VACANCY ANNOUNCEMENT
PROJECT DIRECTOR (RE-ADVERTISED)

YOUNG AFRICA WORKS IN UGANDA
ENHANCING LEAD FIRM STRUCTURE FOR YOUTH EMPLOYMENT

BACKGROUND: The Private Sector Foundation Uganda (PSFU) Uganda’s apex body for the private sector is collaborating with the MasterCard Foundation (MCF) to co-implement Young Africa Works in Uganda – Enhancing Lead Firm Structure for Youth Employment Program. The Intervention’s ultimate goal is to create dignified and fulfilling work for young women and men and contribute to the effort to lifting Ugandans out of poverty. The intervention focuses on creating, maintaining and sustaining growth in job markets through strengthening the capacity of actors to efficiently produce and sell their goods and services in expanded markets, developing new diversified financing mechanisms as well as growing the capacity of business leaders and their support service providers to manage and expand their enterprises. This transformative intervention will also transition Micro Enterprises to Small Enterprises. PSFU wishes to recruit capable, experienced and passionate Ugandan for the position of Project Director.

DETAILED TERMS OF REFERENCE

INTRODUCTION: Under the overall responsibility and technical and financial supervision of the Deputy Executive Director, the Project Director will head the Project Unit with responsibility for management of the intervention in close consultation with stakeholders and partners. The Project Director will provide required technical and administrative support to coordinate and implement activities. He/she will ensure effective management of the Intervention and any co-funding resources through close contacts and guidance of the PSFU Deputy Executive Director and the MCF Country team. The Project Director will report to and be guided and supported by the Project Committee (PC), which will provide policy and technical guidance to achieving goals, ensuring cost effectiveness and reaching scale.

SCOPE OF WORK:

General: The Project Director has the responsibility to ensure the effective and efficient day to day implementation of the intervention under the overall guidance and supervision of the Deputy Executive Director who is responsible for YAW(U) Strategy anchor role at PSFU. The Project Director will ensure the functioning of the intervention
from beginning to the end including intervention inception activities, annual and quarterly planning and reporting, and implementation of activities, reviews and sharing.

The specific duties of the Project Director will include: to

1. Be accountable for the overall day-to-day management and implementation of intervention outputs and activities as outlined in the proposal, work plans, and Project Committee decisions as applicable;
2. Supervise and coordinate the planning and implementation of activities, providing proposals and liaising with partners in developing work plans, procurements, consultancies, recruitment, logistics, budgeting and disbursements;
3. Establish and maintain collaboration and working arrangements with YAW-Uganda partners to ensure timely conduct of activities, including inter-partner collaboration arrangements;
4. Liaise with government departments, related interventions and partner organisations to ensure good coordination and collaboration, including any co-funding arrangements;
5. Monitor and supervise the execution of activities and ensure quality outputs including supervision of project staff;
6. Identify and timely inform the PSFU, MCF and the PC of problems and obstacles that need attention or specific assistance and in those respects make proposals for actions to be taken;
7. Prepare the terms of reference and identify consultants/institutions to undertake outsourced assignments in accordance with the approved annual Work Plan, and submit required documentation to the PSC, PSFU and MCF for approval;
8. Monitor and supervise the work of consultants, including PSFU members/Community Based Organisations/Cooperatives that will participate in implementation of the Intervention, facilitate meetings and ensure the timely and responsive delivery of outputs and reports;
9. In consultation with the PSFU and PC determine dates, agendas, budgets and participation for national workshops and/or exchange visits, and upon approval of these plans, undertake the organization and conduct of the workshops and/or learning visits;
10. Work in close collaboration with the Project Committee members providing them with periodic reports on the progress of intervention activities and issues arising;
11. Supervise the Intervention staff and take the lead in the preparation of annual Work Plans for submission to the PSC, PSFU and MCF and updates on a quarterly basis with explanations of any changes;
12. In close collaboration with Lead firms, partners, and any relevant community-based organisations, organize review meetings, check in sessions, training activities, etc. in accordance with the annual work plans;
13. Proactively create opportunities for and support youth trained and supported by Young Africa Works in Uganda partners to ensure market linkages with firms at various levels;
14. In collaboration with PSFU Director PSD, liaise with Government and local governments and the PSFU to promote an enabling business environment and regulatory environment that would facilitate business growth and creation of sustainable jobs for youths;

**DURATION, LOCATION AND NATURE OF APPOINTMENT:** The appointment will be for an initial 3 years renewable for a further 2 years subject to a six month probation period and performance. The Project Director will work from the PSFU Offices in Kampala, but will be required to travel regularly throughout the country in accordance with approved work plans and programmes.

**QUALIFICATIONS:** The Project Director will be recruited competitively from among Ugandan citizens and must have the following qualifications:

1. A Master's level degree or higher in economics, business management/administration, international economics, project management, or related field;
2. At least 10 years’ working experience in project management including in a private sector setting with demonstrated experience in BDS facilitation to beneficiaries, coordination of partners (multiple actors) and business environment/policy related engagement and advocacy.
3. Strong management skills including ability to provide strategic guidance and technical oversight; build strong teams, mentor staff, develop work plans, and manage budgets and expenditures;
4. An appreciation of the workings of the Uganda economic/trade policies as well as a good understanding of private sector operations and concerns;
5. Deep knowledge of the economic and market environment in which the private sector is operating, including the wider East and Central African region;
6. A good understanding of private sector development issues and appreciation of the role the private sector can play in economic development;
7. An appreciation/understanding of the extent and effects of youth unemployment; and of the social (especially gender and youth) dimensions of development;
8. Good interpersonal skills with experience in networking with partners at all levels (ministry, donors, private sector, NGOs and local community based organizations);
9. Experience working with or in international and donor organizations with implementation of participatory Interventions;
10. Demonstrated written, analytical, presentation, reporting and computing skills and familiarity with modern communication systems (internet, worldwide web, email etc.);
11. Ability to work unsupervised and under tight schedules;
12. Ability and readiness to work in a multicultural and multi-disciplinary environment;
13. Effective communication skills anchored in an excellent command of spoken and written English.

**Desirable Attributes:**
1. A passion for youth employment—men and women;
2. Desire for learning and use of information for adaptation and action.
3. Flexible, team player and passionate about private sector
4. A commitment to the protection of youth and children

**Deliverables**

Project targets on

| 1. Improved access to job opportunities by young women and men |
| 2. Improve access to professionalised BDS, trained business leaders and entrepreneurs |
| 3. Improve LF capacity and efficiency |
| 4. Improvement in efficiency and production of SMEs working within the LFS |
| 5. Improved availability of skilled youth with market relevant skills |
| 6. Ecosystem is conducive for new and existing businesses to grow |

**Method of application**

Interested qualified candidates who must be Ugandan citizens should hand-deliver their application, together with detailed Curriculum Vitae and copies of academic and professional certificates in a sealed envelope clearly marked “APPLICATION FOR THE POSITION OF PROJECT DIRECTOR” on the right hand corner of the envelope addressed to;

**The Executive Director**

**Private Sector Foundation Uganda**

**Plot 43 Nakasero Road**

**P.O. Box 7683,**

**Kampala, Uganda**

Not later than 11.00am on 21st February 2020