

## **Job Profile**

### **Financial Management Adviser (N1) Northern Uganda Resilience Initiative**

#### **Uganda**

**Reference number: DK-05261-2018/UGA.02-W**

#### **1. Preliminary**

##### **1.1. Short background:**

The Northern Uganda Resilience Initiative (NURI) is one of the three engagements under the Uganda Programme on Sustainable and Inclusive Development of the Economy (UPSIDE) for the period 2019-2022. UPSIDE falls under Danida's Uganda Country Programme 2018-2022. The focus of UPSIDE is agricultural development with the main beneficiaries being smallholder farmers as well as SMEs within agri-business. The general approach applied is value chain development with an improved emphasis on making the markets work better for the poor. A Coordination Function (CF) will be established to oversee the implementation of NURI while the implementation itself will be carried out by a number of partners. The CF will operate as a decentralized unit under the Royal Danish Embassy (RDE) in Kampala.

This profile describes the main tasks involved in the Financial Management Adviser (PMA) position and the qualifications requested from the candidates to the job.

##### **1.2. Expected composition of the selection committee:**

Applicants for the position will be selected for interview by the RDE. Mercuri Urval (MU) will facilitate and 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 RDE, a representative from the CF and a representative from MU.

#### **2. Northern Uganda Resilience Initiative**

##### **2.1. The programme in short:**

NURI is one of the three engagements under the Uganda Programme on Sustainable and Inclusive Development of the Economy (UPSIDE) for the period 2019-2022. UPSIDE falls under Danida's Uganda Country Programme 2018-2022. The aim of NURI is to enhance resilience and equitable economic development in supported areas of Northern Uganda, including refugees and refugee-hosting communities. The aim is enhanced production and marketing, better infrastructure, and climate change adaptation for small-scale farmers. The massive recent influx of refugees in the areas bordering South Sudan has resulted in widespread environmental degradation and socio-economic stress. Building on many years of experience working with displacement-affected populations in Northern Uganda, an effort will be made to further bridge the gap between humanitarian assistance and development interventions in the so-called humanitarian/development nexus. Concretely, NURI will pursue this aim through the following interventions:

- Training of smallholder farmers, both Ugandans and refugees, in climate smart agricultural practises, animal traction, and post-harvest handling in order to increase and sustain their agricultural production. This will lead to improved food security and increased incomes for their households.
- Renovation and construction of community access roads and other relevant infrastructure in order to improve access to markets and training in collective marketing combined with dissemination of market price information. This will result in more efficient markets and higher incomes for agricultural households.
- Improved management of water resources, such as dam construction, wetland rehabilitation and river bank protection, in order to improve the enabling environment for smallholder farming by increasing water availability and reducing the impact of climate change.
- Training in financial literacy and Sexual and Reproductive Health and Rights (SRHR) will be conducted across the three interventions, the latter in close collaboration with UNFPA (through a separate engagement under the Danish Country Programme).

NURI is expected to operate with a total budget of DKK 385 million.

NURI will be implemented within three districts in the Acholi Sub-region and within six districts of West-Nile. The activities under the agricultural production intervention will be implemented by NGOs, District Farmer Associations (DFAs) and CF sub-decentralized units. The activities under the rural infrastructure intervention will be implemented by a relevant partner selected through a tendering process. The activities under the water resource management intervention will be implemented by the Ministry of Water and Environment in cooperation with the partner selected to implement the rural infrastructure intervention. The implementation of NURI will be carried out in close cooperation with the relevant district local governments and with the Office of the Prime Minister and UNHCR in relation to the refugee beneficiaries.

The CF will oversee the implementation of NURI. The CF will be headed by a Programme Management Adviser (PMA) and have the following professional staff: FMA, M&E Coordinator, M&E Officer, Finance Officer, Administrative Assistant, Regional Coordinators for North West-Nile, South West-Nile and Acholi Sub-regions and a Supervising Engineer.

### **3. The Position**

#### 3.1. Title:

Senior Financial Management Adviser (FMA) (N1)

#### 3.2. Place of service:

The FMA will be based in Kampala.

#### 3.3. Terms of employment:

Three years contract period. The position has an attractive remuneration package reflecting family status, contribution to a pension scheme, health insurance and reimbursement of school fees. The Embassy will supply unfurnished housing free of rental charge. Free removal of household goods.

3.4. Special conditions of the function:

The position includes frequent travels to the areas of implementation in Northern Uganda. Uganda is rated “Middle” in Security terms, which means that there is no restrictions on travelling throughout the country. The situation is calm and stable at this time.

3.5. Area of responsibility/tasks:

The duties of the FMA will include the following:

- Day-to-day responsibility for the financial management of NURI, including for procurement.
- Overall NURI grant management, including agreements with implementing partners.
- HR and administration management of the CF and the sub-decentralized units.
- Review the organisational and financial management systems and manuals of the implementing partners, ensuring that these comply fully with Danida and Government of Uganda requirements.
- Guide the implementing partners on preparation of annual work plans and budgets and review these.
- Review funds requests from the implementing partners and review and prepare disbursements for final approval by the PMA.
- Review and follow-up on financial reports from the implementing partners.
- Visit the implementing partners on a regular basis, review their financial management systems and procedures and plan and conduct capacity building of implementing partner financial management capacity.
- Handle CF procurement and larger procurements for the implementing partners in accordance with Danida guidelines and when relevant in close cooperation with the RDE.
- Prepare financial overviews as required, including for the annual progress reports and programme reviews.
- Plan and prepare financial audits and follow-up on the findings and recommendations.

3.6. Key success criteria:

- Timely achievement of NURI output and outcome targets, taking into consideration changes in the operating environment of Northern Uganda and the consequent need for engagement flexibility.
- Ensuring that implementation of NURI lives up to the highest standards of integrity, accountability and transparency in terms of programme and financial management.
- Assist the PMA in effective and efficient management of the CF as a “fit for purpose” and “value for money” driven implementation modality for UPSIDE.
- Cultivation of good and supportive working relations with NURI key stakeholders, including the RDE.
- Establishment of a simple and transparent reporting and financial management framework as required for reporting and useful for strategic and management decision making.
- Overall and gradual improvement of the organisational and financial management capacity of implementing and local government partners.

## 4. Demand Profile/Qualifications

4.1 Requirements and expectations concerning the candidates' formal and professional qualifications:

- Relevant higher education (e.g. master of business administration, accounting or economics).

- Substantial working experience with financial management: budget preparation and follow-up, accounting, financial reporting, controlling, and auditing.
- Experience with Danida's policies, financial management system and administrative systems, and with the Danida Aid Management Guidelines.
- Good knowledge of and experience with drafting of accounting procedures and setting up an effective and efficient internal control environment.
- Good knowledge of and working experience with computerized accounting (experience from working with QuickBooks will be a significant advantage).
- Practical work experience with external auditors, drafting of Terms of Reference for audit, follow up on audit reports.
- Good negotiation skills and knowledge of procurement.
- Work experience from developing countries.
- Strong communication skills and proficiency in oral and written English.

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

- Strong interpersonal skills and cultural awareness.
- Well-developed and effective communications skills, both verbal and written.
- Ability to work independently, often under pressure to meet deadlines.
- Ability to delegate and motivate.

## 5. Recruitment Procedures

5.1 How do you apply

Information about the **mandatory** application procedure can be found at: [www.danidajob.um.dk](http://www.danidajob.um.dk) or [www.urvalcvbase.dk](http://www.urvalcvbase.dk).

5.2 Deadline for applications: 7 August 2018 at 12.00 noon (CEST)

5.3 Preliminary interviews and personal evaluation: Week 33 (14-16 August 2018) . Mercuri Urval will conduct a personal evaluation of selected candidates.

5.4 Language test: Might be requested, if the candidate has a limited experience with working in English.

5.5 Presentation to the appointments committee: 17 August 2018.

5.6 Decision: A decision is expected during week 34.

5.7 Expected commencement: 1 October 2018 or soonest thereafter.