



Job description

**Policy and Programme
Coordinator**

Uganda



Policy and Programme coordinator – Efficient Institutions (Effecti)

Place of work:	Kampala, Uganda
Pay band:	Current grade E
Salary:	In line with WaterAid salary scales for grade
Reports to:	Policy and Programme Manager
Manages:	N/A
Contract type:	Fixed

Background:

WaterAid’s Vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the world’s poorest communities, WaterAid works with partners to maximize its impacts for policy change/influence.

WaterAid works through supporting local organizations and government authorities to design and demonstrate appropriate and sustainable WASH programmes. WaterAid also seeks to influence the policy change through government and other key sector actors to secure and protect the right of marginalised and vulnerable people to safe, affordable water and sanitation services.

WaterAid Uganda’s Country Strategy is being delivered through three programmes – Efficient Institutions (Effecti), Voice for Accountability and WASH in Economic Development each led by a Policy and Programme Coordinator reporting to the Head of Programmes. The Effecti Programme focuses on strengthening the Ministry of Water and Environment (MWE) as mandated to deliver WASH services to citizens. This programme shall build on the existing strength of existent institutional

coordination framework through Sector Wide Approaches (SWAs) to improve policy execution. At delivery level, WaterAid Uganda shall in partnership with government and the private sector demonstrate in selected districts how the level of services can be improved through implementation of standards and guidelines alongside strengthening the capacity of decentralized structures to plan, coordinate and monitor services using appropriate guidelines, tools and approaches within the District Wide Approach.

JOB PURPOSE SUMMARY:

The Effecti Coordinator will lead on sector analysis and implementation of the sector strengthening agenda. They will ensure the design and delivery of district and local level programming is aligned to deliver the sector strengthening agenda of the country programme and provide oversight and support towards the effective implementation of the sector strengthening at district and national level.

KEY RESPONSIBILITIES:

Analytical Leadership and communication:

- Ensure that the design of the Effecti Programme is based on a robust understanding of the sector context and blockages that undermine access to sustainable WASH services amongst the excluded populations of Uganda
- Lead the design of projects within the programme guided by a systems and rights based approach that contribute to the programme goals as well as the strategic objectives of WAU
- Lead the development of a clear plan for delivering the sector capacity strengthening objectives of WAU and for developing, implementing and documenting institutional strengthening methodologies and approaches.
- Work towards increasing the profile of WaterAid Uganda to positively contribute to accelerating universal access in Uganda through shaping sector systems and practice.
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- Responsible for generating analytical briefs, communication materials and case stories of evidence and excellence generated from programming and policy analysis in line with the CP and global priorities with a clear plan for utilization to advance the CPs strategic priorities.
- Proactively engage in sector discussions, build and maintain relationships with key sector ministries, institutions and other strategic partners
- Ensure WAU staff have clear knowledge and understanding of WAU's strategic intent and purpose in the sector.
- Responsible for following up on trends in sector processes, strategies and practice to advice senior management on possible actions in terms of delivering organizational messaging at key forums.
- Develop and implement trainings, workshops, participatory design processes and consultancies in institutional strengthening for both public and private entities.
- Prepare and manage the programme budget based on justifiable projections and principles of value for money

Technical support and oversight:

- Work effectively within a matrix organizational structure with staff in the other program pillars to ensure that programme activities are in line with influencing objectives.
- Ensure that WASH service delivery follows the core value of equity and inclusion through mainstreaming equity and inclusion in the projects implemented with government
- Ensure that WASH Programme delivery at the field level is designed to positively impact the building of better WASH systems and generate replicable results that can be profiled to contribute to universal access
- Spear head the sector strengthening agenda by shaping the content of all programs at the field level to generate evidence and excellence that can be utilized at regional and national level

- Responsible for generating consistent critical analysis on the national, regional and district level political economy which will inform and shape partnership with government as well as investments.
- Represent WAU at different meetings and forums, nationally/internationally as assigned by line management

Networking and partnerships:

- Responsible for building partnerships with government institutions, donors, universities, private sector and research institutions so as to advance WAU's strategic objectives.
- Support implementing partners in developing effective, efficient and inclusive project plans.
- Conduct regular programme and project reviews with partners and provide feedback for improved performance particularly in regards to overcoming exclusion and empowering marginalised communities
- Undertake and facilitate monitoring of work of partner organisations, documenting findings and following up on these to improve programme quality.
- Through working with the designated counterpart for this post within the partner organisations, promote an open relationship between WAU and partners that promotes a sense of solidarity and facilitates surfacing of issues, capacity building and sharing of learning and accurate information
- Support partners organisations in identifying right human resources and skills needed for this programme, identify areas of capacity building, institutional strengthening and provide inputs to address these in delivering the WAU programme
- Oversee the development of programme related agreements and contract with partner organisation and ensure compliance within WAU
- Work with finance department to ensure the timely disbursement of funds to the implementing partners as per contractual obligations
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Resource Mobilization:

- Work closely with the Head of Programmes and Fundraising Manager to develop concept notes for mobilizing sufficient resources for the CP strategic priorities.
- Collect case stories for fund raising team to mobilize resources locally or globally.

Monitoring and Reporting:

- Monitor implementation of sector capacity building/system strengthening programme and prepare key reports on the basis of organizational policies and procedures including monthly, quarterly, biannual and annual reports.
- Ensuring high-quality, well-written and timely reports meeting donor and WAU requirements.

JOB REQUIREMENTS/PERSON PROFILE:

A) Education and Experience

Essential

- Masters level qualification in Development Studies, Public Health, WASH, or other related discipline.
- A minimum of 10 years' experience working in a developing country and/or humanitarian context, with prior experience in senior programme management or working towards senior programme management.
- Experience in public sector institutional support and/or reform
- Developed management and communication skills with the ability to motivate, support and mentor staff to produce results
- Report writing & communication skills
- Desirable Experience in business development within private sector
- Experience in designing and implementing behaviour change activities
- Experience working within a Consortium, or a project with multiple partners

Desirable

- Significant experience of programme design and successful proposal development.
- Demonstrable experience and competence in networking and effective relationship building with peers, donors and government. High level of diplomacy and tact

B) Personal Competencies:

- Cross-cultural awareness and sensitivity
- Ability to meet deadlines and work under pressure
- Flexible and adaptable to a changing environment.
- Excellent interpersonal, communication and team building skills.
- Effective networking abilities
- Good public speaking ability in English