

Who We Are

We are on a journey of becoming Alight, a new platform of amazing people and an organization providing lifesaving services and creating breakthrough solutions for and with the displaced. For the past 40 years, we've called ourselves American Refugee Committee, an organization known for providing quality care to millions of Refugees worldwide. But the truth is, we serve many different people – to include Refugees, Trafficked people, Displaced people, and Marginalized and Host communities too. Through all the years and conversations, we've had with the people we serve, we've heard the same thing time and time again – *Refugee is not a label we want. We're listening. And now, we're taking off the nametag American Refugee Committee and becoming Alight.*

What we do in Uganda and around

ARC Uganda's mission is to provide opportunities and expertise to Refugees, Displaced people, and Host communities. We help people survive conflict and crisis and rebuild lives of dignity, health, security, and self-sufficiency. ARC is committed to the delivery of programs that ensure measurable quality and lasting impact for the people we serve. ARC Uganda, with its head office in Kampala, is currently providing gender-based violence prevention and response, water and sanitation, food security and livelihood services to Refugees and Host communities in six locations including BidiBidi, Palabek, Kyaka-II, Kyangwali, Oruchinga and Nakivale. With anticipated funding from the United High Commission for Refugees (UNHCR) for the year 2020, ARC will be implementing Protection in Nakivale, Oruchinga, Kyaka II, Kyangwali and Rwamwanja Refugee Settlements. ARC Uganda Program is looking for competent, qualified, self-driven and committed personnel to be part of implementing this partnership. The contract duration for all positions will be from January – December, 2020.

Position: Area Coordinator (1 position)
Reports to: Programs Coordinator
Location: Mbarara

Job summary:

The Area Coordinator will be responsible for the overall implementation of ARC programs in our South West Operation. He/she will provide leadership and management support to program teams to allow for efficient program implementation and budget management. He/she will also provide leadership and management support to operations (HR, Finance, Logistics and Security as well as Administration) in order to ensure adequate, effective and on-time support to program implementation. He/she will work closely with the Programs Coordinator on program development (new project designing, concept note preparation and project proposal development and budgeting). The incumbent will oversee the general operations of ARC Nakivale, Oruchinga, Rwamwanja, Kyaka II and Kyangwali Offices.

Minimum qualifications:

- A Masters degree in related field is required. A Bachelor's degree in Development Studies, Community Development, Social Sciences or a relevant area is required.
- A minimum 5 years' program management experience with similar Protection/GBV programs serving refugees, internally displaced populations, or other conflict and post-conflict populations;
- Demonstrated leadership/management skills and ability to work independently;
- Experience with capacity building of local organizations - technical and program development.
- Experience in community-based programming approach and postgraduate training/experience in proposal writing;
- Experience in effective programs management and quality programming.
- Proven track record in coordination/collaboration with government, NGOs and UN Agencies.
- Experience in Monitoring, Evaluation and Learning
- Proven Track record in financial/operations management and oversight.

Position: Protection Coordinator (1 position)

Reports to: Area Coordinator

Location: Mbarara

Job Summary:

The Protection Coordinator will lead ARC's Gender-based Violence and Protection program in Southwest Operation working under the supervision of Area Coordinator with a matrix reporting to GBV/Protection Technical Advisor based in Kampala. The Protection Coordinator will ensure quality prevention and response implementation and good coordination in line with international standards and best practices.

Minimum qualifications:

- A Bachelor's degree required, with a Master of Social Work, Public Health, or other related field (e.g. Gender studies, psychology) preferred.
- A Minimum of 5 years' experience and at least 1 year managing GBV prevention and response programs in emergency and post conflict environments.
- Familiarity with effective community mobilization techniques and social change approaches, such as Raising Voices SASA!, strongly preferred.
- Strong knowledge of GBV-related best practices and tools, including IASC GBV Guidelines, GBVIMS, SOPs, GBV Coordinator's Handbook, Caring for Survivors/Working with Survivors Training Tools, WHO Recommendations, etc.
- Ability to ride motorcycle with a valid Riding Permit (Class A) is an added advantage.

Position: Programme Manager

(3 positions)

Reports to: Area Coordinator

Location: Rwamwanja, Kyaka II and Oruchinga.

Job summary:

The Programme Manager will be responsible for the overall implementation of ARC programs in ARC field Office. He/she will provide leadership and management support to program teams to allow for efficient program implementation and budget management of all ARC Projects in at the field office including offering appropriate supportive environment to non-mainstream projects/initiatives like Kuja Kuja, Changemakers 365, etc. He/she will also provide leadership and management support to operations (HR, Finance, Logistics and Security as well as Administration) to order to ensure adequate, effective and on-time support to program implementation. He/she will work closely with Programs Coordinator on program development (new project designing, concept note preparation and project proposal development and budgeting). The Programme Manager will represent ARC at the local level (local government authorities including local leaders, donors, UN organizations, NGOs, and partners.

Minimum qualifications:

- A minimum of a Bachelor's degree in development studies, community development, social sciences or a relevant area required.
- Minimum 5 years' program management experience with similar Protection / GBV programs serving refugees, internally displaced populations, or other conflict and post-conflict populations.
- Excellent experience in leading and managing emergency response project(s) addressing Protection and Livelihoods needs of refugees;
- Knowledge on SASA! approach is an added advantage;
- Demonstrated management skills and ability to work independently.
- Experience in community-based programming approach.
- Ability to ride a motorcycle with a valid Riding Permit (Class A) is an added advantage.

Position: Protection Manager (4 positions)

Reports to: Programme Manager.

Location: Kyangwali, Kyaka II, Rwamwanja and Nakivale.

Job summary:

The Protection Manager will oversee the Refugee Protection Program in respective Settlements. He / she will be responsible for day-to-day supervision and oversight of Protection team, various protection activities including budget management, and implementation of the requirements of the program. He / she will work with implementing partners in the settlement to ensure the principles of effective and high

quality GBV, child protection and people of special needs programming are applied by providing technical support and supervision consistent with international, national standards and ensure that program design, and implementation creates no harm in the communities, promotes human rights and has positive impact.

Minimum qualifications:

- A minimum of a Bachelor's degree in Social work, Community Psychology, Education, and Development studies.
- A minimum of 3 years working experience in program management experience in GBV or similar with refugees, internally displaced populations or other post conflict settings.
- Ability to ride motorcycle with a valid Riding Permit (Class A) is an added advantage.

Position: Clinical Psychologist (3 positions)

Reports to: Program Manager

Location: Nakivale, Kyangwali and Rwamwanja.

Job Summary:

The Clinical Psychologist will entirely be responsible for the administration of Clinical Mental Health services and capacity building of general health workers in Mental Health Care. He / she will also carry out assessments for mental health problems, running therapy groups, and community education on mental health.

Minimum qualifications:

- A Minimum of Master's degree in Clinical or Counseling Psychology.
- At least 3 years' experience in diagnosing and treating mental, emotional and behavioral conditions, with training in Community Psychology and knowledge in Trauma counseling.
- Fluency in Swahili and ability to ride with a valid license (Class A) is an added advantage.

Position: Child Protection Officer (3 Positions)

Reports to: Protection Manager

Location: Nakivale, Rwamwanja and Kyaka II.

Job Summary:

The Child Protection Officer will be responsible for monitoring the e welfare of Un Accompanied Minors (UAMs) / Separated Children (SC) and other Children at risk; provide psychosocial support (Child Friendly information and Counseling) to UAMS/SC and other children at risk, and monitor community structures on child protection.

Minimum qualifications:

- A Bachelor's degree in Social work, Social Sciences, Community Psychology, Adult and Community Education and Development studies.
- A minimum of 3 years' experience in working on Child Protection issues with an INGO; and excellent report writing and communication skills.
- Fluency in Swahili and ability to ride with a valid license (Class A) is an added advantage.

Position: Legal Officer (2 positions)

Reports to: Protection Manager.

Location: Kyaka II and Rwamwanja.

Job summary:

The Legal Officer will be responsible for monitoring the general security situation and follow up on the structures entrusted with security watch in the settlement and monitoring community structures in handling cases within their jurisdiction.

Minimum qualifications:

- A minimum of a Bachelor degree of Laws (LLB) & a Post Graduate Diploma in Law.
- At least 3 years' experience working with IDPs, Asylum seekers, refugees and stateless persons on legal matters.
- Fluency in Swahili and ability to ride with a valid license (Class A) is an added advantage.

Position: SGBV Officer (2 positions)

Reports to: Protection Manager

Location: Kyaka II and Rwamwanja,

Job summary:

The SGBV Officer will be responsible for leading and coordinating ARC's field-level SGBV program with the objective of preventing violence and discrimination and providing timely and effective responses to survivors of SGBV.

Minimum qualifications:

- A minimum of a Bachelors' degree in Social Sciences, Community Psychology, and / or Social Work or related field required.
- At least three (3) years' experience working with SGBV Survivors, preferably in Refugee settings; and with knowledge of SASA methodology is essential.
- Fluency in Swahili and ability to ride a motorcycle with a valid license (Class A) is an added advantage.

Position: Monitoring Evaluation & Learning/Feedback Referral and Response Mechanism Officer (MEL/FRRM Officer (4 positions)

Reports to: Programme Manager

Location: Kyangwali, Rwamwanja, Nakivale and Kyaka II.

Job Summary:

The Monitoring Evaluation and Learning / FRRM Officer will support planning and execution of monitoring and evaluation, ensuring quality in accordance with accepted standards, providing essential feedback for learning, accountability and decision making.

Minimum qualifications:

- A Bachelor's degree in Economics, Demography and Statistics or relevant field with a PGD in Monitoring and Evaluation as added advantage.
- At least three (3) years of program management, monitoring and evaluation experience.
- Fluency in Swahili and ability to ride with a valid license (Class A) is an added advantage.

Position: Reception In charge (2 positions)

Reports to: Protection Manager

Location: Nakivale and Kyaka II.

Job Summary:

The Reception In charge will ensure effective general Management

of Transit and Reception Center and quality implementation of the overall Center Management and Synergy with other sectors such as Protection, Livelihood and Community Services which constitute part of the Overall ARC programming.

Minimum qualifications:

- A minimum of a Bachelors University degree in Social Sciences, Arts and Development studies from recognized Institution.
- At least three years' experience in a similar or relevant role.
- Fluency in Swahili and ability to ride a motorcycle with a valid license (Class A) is an added advantage.

Position: Operations Officer (2 Positions)

Reports to: Program Manager

Location: Kyaka II and Rwamwanja.

Job summary:

The Operations Officer will be the overall procurement & logistics Focal point person as he or she plans and provides logistics support for to the ARC program in the field.

Minimum qualifications:

- A Bachelor's degree in Logistics, Supply Chain Management, Business Management or a relevant degree.
- At least 3 years' experience working in the field of program and/or Logistics and Operations in an International relief organization.
- Fluency in Swahili and ability to ride a motorcycle with a valid License (Class A) is an added advantage.

Position: Finance and Administration Officer (2 positions)

Reports to: Program Manager

Location: Kyaka II and Rwamwanja.

Job summary:

The Finance and Administration Officer will provide financial management and general administrative support at the field level office while ensuring value for money in all the transactions and efficient and effective administrative functions and routines. S/he will participate in GRADE A recruitments, onboarding, leave management and time and attendance management at field level.

Minimum qualifications:

- A minimum of a Bachelors' degree in Business Administration, Accounting and Finance or any other related field.
- At least 3 years' experience working in a finance department in a busy organization.
- High level of integrity and good interpersonal skills
- Ability to maintain good ethical and confidentiality standards.

Position: Psychosocial Counselor (10 Positions)

Reports to: Clinical Psychologist

Location: Kyangwali (3 positions), Kyaka II (1 position), Rwamwanja (3 positions), Nakivale (2 positions) and Oruchinga (1 position).

Job summary:

The Psychosocial Counselor will be responsible for ensuring overall quality of case management and Psychosocial support including referrals for GBV survivors and counseling of Refugees with protection issues in the Refugee Settlement.

Minimum qualifications:

- A Minimum of a Bachelor's degree in Social Sciences, Community Psychology, and/or Social Work; and a Certification in Counseling.
- At least 2 years working experience in providing psychosocial & SGBV counseling in a refugee context.
- Fluency in Swahili and ability to ride a motorcycle with a valid license (Class A) is an added advantage.

Position: Legal Assistant (5 positions)

Reports to: Legal Officer

Location: Nakivale, Oruchinga, Kyangwali, Rwamwanja and Kyaka II

Job summary:

The Legal Assistant will be responsible for supporting the smooth running of the daily activities of Legal sector in the settlement, including client management and follow up, facilitation of alternative dispute resolution and to contribute to legal awareness raising activities and legal trainings.

Minimum qualifications:

- A Minimum of a Diploma in Law and a Certificate in Uganda Paralegal Advisory Services (PAS) training.
- At least 2 years working experience in a similar or relevant field.
- Previous exposure and experience in representing clients before any Quasi-Judicial and other governing bodies.
- Fluency in Swahili and ability to ride a motorcycle with a valid license (Class A) is an added advantage.

Position: Child Protection Assistant (16 positions)

Reports to: Child Protection Officer

Location: Nakivale (3 positions), Oruchinga (2 positions), Kyangwali (4 positions), Rwamwanja (3 positions) and Kyaka II (4 positions).

Job Summary:

The Child Protection Assistant will be responsible for monitoring the welfare of UAMs/SC and other children at risk by carrying out home visits and following up and document cases with different stake holders and providing psychosocial support to UAMS/SC and other children at risk.

Minimum qualifications:

- A Bachelor's degree in Social work, Social Sciences, Community Psychology, Adult and Community Education and Development studies.
- A minimum of 2 years' experience in working on Child Protection issues with an INGO.
- Fluency in Swahili and ability to ride a motorcycle with a valid license (Class A) is an added advantage.

Position: Protection Assistant – Boarder Point

(2 positions)

Reports to: Protection Manager

Location: Nakivale

Job Summary:

The Protection Assistant – Boarder Point will be responsible for conducting a range of protection activities, including information provision, regular participatory protection assessments of potential/selected beneficiaries and organization and implementation of

community-based activities, such as life-skills and recreational activities at the Boarder Point.

Minimum qualifications:

- A Bachelor's degree in Social work, Social Sciences, Community Psychology, Adult and Community Education and Development studies.
- A Minimum of 2 years' experience in working on Child Protection issues with an INGO.
- Fluency in Swahili and ability to ride a Motorcycle with a valid license (Class A) is an added advantage.

Position: Protection Assistant – Reception Center (1 position)

Reports to: Protection Manager

Location: Rwamwanja

Job Summary:

The Protection Assistant – Reception Center Point will responsible for conducting a range of protection activities, including information provision, regular participatory protection assessments of potential/selected beneficiaries and organization and implementation of community-based activities, such as life-skills and recreational activities at the Reception Center.

Minimum qualifications:

- A Bachelor's degree in Social work, Social Sciences, Community Psychology, Adult and Community Education and Development studies.
- A minimum of 2 years' experience in working on Child Protection issues with an INGO
- Strong experience working with vulnerable people including survivors of GBV and victims of child abuse.
- Fluency in Swahili and ability to ride a Motorcycle with a valid license (Class A) is an added advantage.

Position: Community Services Assistant - Core Relief Items

(5 positions)

Reports to: Community Services Officer

Location: Nakivale (1 position), Kyangwali (2 positions),

Rwamwanja (1 position) and Kyaka II (1 position).

Job Summary:

The Community Services Assistant - Core Relief Items will be responsible for empowering Persons with Special Needs to enhance Quality and healthy life for sustainability development. He / she will also be responsible for community involvement and ownership to enhance sustainability and empowerment of Refugees in the settlement.

Minimum qualifications:

- A Bachelor's degree in Social work, Community Psychology, Education, Development studies.
- A minimum of 2 years working experience in Community Development services with an INGO.
- Fluency in Swahili and ability to ride a Motorcycle with a valid license (Class A) is an added advantage.

Position: Community Services Assistant (13 positions)

Reports to: Protection Manager

Location: Nakivale (3 positions), Kyangwali (3 positions), Rwamwanja (3 positions) and Kyaka II (3 positions) and Oruchinga (1 position).

Job Summary:

The Community Services Assistant will be responsible for empowering Persons with Special Needs to enhance Quality and healthy life for sustainability development. He / she will also be responsible for community involvement and ownership to enhance sustainability and empowerment of Refugees in the settlement.

Minimum qualifications:

- A Bachelor's degree in Social work, Community Psychology, Education, Development studies
- A minimum of 2 years working experience in Community Development services with an INGO.
- Fluency in Swahili and ability to ride a Motorcycle with a valid license (Class A) is an added advantage.

Position: SGBV Assistant - Prevention (9 positions)

Reports to: SGBV Officer

Location: Nakivale (2 positions), Oruchinga (1 position), Kyangwali (2 positions), Rwamwanja (2 positions) and Kyaka II (2 positions).

Job summary:

The SGBV Assistant - Prevention will provide support to the SGBV Officer in the implementation of programme activities for the Prevention of SGBV in Refugee and host communities, and promotion of protection integration activities through coordination with other stakeholders.

Minimum qualifications

- A Bachelor's degree in Social Sciences, Community Psychology, and/or Social Work or related field required;
- At least two (2) years' experience working with SGBV Survivors, preferably in Refugee settings;
- Knowledge of SASA methodology is preferable.
- Fluency in Swahili and ability to ride a Motorcycle with a valid license (Class A) is an added advantage.

Position: SGBV Assistant - Response (8 positions)

Reports to: SGBV Officer

Location: Nakivale (2 positions), Kyangwali (2 positions),

Rwamwanja (2 positions) and Kyaka II (2 positions).

Job summary:

The SGBV Assistant- Response will provide support to the SGBV Officer in the implementation of programme activities for Response to SGBV in Refugee and host communities, and promotion of protection integration activities through coordination with other stakeholders.

Minimum qualifications

- A Bachelor's degree in Social Sciences, Community Psychology, and/or Social Work or related field required;
- At least two (2) years' experience working with SGBV Survivors, preferably in Refugee settings.
- Knowledge of SASA! methodology preferable;
- Fluency in Swahili and ability to ride a Motorcycle with a valid license (Class A) is an added advantage.

APPLICATION GUIDELINES:

Interested and qualified candidates to submit one-page Cover letter, an updated CV (max. 3 pages) and Names, Titles and Contacts of three **professional referees**, to include your current or recent employer/supervisor - via email (ONLY) to UGJobs@arccrelief.org with the **POSITION** applied for clearly indicated in the subject line. The deadline for submission of applications is **December 17th, 2019 at 17:00hrs. However due to urgency to fill these positions, applications will be reviewed and interviews conducted on a rolling basis.** Only shortlisted candidates will be contacted. **Job Offers will be issued to the selected candidates upon conformation of funding.**

American Refugee Committee is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. American Refugee Committee complies with all applicable laws governing nondiscrimination in employment.