

CONTACT PERSON	EMAIL	PHONE	DATE
Leen De Nutte	leen.denutte@ugent.be	0782 642 205	30.01.2019

Job offer: Project Officer (fixed term full-time contract)

To support and strengthen Centre for Children in Vulnerable Situations (CCVS)-Uganda's project implementation and team management, we are recruiting an experienced Project Officer. The Project Officer will be supervising the planning, implementation, monitoring and evaluation of the project towards enhancing mental health among war-affected individuals, families and communities, supported by the Trust Fund for Victims (ICC). S/he shall oversee a team of clinical and support staff.

Background to CCVS-Uganda

CCVS-International, a Belgian interuniversity cooperation, was erected in 2008 to conduct research on support for and wellbeing of formerly abducted children and war-affected children and their communities in Lira District. Three Belgian universities gave form to and took up the direction of this centre: Ghent University, Vrije Universiteit Brussel and the University of Leuven. CCVS-International's activities are structured around three central axes which are closely related to one another: (1) research studying the psychosocial wellbeing of persons living in vulnerable situations in the South; (2) support for persons in vulnerable situations in the South. Two psychosocial support centres have been established, one in Eastern DR Congo (Bunia) (CCVS-DR Congo) and one in Northern Uganda (Lira) (CCVS-Uganda); and (3) dissemination of good practices and scientific knowledge.

Since 2011, the International NGO Centre for Children in Vulnerable Situations (CCVS)-Uganda has been promoting the mental health and well-being of children, youth, adults, their families and communities living in post-conflict Northern Uganda and, more specifically, in Lira District. Currently, we are working in several communities, schools, health centres, Lira Main Prisons and the Lira Regional Referral Hospital Mental Health Unit. Divergent working methods are used such as mental health sensitization, individual/couple/ family/group psychotherapy, community dialogues, community therapy and play therapy. Also, CCVS-Uganda is involved in research and training of various stakeholders engaged in formal and informal psychosocial service delivery (e.g., social workers, teachers, community leaders and mobilizers) and cooperates in the radio programme "Healing Our Wounds" (Radio Wa). We aim to provide our services to all persons in need of mental health support irrespective of their ethnicity, religion or other orientations and beliefs.

For more information, please visit our website www.centreforchildren.be

Job description, tasks and responsibilities

TYPE OF CONTRACT	<ul style="list-style-type: none"> • Full-time employee contract • Fixed term: from March 1st 2019 up to February 29th 2020
REPORTS TO/ SUPERVISED BY	<ul style="list-style-type: none"> • Executive Director • Accountant (<i>financial reporting</i>)
WORK DIVISION	<ul style="list-style-type: none"> • 9/10 Administrative, financial, organisational and managerial duties • 1/10 Team meetings
TASKS & RESPONSABILITIES	<ul style="list-style-type: none"> • <i>Administrative, financial, organisational and managerial duties:</i> <ul style="list-style-type: none"> ○ Supervising and coaching team members in the planning, execution and monitoring of the project ○ Making final decisions to support the daily activities performed by CCVS-Uganda and its employees ○ Reporting relevant project and administrative issues, necessary for the good functioning of CCVS-Uganda, to the Executive Director ○ Being in close communication with the Clinical Director pertaining daily clinical work at the centre ○ Drafting quarterly and annual project reports ○ Being the focal person for all finances in the Organisation. This includes (1) monthly budgeting, (2) withdrawing and safely keeping funds from the CCVS-Uganda bank account (in cooperation with the Clinical Director), (3) organizing and delegating the purchase of specific budget items (e.g. stationary, fuel, community mobilization fees) to specific staff members – although not overburdening them, (4) collecting all receipts on a weekly basis from staff members, (5) complementing the cash book on a weekly basis, (6) working in close collaboration with the accountant and Executive Director pertaining financial issues, and (7) being transparent and open in reporting and communication pertaining finances. ○ Being the focal person for networking in the Organisation. This includes (1) planning regular meetings and agreements made with partners, organisations and institutions as to enable the work CCVS-Uganda is doing in the field, and keeping records of these meetings, (2) following up and taking necessary action with regard to agreements with partners, organisations and institutions, (3) informing team members of relevant decisions and need for action, (4) exploring opportunities for collaboration and funding, and (5) taking the lead in proposal writing (e.g. extension proposal, M&E planning). • <i>Team meetings</i> <ul style="list-style-type: none"> ○ Preparing topics to be discussed during team meetings

	<ul style="list-style-type: none"> ○ Chairing and participating in the weekly team meeting on Monday morning or spontaneous team meetings throughout the week, and encouraging members to actively participate and share their ideas ● <i>Overall responsibilities</i> <ul style="list-style-type: none"> ○ Being at any time (in and out of the office, and on and off duty) a good representative of CCVS-Uganda and the values it stands for to ensure the good image and reputation of CCVS-Uganda ○ Providing support in the completion of various tasks necessary to enhance the work of CCVS-Uganda (e.g. radio programme, trainings, workshops) ○ Open, fair and respectful communication to all staff members ○ Being transparent, responsible and open regarding financial duties ○ Participating and assisting in the reception and guidance of volunteers, interns and visitors in consent with the management ○ Assisting in general cleanliness and orderliness of the office ○ Taking good care of the property of the Organisation ○ Respecting work time schedules ○ Any other duties assigned by a competent officer(s)
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Qualifications

- Relevant Master's degree health qualification (i.e., mental health, psychology, counselling, social work, nursing, community development, welfare, public health)
- Demonstrated experience in management, coordination and team coaching
- Demonstrated experience in project implementation, monitoring and evaluation
- Experience in elaborating and supervising mental health projects is a plus
- Strong report writing skills
- Fluent in Luo
- Being collaborative, ethical, transparent, responsible, flexible and open

What we offer

- Full-time employee contract from March 1st 2019 up to February 29th 2020, with possible extension based on available funding and positive staff appraisal
- 10% employer NSSF contribution
- AAR Health Insurance cover
- Sanlam personal and group accident cover
- Breakfast and lunch during working days or lunch allowance in case of field activities
- Training opportunities on various psychological intervention techniques
- Monthly supervision by an experienced Clinical Psychologist
- Counselling support for staff, if need be
- Dynamic team environment

How to apply

All persons are encouraged to apply for this job offer irrespective of sex, ethnic group, religion, political orientation or other orientations and beliefs.

Send your CV, copy of educational diploma's and relevant certificates, and motivation letter to Leen De Nutte (leen.denutte@ugent.be) **before the 17th of February, 2019.**