



Ambasáid na hÉireann
Embassy of Ireland

Humanitarian Advisor

Job Description

Background

The Embassy of Ireland in Uganda was opened in 1994, and serves the purpose of advancing the good relations between Ireland and Uganda and representing Ireland's interests in Uganda. The main work of the Embassy is in relation to the development co-operation programme (Irish Aid), political engagement, visa and consular services, and promoting trade between the two countries.

Irish Aid is the Government of Ireland's programme of assistance to developing countries. The Irish Aid programme is an integral part of the foreign policy of the Government of Ireland and is located in the Irish Department of Foreign Affairs and Trade. Irish Aid works in close partnership with recipient country governments, with other donors and multilateral organisations and with non-governmental organisations and missionaries.

Ireland in Uganda is now in Year 3 of a 5 year Country Strategy Paper (2016-2020) which aims to support poor, vulnerable and marginalised individuals to attain a decent living in line with Uganda's Second National Development Plan. The plan has 4 key areas of focus; supporting sustainable social protection and humanitarian programming, reducing the number of HIV infections, strengthening access to and completion of quality education and supporting organisations working on human rights and good governance. The programme focuses in particular on Karamoja. The budget for 2019 is €18.4 million. There are 30 staff working in the Embassy, including 4 Programme Advisors and 2 Programme Executives reporting to a Head of Co-operation and Deputy Head of Co-operation.

Since 2016, the Embassy has managed a Humanitarian Response Fund of approximately 3 million. To date this fund has supported the work of UNHCR and WFP. In 2018, an additional 1 million has been allocated to WHO to support the work of Ministry of Health in Ebola prevention activities. In addition, the Embassy has been attending a number of policy fora, including the Refugee Development Partner Group (RDPG) and the Comprehensive Refugee Response Framework (CRRF) Development Partner Group.

The position of the Humanitarian Advisor within the Embassy is required due to the growing engagement in humanitarian programming and policy dialogue.

The role of the Humanitarian Advisor

The key role of the Humanitarian Advisor will be the management of programmes and grants to partners and working closely with the Head of Co-operation, to lead on policy dialogue in relation to the Embassy's humanitarian response. As a senior member of the Embassy's technical team, the Humanitarian Advisor will be expected to contribute across the work of the Embassy, including as climate change focal point/champion.

Specific roles and responsibilities

a) Programme Management

The Humanitarian Advisor will be required to manage the humanitarian programme in accordance with agreed institutional standards of programme/grant management and represent Ireland in key policy dialogue linked to the humanitarian and emergency response (e.g. Ebola) both nationally and regionally.

Specifically the advisor will:

- Monitor partners and programme implementation, including appraisal of annual narrative and financial reporting, conducting field monitoring visits and completing monitoring reports.
- Ensure ongoing dialogue and engagement with partners in relation to programme implementation.
- Input on evaluation processes for relevant partners and programmes.
- Oversee the Grants Support Officer to ensure efficient records management.
- Work with the Embassy accountant and internal auditor in reviewing and following up on partner financial reports and audits.
- Appraise projects and programmes (proposal and budgets) in line with agreed criteria.
- Ensure that adequate contractual arrangements are in place with partners.
- Conduct Organisational Capacity and Risk Assessments of partners, and maintain up to date risk profiles for all partners.
- Lead on new programme development, including “nexus” type programmes linking humanitarian, relief and development.
- Optimise visibility around Ireland’s support to humanitarian and emergency response(s) nationally and regionally.

b) National level dialogue and co-ordination

Working with the Head of Co-operation, the Humanitarian Advisor will lead on the Embassy’s engagement in national level policy dialogue and external representation on humanitarian issues

Specifically the advisor will:

- Represent the Embassy in the Refugee Development Partner Group and CRRF Development Partners Group, as well as sector refugee response groups as required.
- Represent the Embassy on other relevant committees, board and task team meetings as required.

c) Other responsibilities

In addition the Humanitarian Advisor will:

- Advise social protection, education, HIV and governance advisors on humanitarian issues arising within these sectors and appropriate responses.
- Act as climate change focal point/champion supporting and encouraging colleagues to consider climate change issues in programme design and implementation and to lead on communications with HQ in relation to climate change issues.
- Input to the Embassy’s communication strategy through use of social media, inputting to the website and working with the Communications Teams to organize relevant networking events.

- Ensure that learning from the humanitarian programme is effectively documented and shared across the programme and with other Irish embassies, as well as with external partners.
- Identify strategic research gaps, coherent with Irish Aid programme objectives, which could be supported through the “Technical and Programme Support Fund”.
- Keep up to date on new research and learning emerging nationally, regionally and internationally relevant to humanitarian programmes and advise management accordingly.
- Liaise with the Humanitarian Section in HQ and with Humanitarian Advisors in Embassies across the region, in order to share approaches and learning.
- Actively engage in internal quality assurance processes including as a peer reviewer to other components of the development programme.
- Develop briefing notes in relation to the humanitarian programme and related issues as requested.

Reporting structure

The Humanitarian Advisor will report to the Head of Co-operation.

Qualifications, skills, experience and competencies required:

Essential

- Master’s degree in the relevant field (development studies, social sciences or other related fields).
- Five years of specific post qualification experience in a similar role with a bi-lateral, multi -lateral organisation, Government or NGO,
- Demonstrated experience in strong programme planning, implementation, management and monitoring skills,
- Knowledge and understanding of climate change in Uganda and how it impacts on programme design and implementation.
- Knowledge and experience of policy dialogue and influencing policy processes,
- An excellent understanding of the national, regional and global humanitarian context,
- Ability to work as part of a team and in partnership with other stakeholders,
- Excellent interpersonal, written and verbal communication skills.
- Proficiency in the Microsoft suite of applications i.e. Word, Excel, Outlook etc.
- A high standard in English, both spoken and written

Desirable

- Regional experience is desirable but not essential

Interview Process

The shortlisted candidates will undergo a written exercise and panel interview.

The Embassy will not be liable for payment of any expenses as a result of the interview process.

Canvassing will disqualify and will result in a candidates exclusion from the recruitment process.

By submitting information electronically, parties accept that data may not be fully secure.

Security Clearance

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Data Protection

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 and 2003 and The General Data Protection Regulation (GDPR) (commenced 25th May 2018). To make a request under the Data Protection Acts 1988 and 2003 and the GDPR, please submit your request in writing to FOI Unit, Department of Foreign Affairs and Trade. As per the provisions of the Data Protection Act 1988 and 2003 and the General Data Protection Regulation (GDPR) and subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

By submitting information electronically, parties accept that data may not be fully secure.

Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.

Conditions of employment

The successful candidate must demonstrate a legal entitlement to work and live in Uganda.

The successful applicant will be offered a two year contract including an initial probationary period of six months. The contract will include a requirement for regular performance assessment.

The successful candidate will be based in the Irish Embassy, Kampala and will report directly to the Head of Co-operation. Though Kampala based, the candidate may be required to undertake travel throughout Uganda, especially Karamoja region. Travel and subsistence will be covered in line with the prevailing Embassy rates.

The starting salary for this position is Euro 2,073 (Grade 6.1) per month with an annual increment subject to performance. Additional benefits include 13th month and medical insurance for employee, spouse and children.

The appointment carries no entitlement to the established status in the Irish Civil Service.

Employment with the Embassy will not exempt the successful candidate of any fiscal responsibilities from the Government of Uganda.

The Embassy of Ireland is an equal opportunities employer.