

JOB POSTING – Project Officer

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| Organization: | Right to Play – Uganda |
| Department/Division: | Programs |
| Work location: | Mbarara, Uganda |
| Authorized to work in: | Uganda (Eligible to work legally without requiring sponsorship or work permit) |
| Target Start Date: | April 2022 |
| Contract Duration: | 1 Year contract with possibility of renewal based on performance and availability of funding. |
| Closing Date: | Open until position is filled |

BACKGROUND:

Right To Play (RTP) is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we help 2.3 million children to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across Africa, Asia, Europe, the Middle East and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

The Project Officer reports directly to the Program Manager (PM) and is responsible for overseeing project implementation, effective administration of the project, reporting to internal and external contacts/stakeholders and relationship management with the key stakeholders.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Project administration, training and capacity building (45% of Time):

- Contributes to the formulation of the project strategic plans feeding into the overall country strategic plan.
- Prepares and leads the implementation plan of project activities from existing operational plan.



- Guides Field Facilitators on executing the activities in each project location.
- Ensures that activities are compliant with RTP methodology and standards.
- Oversees community events such as Play Days to promote topics/issues related to their needs.
- Develops and strengthens understanding of our project management cycle with project staff and partners.
- Compiles reports received from the Field Facilitators and submits monthly activity reports to PM.
- Completes monthly budget projections and tracks expenditures.
- Participates in the planning of budget and tracks activity expenses occurred against cash projections.
- Procures project equipment (in coordination with Logistics Officer/Assistant where applicable), within authorization levels set in the In-Field Authorization Levels policy.
- Coordinates facility upgrades based on the needs of the project site.
- Arranges for storage and delivery of sport equipment to participating schools.
- Coordinates with other NGOs/CBOs to ensure participation in partner events. · Monitors security situation in project location and reports to the PM.
- Follows up on logistics issues at project location and ensure assets, including project vehicles are maintained.
- In the absence of a Training Officer, performs training related functions including: 45%
- Development of annual training plan to enhance staff skills and builds their capacities in line with the RTP country plan.
- Conducting training sessions in child protection, gender, human rights and other related subjects.
- Training Field Facilitators and Coach Trainers in RTP resources and supporting the certification process of Coaches and Coach Trainers.
- Works with Field Facilitators and Coach Trainers to evaluate training workshops and develops evaluation reports.
- Maintains records of the training database as well as the training library for the benefit and use of the team.

Job Responsibility #2: Team Management (20% of Time):

- Conducts performance appraisals for all direct reports and provides regular feedback on performance. · Oversees performance of any contract staff such as security guards where applicable.
- Ensures staff understands and complies with policies of RTP.
- Assesses training needs of all direct reports with input from project staff, partners and stakeholders.
- Oversees training of coaches delivered by Field Facilitators and observes coaches' performance for certification.
- Follows existing systems to reasonably safeguard the overall health, welfare and security of the project staff.

Job Responsibility #3: Networking, representation and partnership building (15% of Time):

- Shares activity plans with local NGOs, CBOs (community-based organizations) and looks for synergies and opportunities to work together.
- Maintains a positive working relationship with Ministry of Foreign Affairs, Ministry of Education and other Ministries and partners.



- Ensures implementation of Memorandum of Understanding (MoUs) and agreements with local representation of Government, UN Agencies and partner organizations.
- Facilitates collaboration and networking with other organizations, government and other relevant institutions to enhance RTP visibility and project activities. 15%
- Coordinates planning meetings with partners and represents RTP in various platforms. · Facilitates participation of Athlete Supporters in project activities and events.
- Conducts an assessment survey to determine the NGOs that RTP could partner with and initiates partnerships.
- Ensures partners are in compliance with RTP Code of Conduct and Child Safeguarding policy.

Job Responsibility #4: Monitoring and reporting (15% of Time)

- Visits project locations to oversee activities, events and collects information to report on performance outcomes.
- Works with school directors and teachers to develop their understanding of RTP's monitoring and evaluation system as it relates to reporting on children and teachers actively involved in sport and play activities.
- Ensures accurate collection and timely submission of quantitative and qualitative monitoring information according to RTP monitoring tools.
- Submits regularly reports to PM/PO and occasionally external stakeholders including Ministries, partners and donors.
- Provides quarterly updates of lessons learned and best practices to project team, stakeholders and the PM.

Job Responsibility #5: Other tasks as assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in business administration, management, social sciences or other related discipline.

EXPERIENCE:

- 3 years' experience in project administration or community work including managing direct reports.

COMPETENCIES/PERSONAL ATTRIBUTES:

- Excellent interpersonal and communication skills both written and verbal
- Self-starter with ability to work with minimal supervision
- Strong organizational and delegation skills
- Able to meet deadlines and prioritize tasks
- Strong development and team building skills

KNOWLEDGE/SKILLS:



RIGHT TO PLAY

PROTECT. EDUCATE. EMPOWER.

- Computer literacy in outlook, MS Word, PowerPoint, Excel and Internet
- Understand project management cycle
- Effective report writing and analytical skills

LANGUAGES:

- Fluency in spoken and written English and local language(s).
- The knowledge of the local language will be an added advantage

DESIRED QUALIFICATIONS (An Asset)

- Knowledge in child and/or adult education
- Knowledge in Sport for Development
- Experience developing and managing budgets

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). In addition, we offer a competitive salary and benefits package including personal learning and development days.

HOW TO APPLY:

If you are interested in applying for this position, please apply [here](#) to upload your resume and cover letter in English.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory criminal check as a condition of employment.**



Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.