

JOB DESCRIPTION

Programme Manager – Youth Internship Programme

Location	Kampala, Uganda
Salary	Gross Annual Salary UGX 58,491,912 . All salaries will be reviewed in April 2014.
Benefits	24 days annual leave, rising to a maximum of 28 days with additional years of service. Insurance and housing allowance.
Reports to	Country Director
Direct Reports	Programme Coordinator
Expected travel	National travel will be required, international travel possible.
Context	<p>Restless Development is the leading youth-led development agency. We have been supporting youth development in Uganda for over 15 years. We focus on three key areas: youth livelihoods and employment; youth sexual reproductive health; and youth civic participation. All of our programmes are designed, implemented and monitored and evaluated by young people. In addition to supporting community development initiatives in Eastern, Northern and Central regions we support capacity-building, coordination and advocacy efforts across the youth sector to ensure that young people's voices are heard and responded to by policy makers at local and national levels. For more information on Restless Development see: www.restlessdevelopment.org.</p> <p>We are currently seeking a talented Manager to oversee our exciting national internship programme. The YouthMap Internship Programme will equip 100 young graduates (ages 23-30) with employability and leadership skills combined with the practical experience necessary to work, lead, and contribute to development efforts. This programme is part of the global YouthMap Programme funded by the United States Agency for International Development (USAID) and coordinated by the International Youth Foundation. Restless Development Uganda is the Secretariat and implementing partner in Uganda.</p> <p>The Programme Manager will be responsible for the delivery of the programme, ensuring that all objectives are achieved. S/he will oversee programme strategy and implementation working through a team of talented young staff. S/he will be responsible for developing and managing the national public and private sector partnerships underpinning the programme. S/he will also lead on monitoring project progress, enabling timely reporting to donors.</p>
Main Responsibilities	<ul style="list-style-type: none"> • Programme strategy, implementation and coordination • Partnership development and management • Financial planning and management • Monitoring, evaluation and reporting • Personnel management
Programme Strategy, Implementation & Coordination 30%	<ul style="list-style-type: none"> • Manage programme priorities through regular review of work plan and schedule • Oversee development, and ensure quality review, of programme resources. This includes the training curriculum, intern and employer induction packs and toolkit based on programme learning • Oversee recruitment, matching and training/induction process for interns and employers, including coordination of MoUs • Oversee support structure for interns and employers during and after internship placements • Develop, introduce and oversee programme strategy for provision of ongoing and high quality career guidance and job placement support for interns
Partnership Development & Management	<ul style="list-style-type: none"> • Build and maintain effective partnerships with all key stakeholders, i.e. employers, USAID, IYF, the Internship Advisory Group members, relevant line ministries and others • Plan and coordinate quarterly Internship Advisory Group meetings (currently composed of

20%	<p>senior representatives from the private and public sectors), including supporting follow up activities as required</p> <ul style="list-style-type: none"> • Lead on partnership events and activities to raise the profile of the programme and secure leverage and other commitments of support • Develop and disseminate communication materials about the programme in collaboration with the Partnerships Manager
Financial Planning & Management 15%	<ul style="list-style-type: none"> • Lead on managing and regularly reviewing the programme budget, monitoring spend to ensure it is within budget • Liaise with the finance team to support development and review of financial reports relating to the programme as required • Support the finance team to manage the internship stipend • Lead on tracking leverage commitments secured from host employers and others • Ensure financial policy and procedure is adhered to by the team and others
Monitoring & Reporting 15%	<ul style="list-style-type: none"> • Working closely with the Partnerships Manager, liaise with the programme, finance and M&E teams to ensure timely development and submission of donor reports • Oversee all M&E processes, including analysis of data collected and dissemination of results to ensure continual programme improvement • Lead on communications with donors in collaboration with the Partnerships Manager and Country Director
Personnel management 15%	<ul style="list-style-type: none"> • Line and performance manage team, serving as a role model at all times • Build capacity of staff as required • Provide guidance and expertise on programme issues to the Senior Leadership Team • Ensure OHR policy and procedure is adhered to by team
Other 5%	<ul style="list-style-type: none"> • Other duties as required. Occasionally working on weekends and holidays for which time off in lieu can be taken.
Experience & Skills	<p>Essential</p> <ul style="list-style-type: none"> • Graduate level degree (Degree, Masters) in relevant field of study • Minimum three years of experience in programme management, including proven experience of managing large and complex programmes relating to youth employment • Strong partnership development and networking skills • Excellent numeracy skills with experience in budget development and management • Excellent understanding of project cycle management • Excellent verbal and written communications skills in English • Experience of donor management and reporting, ideally including USAID • Experience of line and performance management • Experience of working in development in an African context • Good knowledge of youth livelihoods and employment, including job placement, career guidance and employability skills development • Ability to lead and inspire a team <p>Preferable</p> <ul style="list-style-type: none"> • Experience of working in a youthful, multi-cultural environment • Experience of working in or engaging the private sector in Uganda • Knowledge of online social platforms for marketing and communications
Person Specification	<p>Individual must be results orientated, highly self-motivated and have demonstrated analytical skills. The successful candidate will thrive in a multi-cultural environment as part of a rapidly growing organisation and be personally committed to Restless Development's mission and values.</p>
How to apply	<p>Please send a completed application form to ugandajobs@restlessdevelopment.org by the closing date. Please note we DO NOT accept CVs.</p>
Closing Date	<p>Sunday 19th January 2014. First round interviews will be held during week 20th January 2014 and only shortlisted candidates will be contacted</p>