

**CONTACT PERSON**

Prof. dr. Ilse Derluyn

**EMAIL**

ilse.derluyn@ugent.be

**DATE**

18.11.2020

## **Job offer: Executive Director (fixed term, full-time contract)**

To support and strengthen Centre for Children in Vulnerable Situations (CCVS)-Uganda's programme design, management, implementation and evaluation, we are recruiting an experienced Executive Director.

### **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 psychological health and well-being of children, youth, adults, their families and communities in post-conflict Northern Uganda and, more specifically, in Lira, Oyam and Alebtong Districts. In addition, we shall be extending our services to Kitgum and Pader District in 2021.

Currently, we are working in several communities, schools, Health Centres, Lira Main Prison and the Lira Regional Referral Hospital Mental Health Unit. Divergent working methods are used such as psychological health sensitization, individual/couple/family/group psychotherapy, community dialogues, community therapy and play therapy.

In addition, 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 psychological health support irrespective of ethnicity, religion or other orientations and beliefs.

For more information, please visit our website [www.centreforchildren.be](http://www.centreforchildren.be)

## Job description, tasks and responsibilities

COUNTRY OF DUTY	Uganda
TYPE OF CONTRACT	<ul style="list-style-type: none"> <li>• Full-time employee contract</li> <li>• Fixed term: from January 2021 up to March 2022</li> <li>• With possible extension based on available funding and positive appraisal</li> </ul>
REPORTS TO/ SUPERVISED BY	Board of Directors
TASKS & RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• <i>Programme design, development and management:</i> <ul style="list-style-type: none"> <li>○ Fundraise, design and develop (new) projects that are in line with CCVS-Uganda's vision and mission</li> <li>○ Take the lead in proposal writing</li> <li>○ Uphold quality standards in the execution of all project activities</li> <li>○ Elaborate a strategy for strengthening CCVS-Uganda's services and presence within Uganda</li> <li>○ Provide regular updates to CCVS-Uganda's Board of Directors regarding administrative, financial and programmatic achievements and needs</li> </ul> </li> <li>• <i>Operational support:</i> <ul style="list-style-type: none"> <li>○ Follow-up of team members and consultants, including regular field visits (Lira and Kitgum/Pader) and meetings</li> <li>○ Support and follow-up of narrative and financial reporting, M&amp;E, HR and clinical work, including, but not limited to the following tasks: <ul style="list-style-type: none"> <li>▪ Continuously strengthen and improve the financial, M&amp;E, HR and clinical work systems at CCVS-Uganda</li> <li>▪ Keep organizational policies and manuals up to date</li> <li>▪ Preparing cash requests to CCVS and donors</li> <li>▪ Revision and approval of yearly and monthly budgets and performing budget reviews, if necessary</li> <li>▪ Track monthly and quarterly expenses and performing budget reconciliations</li> <li>▪ Support in financial audits executed by an independent auditor</li> <li>▪ Revision of M&amp;E reports, surveys, etc.</li> <li>▪ Support staff appraisals</li> <li>▪ Identify staff knowledge, skill, and ability gaps and plan employee training activities as required to improve employee performance</li> <li>▪ Revision and approval of financial and narrative reports developed by project staff</li> </ul> </li> <li>○ Provide technical input in all programme areas</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Organize events (e.g., workshops and conferences)</li> <li>○ Ascertain that CCVS-Uganda honours its legal and administrative obligations</li> <li>● <i>Representation and partnerships:</i> <ul style="list-style-type: none"> <li>○ Actively participate in national and international working groups and fora</li> <li>○ Proactively engage with partners to advance CCVS-Uganda's vision and mission at all levels</li> <li>○ Maintain an operational working relationship with government offices and the National Bureau for NGOs</li> <li>○ Maintain good donor relations</li> <li>○ Maintain and regularly update CCVS-International's website and social media</li> </ul> </li> </ul>
--	--

### Qualifications, experience and competence required

- Relevant Master's degree qualification (e.g., psychology, global mental health, counselling, social work, public health, educational sciences)
- At least five (5) years of experience in project initiation, implementation, monitoring and evaluation; relevant academic qualification and training are a plus
- Proven experience in developing, managing and tracking project budgets
- Proven experience in management, coordination and team coaching
- Experience in establishing and maintaining partnerships and engaging in (inter)national working groups and fora
- Experience in managing psychological health projects in war-affected contexts is a plus
- Experience in the systems-oriented approach to clinical work is a plus
- Advanced computer skills (Word, Excel, PowerPoint) and ability to work online (Zoom, Skype, KoboCollect)
- Strong verbal and written communication skills in cross-cultural settings
- Ability to work independently and transparently with minimum supervision
- Ability to work flexible hours when necessary
- Being collaborative, ethical, transparent, honest, responsible and flexible
- Excellent interpersonal skills and team spirit to support individual staff members and teams

### What we offer

- Full-time employee contract from January 2021 to March 2022, with possible extension based on available funding and positive appraisal
- Gross monthly salary of €2,915.50
- Annual flight ticket
- Dynamic team environment

### How to apply

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

Please complete the entire application form (<https://forms.gle/wjKBTNejbQYX4od9>) **before December 6, 2020 (11.59pm CET)**.