



MINISTRY OF EDUCATION AND SPORTS

VACANCY (RE-ADVERTISEMENT)

BACKGROUND

The Government of Uganda through Ministry of Education and Sports has received a credit from the World Bank/ International Development Association (IDA) as support towards the implementation of skills development projects. These projects include: **Albertine Region Sustainable Development Project (ARSDP) which covers Skills Access and Upgrade for Uganda Skills Development Project (USDP).**

Overall oversight and guidance of projects' components implementation lies with the Ministry of Education and Sports coordinated and supported by a project coordination unit with a number of specialists already in place. The Government of Uganda also provides counterpart funding to support activities of these projects.

The Ministry of Education and Sports now invites suitably qualified Ugandans, with qualifications and experience, to fill the position of **Deputy Project Coordinator**. The assignment shall be for a period of two years subject to renewal satisfactory performance and project life span.

POSITION: DEPUTY PROJECT COORDINATOR

LOCATION: KAMPALA, UGANDA

(with frequent travel Countrywide)

REPORTS TO: Project Coordinator (PC)

1.1 JOB PURPOSE

The Deputy Project Coordinator shall assist the Coordinator for the day to day management of the projects' (Albertine Region Sustainable Development Project and Uganda Skills Development Project) activities including planning and directing the project technical team to ensure timely implementation of the activities.

1.2 KEY RESULT AREAS

- Development of strategies to keep ARSDP and USDP on track, and updating of the results framework for USDP.
- Assessing information needs of key stakeholders and providing timely feedback on the projects.
- Regularly furnishing the PC and the MoES management team with reports on the implementation progress of the projects' activities.

- Monitoring and Evaluation of activities towards achieving Projects' development objective and their key indicators.
- Coordinating the preparation of weekly, monthly and quarterly reports to keep stakeholders update with the Projects' activities.
- Coordinating the preparation and implementation of all Procurement Plans, Training Plans, Work Plans and Budgets.

1.3 SPECIFIC DUTIES AND RESPONSIBILITIES

- Assist the Project Coordinator in managing all the professional aspects of projects' activities which include:
 - Reviewing and quality controlling the various tasks and outputs under the Projects, which include consultancy assignments, preparation of bid documents, procurement, contract awards and payments, in-house and external activities;
 - Preparing Projects' briefs, work plans, budgets and other working documents as required under the credits agreement.
 - Participating in supervision of selected consultants and contractors for contracted Projects' activities to ensure compliance with agreed performance standards;
 - Reviewing of Consultants' reports and appraisal of agreed projects deliverables;
 - Participating in the review and quality assurance of goods and services delivered under the projects;
- Participating and providing sound technical advice in all technical meetings related to all projects' components at both ministry and institution levels
- Assisting the Project Coordinator in preparation and seeking of necessary Bank clearances for all projects' activities that require clearances prior to their execution
- Convening weekly coordination meetings within the coordination unit to review progress of the projects' activities and prepare weekly briefs on the progress;
- Assisting the Project Coordinator to prepare for Monthly Projects' Review meetings chaired by PS/ ES or his/her designee;
- Coordinating the payment of consultants' suppliers' and contractors' claims by ensure that the claims

are certified and match with the work done or goods and services supplied; and that requisitions are submitted to relevant authorities for timely payments;

- Assisting the Project Coordinator to convene evaluation committee meetings and site visits by supervision teams in liaison with line departments/ units;
- Overseeing proper utilization of project resources, and that facilitation for field visits and office requirements are processed in time, duly accounted for and properly utilized
- Tracking requests for contract variations, validating their genuineness, coordinate their processing and compiling recommendations from Procurement Unit, Construction Management Unit (CMU) or Consultants for necessary and timely action;
- Tracking the achievement of results in line with the project results framework;
- Coordinating the timely implementation of recommendations from line departments, monthly reports, audits and reports from Government Inspection Agencies, such as Auditor General, PPDA, IGC, and recommendations by World Bank;
- Assisting the Project coordinator in the day to day management of all recurrent operating activities that are required to effectively implement the projects and supervising, guiding and appraising the staff in the coordination unit, to ensure that all the projects' activities completed in time;
- Undertake any other duties related to project implementation as shall be assigned to her/him by the Project Coordinator.

1.4 DELIVERABLES

- ARSDP and USDP on track implementation strategies to be submitted within two months of the commencement of the DPC's services.
- Updated Project Development Objective Indicators in the Results Framework for USDP within the first four months of the commencement of the DPC's services.
- Weekly briefs, monthly and quarterly progress reports on all projects' activities throughout the duration of the DPC's contract.

- Appraisals of project staff done on a six months basis within the duration of the DPC's contract.
- Records of minutes of all technical and review meetings held on the project activities throughout the duration of the DPC's contract.
- Final report on payments, all consultancy services, procurements of works, goods and services delivered under the projects and all other projects' activities at the end of the contract.

1.5 QUALIFICATIONS

- A Masters' Degree or equivalent in (Project Management, Business Administration, Engineering fields, TVET Education, Economics) from a recognized university.
- Post graduate qualification/Experience in Project Management is desirable for candidates with qualifications other than project management.
- A qualification or experience in Technical and Vocational Education Training (TVET) internationally/regionally is an added advantage

1.6 EXPERIENCE

- At least 10 years working experience in a reputable organization five of which should have been in project management/leadership responsibilities
- Experienced in use of computer programs for project management
- Demonstrated competence in the fields of financial management, procurement management, and monitoring and evaluation; and
- Familiarity with Donor funded Project Management procedures. Experience in World Bank/IDA funded projects is advantage.
- A proven integrity record is an added advantage

Sealed Applications should be addressed to **The Permanent Secretary, Ministry of Education and Sports and delivered to the Project Coordination Offices, 3rd Floor Wing B, Legacy Towers, Kyadondo Road not later than 5pm, 23rd November 2016.** Canvassing will lead to disqualification, and only shortlisted candidates will hear from us.

NB: More information can be obtained on www.education.go.ug