facility management**
1. Oversee the management of the entire DGF intervention portfolio, in line with approved procedures.
2. Act as a Secretary to the SC delegating responsibilities to SMT members where appropriate.
3. Lead the implementation of SC and Board decisions within the FMU.
4. Oversee the process of identifying, selecting, contracting and supporting partners, as per the DGF partnership, programme and financial management guidelines.
5. Effectively report on DGF’s progress, lessons learned and challenges to the SC and the Board.
6. Ensure rigorous financial management through effective budgeting, monitoring, auditing and reporting.
7. Manage the assessment, documentation and communication of programme level results.
8. Undertake risk management, including through the reporting of suspected misuse of funds to SC and Danida.
9. Manage regular Value for Money assessments and reporting to the SC.
10. Oversee the implementation of cross-cutting interventions (gender, youth, capacity building).

**Management of the FMU staff**
1. Provide leadership and strategic direction and effective management of the Facility Management Unit (FMU) staff.
2. Responsible for the direct management of three international Programme and Learning Managers, an international Head of Finance and Administration, a Corporate and Capability Manager the Human Resource Manager, the Political Economy Analyst and the Financial Risk and Compliance managers and of the entire DGF interventions, finance and administration staff (indirect reports).
3. Responsible for recruiting national FMU staff in consultation with the appropriate line managers.
4. Ensure a dynamic, productive and cooperative working environment across the FMU.
5. Ensure that effective human resource policies and practices, including performance appraisal and staff development, are implemented.
4. Demand Profile/Qualifications

4.1 Requirements and expectations concerning the candidates’ formal qualifications:

- Relevant advanced university degree.
- Extensive senior management experience.
- Excellent track record in delivery of large-scale governance programmes.
- Experience of human resources management with facilitation and motivational skills.
- Extensive knowledge of democratic governance and human rights.
- Experience with Political Economy Analysis and adaptive programming and management.
- Experience of working in a multi-disciplinary, multi-cultural environment.
- Experience working with government entities and civil society in a developing country context.
- Experience with monitoring, evaluation and knowledge management.
- Excellent communication and writing skills in English.
- Knowledge of current political developments in Uganda (desirable).

4.2 Requirements and expectations concerning the personal qualifications of the candidates:

- Exceptional leadership skills.
- Excellent Human Resources management skills with the ability to lead, manage and motivate a large and complex team.
- Excellent judgement, decision-making and negotiation skills.
- Exceptional interpersonal skills.
- Ability to effectively delegate.
- Strong conceptual and analytical skills particularly in the area of governance.
- Excellent communication and facilitation skills and ability to work in close cooperation with government entities and CSOs as well as with the DGF donors.
- Ability to interact at senior political, policy and technical levels.

5. Recruitment Procedures

5.1 How do you apply:
You apply through the job posting at the Ministry of Foreign Affairs website using the mandatory Danida Application Form wherein reference number 2020/UGA.01 should be stated.

5.2 Deadline for applications: 1 April 2020 at 12.00 noon CEST

5.3 Preliminary interviews and personal evaluation: week 15-16. Mercuri Urval will conduct a personal evaluation of selected candidates.

5.4 Language test: If Mercuri Urval and the Ministry of Foreign Affairs finds it necessary candidates may be language tested in the working language of the duty station (i.e. English). This is not relevant for candidates whose mother tongue is the relevant language or for candidates who have long experience working in an environment where the relevant language is spoken.
5.5 Presentation to the appointments committee: 23 April 2020 in Kampala/Uganda.

5.6 Decision: A decision is expected during week 17/18.

5.7 Expected commencement: 1 August 2020.