

Junior Expert (JE) Job description

I. DESCRIPTIVE PART OF THE JOB

Application date	13/5/2024
Job title	International Junior Expert in Grants & Knowledge Management for Skills Development in Uganda
Junior Expert	<input checked="" type="checkbox"/> European <input type="checkbox"/> National
Main job domain (sector of activity)	Green and Decent Jobs for Youth – « WeWork »
Job holder (name of JE) <i>(to be filled in after the selection of JE)</i>	
Job holder's (JE's) Signature + date <i>(to be filled in after the selection of JE)</i>	

General information			
Enabel or NGA Project/programme	<input checked="" type="checkbox"/> Enabel	If Enabel : Navision code	UGA2200511
	<input type="checkbox"/> NGA	If NGA : NGA name	
Full denomination of the project/programme	Green and Decent Jobs for Youth – « WeWork »		
Project/programme 's location	Rwenzori and Albertine Region		
Duty station of supervisor	Fort Portal	Duty station of JE	Fort Portal
JE will be assigned to	<input checked="" type="checkbox"/> Project/programme <input type="checkbox"/> Representation (Enabel)/Country Office (NGA)		
Project duration (dd/mm/yy)	Start date:	July 2023	Expected starting date for the job (dd/mm/yy): 01/02/2025
	End date :	June 2027	
Requested JE contract duration	<input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 1 year with possible extension		

<p>1. Context of project 2. Objectives of project 3. Beneficiaries of project 4. Main results of project</p>	<p>1. Context of Project</p> <p>As part of the Uganda Country Strategy 2023-2027, WeWork project started to be implemented in mid-2023. Its overall objective is that “Young people, especially young women, acquire skills and find decent jobs or entrepreneurship opportunities in agriculture and the green and sustainable economy.” The project focuses on providing young people, and especially young women, with the right vocational skills and genuine opportunities to generate an income and contribute to the economy through sustainable, decent work. This objective will be pursued by addressing barriers from both the supply-side (employability) and the demand-side (jobs and entrepreneurship). The project will follow an economic sector logic approach, with a focus on specific value chains in agriculture and the green economy.</p> <p>Skills development is at the core of WeWork Project and constitutes one of six main result areas (see point 4). It consists of both formal and non-formal skills development pathways. The formal pathway is led with vocational training institutes (VTI) which are public or private Technical, Vocational Education and Training (TVET) institutions with the support of Enabel. Through technical and financial support, Enabel is supporting VTIs towards reaching Center of Vocational Education (CoVE) status.</p> <p>The non-formal pathway is undertaken through the Skills Development Fund (SDF) project. SDF is an innovative and large-scale (over 7000 beneficiaries, consisting of vulnerable youth and women and to date) non-formal skilling project implemented by Enabel in Uganda, which requires effective day-to-day work on designing, implementing and monitoring grant procedures.</p> <p>Geographically, the project focuses on 4 selected districts across the 2 regions of Albertine and Rwenzori; Kyegegwa, Kasese, Kabarole and Hoima plus the 2 cities of fort portal and Hoima.</p> <p>The project is fully aligned with Sustainable Development Goals (SDGs), particularly SDG 2 (Zero Hunger), SDG 4 (Quality education); SDG 8 (Decent work and economic growth), SDG 13 (climate action).</p> <p>2. Objectives of the project</p> <ul style="list-style-type: none"> • Employability; “Young people, at least half of whom are women, have access to high-quality skills development that offers the prospect of decent and green jobs”. • Employment and Entrepreneurship; “Trained young people, at least half of whom are women, are guided and supported to find decent and green jobs or to start a successful business”. <p>3. Beneficiaries</p> <ul style="list-style-type: none"> • Vulnerable youth (girls and boys) aged 18-30. • Partner training institutions (VTIs = Vocational Training Institutes). • Government ministries, district and lower-level local government. • Civil Society organizations. • Small, Medium and large Enterprises and entrepreneurs. • Private sector federations and Business Membership Organization. • Potential workers in the Tourism and Hospitality, agriculture, green economy and TVET (Technical and vocational Education and Training) graduates. <p>4. Main results of the project</p> <ul style="list-style-type: none"> • Result 1: Promotion of TVET for green economy and for agriculture as employment pathways. • Result 2: The provision of skills development is more equitable, qualitative, innovative, and demand-driven for increased employability
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	<ul style="list-style-type: none"> • Result 3: Work-ready youth have increased access to general employment services that connect them with decent work employers. • Result 4: Vulnerable youth, including women, have increased access to entrepreneurship promotion and support to set up small businesses. • Result 5: Selected enterprises are supported to engage in sustainable development for green growth and decent jobs. • Result 6: The development of selected value chains in agriculture and green economy is improved.
Position of the JE within the organization	
Supervisor's name, job title & background	Irene Kharono, Skilling Expert
Resource person(s) for technical support's name, job title & background	The Junior Expert (JE) will work under the direct supervision of the Skilling Expert. The Skills Development Fund and Vocational Training Institution officers and the intervention manager will provide technical and operational supervision to the JE. Besides, the JE will work closely with other technical staff, namely green economy and environment expert, business development expert, M&E officer, employment promotion officer, the entrepreneurship & resilience officer, and enterprise development officer. (S)he will work in a transversal team in Rwenzori and Albertine region.
For Enabel JE, the follow-up will be assured by a Junior Programme Project Officer.	
For NGA JE: name & job title of the contact person from NGA headquarters that will assure the follow-up	

JE – Job description	
Job objective	
<i>Explain in one concise sentence the purpose of the job. What real need does this job fulfil? What's the added value of the job?</i>	
<p>Competitive call for proposal for SDF (Skills Development Fund) has recently been launched and successful projects will start to be implemented between late 2024 and 2026 with a specific focus on two strategic sector of choice: agriculture and green economy (green construction, renewable energy and sustainable tourism).</p> <p>Together with the team and under the guidance of the direct supervisor, the JE, who preferably has prior experience and interest in green economy (in particular sustainable tourism and/or renewable energy) will work with grantees (partner organizations) under both skilling pathways to build their capacity in grant management, contribute to the quality assurance of the grant, and support the monitoring and evaluation of the grant and its outputs as well as knowledge management process for the grant in the green economy sector.</p>	

	Result area n°1	Time in % :	75%
JE's role	As grants management expert		
JE's responsibility	Under the supervision of the skilling expert; plan, implement and monitor skilling grants to provide private sector-driven skills development for vulnerable youth in We work project.		
In order to...	Contribute to timely, impactful, efficient and high-quality execution of grants within the green economy sector, private sector led skills development and knowledge management.		

Most important tasks	<ul style="list-style-type: none"> - Support quality control in the implementation of activities in support of the training providers & private sector stakeholders using innovative quality assurance tools within the green economy sector (with a particular focus on renewable energy and/or sustainable tourism). - Support grantees to conduct routine tracking and monitoring of beneficiaries for timely and quality update of the Enabel grant beneficiary database. - Train, coach and mentor grantees on beneficiary tracking and follow-up approaches (inclusive of records management and documentation of best practices) - Contribute to post-training follow up support initiatives of beneficiaries inclusive of career guidance. - Conduct regular field visits to support the selected grantees to on compliance with the grant procedure as described in the grant agreements. - Support SDF and VTI intervention officers in ensuring that the grantees' reporting requirements and deadlines are observed in accordance with the guidelines of the Grant Agreements; - Participate in regular local labour market needs assessments, including the mapping of the private sector players to inform the preparation of grants.
Expected outputs	<ul style="list-style-type: none"> - Effective and efficient monitoring, follow up and reporting of skilling grants. - Grantees compliance with the grant procedure as described in the grant agreements - Timely updated grantee beneficiary database - Documented best practices and lessons on grants management in private sector led skills development.

Result area n°2		Time in % :	20%
JE's role	As knowledge management expert		
JE's responsibility	Jointly with the M&E team and the skilling expert, international JE will support the development and roll-out of knowledge management system of the project.		
In order to ...	To ensure positive outcomes of the project in terms of employment and skills acquisition through effective technologies/solutions for enhanced information gathering; tracking/monitoring; analysis and information dissemination of best practices that are in demand in the green economy sector.		
Most important tasks	<ul style="list-style-type: none"> - Support progress monitoring and reporting on grantees' capacity building plans - Support the WeWork project to develop the knowledge management system and practices - Document best practices and suggest recommendations for further improvements in private sector led skills development - Contribute to the implementation of tracer studies - Contribute to conducting baseline studies, action research and other related studies. - Contribute to the development and roll-out of learning sheets - Lead the development process of the capitalisation products in different thematic areas related to agriculture and green economy. 		
Expected outputs	<ul style="list-style-type: none"> - Quarterly updates on grantee capacity building plans - Document best practices on private sector led skilling and suggest recommendations for further improvements - Elaborate WeWork knowledge management plan - Capitalisation products for each of the thematic areas - Quarterly reports / learning sheets on the lessons learnt, best practices and recommendations - Tracer study reports and other related studies 		

Result area n°3		Time in % :	5%
JE's role	As a Junior Expert		
JE's responsibility	In consultation with the Junior Programme, take initiatives and/or respond to requests for global citizenship actions.		
In order to ...	raise awareness of global citizenship among the Belgian population		
Most important tasks	<ul style="list-style-type: none"> - Create Own initiative to make certain aspects of global citizenship known to the Belgian public (podcast, video, action, event...) - Support an already existing initiative in the field of global citizenship (eg of Enabel, a Belgian or local NGO,) - Contribute to Any other global citizenship activity requested or approved by the Junior Programme. 		
Expected outputs	<ul style="list-style-type: none"> - 1 global citizenship initiative finalised and/or supported per year - Possibly other individual awareness-raising activities (eg. photo exhibition, video, educational kit, games, testimonies, ...) 		

Besides these tasks mentioned above in the result areas, we can ask the JE, depending on the needs of the Junior Programme, to accomplish any other tasks that might be considered necessary for the correct functioning of the programme and that are in line with his/her profile.

JE's contribution to the Junior Programme priorities	
Innovation	
<i>What space does the function offer for experimenting with innovative tools/approaches? E.g : action research, testing & roll-out of new technologies, etc.</i>	
JE's role	Support the development of grantee and beneficiary monitoring/tracking, managing and quality control systems (inclusive of the knowledge management system) of the project.
JE's responsibility	Jointly with the skilling expert and M&E team, develop appropriate technologies to track and monitor the grant implementation, quality and knowledge management.
In order to ...	Ensure that the WeWork project to effectively and efficiently keep track of the grant implementation progress, address quality concerns, and make sure of beneficiary transformation.
Most important tasks	<ul style="list-style-type: none"> - Support the WeWork project to develop, pilot and roll out grantee/beneficiary tracking, manage and quality control systems (inclusive of the knowledge management system). - Assess the effectiveness and efficiency of the various innovative approaches/systems; utilize the lessons learnt, document best practices, and suggest recommendations for further improvements within the green economy sector
Expected outputs	<ul style="list-style-type: none"> - Effective grantee/beneficiary tracking and quality control systems. - Reports on the lessons learnt and recommended systems and approaches for scale up.

Capacity building	
<i>How will the JE contribute to the capacity building of the local partners, of the hosting partner team, etc? Will (s)he have the possibility to work in pairs with a young local professional?</i>	
JE's role	As trainer
JE's responsibility	Jointly with the skilling expert, build the capacity of staff of partner organisations/grantees for addressing the needs of their projects to "greening", as well as the WeWork staff through coaching and mentoring approaches
In order to ...	Ensure capacity development of beneficiaries/grantees at the local level for the sustainable impact.

Most important tasks	<ul style="list-style-type: none"> - Conduct a capacity building assessment for partners / grantees and project staff in the field of grant management. - Develop and implement a capacity-building plan for grantees, partners and the field-based project staff to use developed systems / tools as well as various aspects of grant management.
Expected outputs	<ul style="list-style-type: none"> - Organizational/grantee Capacity Assessment Report - Capacity building plan tailored to needs - Regular updates on the capacity building initiatives

Requested profile			
Required training/degree for the job <i>> Remark : will be eliminatory on CV for the candidates. Be complete & specific, please.</i>	<input type="checkbox"/> Agronomy/ Bio-engineer <input checked="" type="checkbox"/> Biology/ Environment <input type="checkbox"/> Geography <input type="checkbox"/> Civil/Industrial/ electrical engineer/ Architect <input type="checkbox"/> ICT/NTIC <input type="checkbox"/> Mathematics/ Exact sciences <input type="checkbox"/> Law/Criminology	<input checked="" type="checkbox"/> Political sciences/ International relations/ Diplomacy <input checked="" type="checkbox"/> Sociology/ Anthropology/Social work <input type="checkbox"/> Psychology <input type="checkbox"/> History/Philosophy/ Art/Religion <input type="checkbox"/> Educational sciences <input type="checkbox"/> Human resources /Organizational development	<input checked="" type="checkbox"/> Economy/Commercial engineer/Marketing <input type="checkbox"/> Communication/Public relations/Journalism <input type="checkbox"/> Languages/Philology /Translator <input type="checkbox"/> (Bio/Para)medical sciences <input type="checkbox"/> Public health <input checked="" type="checkbox"/> Development studies <input type="checkbox"/> All profiles <input checked="" type="checkbox"/> Others and/or details (if needed) : Green economy, Sustainable tourism, Renewable energy
Necessary specific knowledge for the job <i>> Remark : will be eliminatory on CV for the candidates.</i>	<ul style="list-style-type: none"> • Professional experience in data base management (3 min. months) AND Experience in collection and analysis of quantitative data through (min 3 months) • Experience in capacity building (e.g. by giving trainings, 1 on 1 follow-up,... - min. 3 months) 		
Language skills <i>> Indicate which language skills are essential or preferable for the job with possible comments on the expected level of knowledge and/or an argumentation.</i>	Languages	Knowledge	Comments
	English	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Working language
	French	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Min. A2-level (if level is not more than A2: good knowledge of Dutch required for the selection interviews)
	Dutch	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Min. A2-level (if level is not more than A2: good knowledge of French required for the selection interviews)
Preferred assets for the job <i>> Remark : will <u>not</u> be eliminatory on CV for the candidates.</i>	<ul style="list-style-type: none"> - Knowledge of project cycle management and/or grant management - Knowledge and keen interest in the sectors of agriculture, tourism & hospitality or any other green economy related field - Knowledge on Vocational education and training - Sound communication, stakeholder management and relationship skills. - Good analytical and communication skills - Ability to work in a multi-cultural and multi-lingual team - Strong sense of responsibility, proactive and ability to take own initiatives - Flexibility, willingness to learn. - Organisational development skills. 		
	Motorcycle	<input type="checkbox"/> Essential	Car <input type="checkbox"/> Essential

Driver's licence for motorcycle & car	<input checked="" type="checkbox"/> Preferable	<input checked="" type="checkbox"/> Preferable
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Country context information	
Living conditions	
Capital / rural area	Rural area
Security context	The country is secure
Access to services	Good access to health, education services and security services
Isolation / social life	Although the project area is based in the rural part of the country, it is also one of the most touristic places providing opportunities for nature sports and a vibrant social life with international and national habitants and professionals (several other NGO's and international young professionals are based in the region).
Location suited for families (with children)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other useful observations?	
Work context & conditions	
Work location	Fort Portal with frequent travel to other districts in the Rwenzori and Albertine region
Field exposure? <i>(Direct contact with beneficiaries & local reality, frequency field missions,...)</i>	The Junior Expert will have direct contact with beneficiaries in the field. The job requires regular field visits – about 20-25% of the work time, particularly at the time the actual implementation of the grants.
Accessibility of the supervisor	Highly accessible as this role requires strong coordination with the supervisor
Teamwork / isolated work	The JE will closely work with a team of experts, field officers and partners
What transport arrangements will the project consider in order to insure the JE's professional travels/journeys?	<input type="checkbox"/> Motorcycle from the project at disposal of the JE
	<input type="checkbox"/> Borrow a car belonging to the project/programme when required
	<input type="checkbox"/> Local transport? What? :
	<input type="checkbox"/> Other, please specify : JE will use the office car for professional journeys, like other colleagues.
What transport arrangements will the JE consider in order to ensure his/her private travels/journeys?	<input type="checkbox"/> Motorcycle
	<input checked="" type="checkbox"/> Car
	<input type="checkbox"/> Local transport? What? :
	<input type="checkbox"/> Other, please specify :
Other useful observations?	The JE will work in a fast-paced work environment with frequent contact with beneficiaries in the field to realize one of the most innovative and effective skilling programs supported by Enabel in Uganda.