

## COUNTRY REPRESENTATIVE UGANDA

EXPATRIATE POSITION – FIXED-TERM CONTRACT OF ONE YEAR (EXTENDABLE)

Caritas International Belgium is member of a worldwide network of 162 Christian organisations of aid, active throughout 200 countries. We assist victims of natural or man-made disasters, people suffering from hunger and poverty. In addition to emergency response, we also implement rehabilitation and development projects.

For its projects in Uganda, Caritas International Belgium is looking for a **Country Representative, based in Kampala with frequent field trips to the projects** (settlements of Kyangwali and Kyaka II).

### MAIN RESPONSIBILITIES

- **Representation:** dialogue and cooperate with local actors, international actors and authorities. Communicate with and disseminate information to our partners in Uganda;
- **Project monitoring:** conduct field visits; monitor work plans and indicators; propose adjustments to the log-frames when necessary; support capacity building of program staff;
- **New projects/Fundraising:** explore project and funding opportunities for Caritas International Belgium in Uganda and South Sudan; draft proposals and negotiate new agreements (this includes missions to South Sudan);
- **Relations with headquarters in Brussels:** supervise and share narrative and financial reports; draft annual reporting; collaborate with the Caritas International Belgium communications team;
- **Security:** manage the daily security and report on security incidents;
- **Financial management:** final responsibility for the budget and budgetary procedures of the representation; conduct the annual monitoring budget of the mission; supervise the expenditures under the projects; draft budgets in line with the funding applications and the guidelines of the various donors; oversee the monitoring and compliance of procedures, particularly for financial and logistical tasks.

### PROFILE

- Master's degree (International development, Social sciences or equivalent);
- Experience in multi-sectorial project management (minimum 4 years), and at least 2 years in coordination position;
- Project management skills, including monitoring and evaluation; financial management;
- Experience in working with main donors (DGD, ECHO, EU, UN);
- Organisational capacity, analysis and synthesis, professional autonomy;
- Knowledge in the humanitarian sectors of protection and livelihood;
- Leadership, diplomacy, ability to work autonomously and in a multicultural and interdisciplinary team, flexibility, stress management, open to dialogue and ability to establish contacts;
- Languages: English (preferably also French; Dutch is an asset).

### INTERESTED?

Please send your application (CV + cover letter): [cv@caritas.be](mailto:cv@caritas.be) mentioning "Representative Uganda" before 28 November 2021.

Expatriate position. The successful candidate can expect a financial and administrative package in line with the humanitarian sector. Caritas offers you a varied work, full of human challenges.

Only shortlisted candidates will be contacted.

The successful candidate will be required to provide 2 professional references and a clean 596-2 criminal record.

If you would like more information about this vacancy, please contact Marisol Martinez, desk Uganda: [m.martinez@caritasint.be](mailto:m.martinez@caritasint.be)

