



Ambasáid na hÉireann  
Embassy of Ireland

## **Programme Executive**

### **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 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 will focus in particular on Karamoja. The budget for 2019 is € 18.4 million.

#### **The role of the Programme Executive**

The Programme Executive is a key support function in the Embassy working with the Head of Co-operation, Deputy Head of Co-operation and a team of technical advisors to ensure efficient and effective administration and compliance with key institutional grant management requirements. The Programme Executive will also have responsibility for the management of specific projects, working closely with the relevant advisors. Other responsibilities will include event management and communications as well as providing PA support to the Head of Co-operation and Deputy Head of Co-operation.

#### **Specific Responsibilities**

- (a) **Grant Support Officer** - providing administrative support to the grants management process including preparing contracts, liaising with partners on administrative issues, setting up a records management systems and ensuring ongoing records management (paper and electronic), processing of payments, updating grant matrices, budget monitoring, follow up on audit issues and supporting monitoring visits.
  
- (b) **Project management** – the Programme Executive will be required to lead on specific initiatives or projects within the current development programme, as well as supporting the work of the

advisors. This will involve engaging with partners in the development of proposals, conducting appraisals and presenting proposals and budgets to the Embassy's quality assurance team, ongoing engagement with partners, conducting monitoring visits and writing back to office reports, reviewing financial and narrative reports, working with the Embassy auditors to ensure effective audit oversight and organizing spot check visits by the auditor/financial controller.

- (c) **Communications lead** – the Programme Executive will have a specific role in ensuring strong communications of the results of the development programme and ensuring maximum visibility of Ireland's investment in Uganda. This will involve writing case studies, inputting to speeches, providing social media materials from monitoring visits and other events as well as preparing inputs for the website.
- (d) **Event management** – the Programme Executive will be involved on the organization and management of key Embassy events.
- (e) **General administrative support** – the Programme Executive will provide overall administrative support to the development programme, including writing minutes from internal and external meetings, preparing reports, briefings and correspondence; and providing PA support to the Head of Co-operation and Deputy Head of Co-operation.

### **Experience, Skills or Competencies required:**

- A degree in development studies, social science, communications or another relevant discipline.
- 3 years' experience in a similar role.
- Proficiency in the Microsoft suite of applications i.e. Word, Excel, Outlook etc.
- A high standard in English, both spoken and written.
- Strong administrative, organizational and project management skills.
- Excellent interpersonal, written and verbal communication skills.
- Ability to work as part of a team.
- A very high standard of personal integrity
- Ability to prioritise effectively and work to deadlines

### **Reporting structure**

The Programme Executive will report to the Head of Co-operation or Deputy Head of Co-operation

### **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 or Deputy 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 1,220 (Grade 4.1) per month with an annual increment subject to performance. Additional benefits include 13<sup>th</sup> 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.**