



Hope Health Action

INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT: No HHA BB.004

EAST AFRICA HEAD OF PROGRAMMES

Date: 13 Jun 23

HOPE HEALTH ACTION OVERVIEW

Hope Health Action (HHA) is a Christian NGO passionate about providing life-saving health and disability care to the world's most vulnerable without any discrimination. Founded in 2007, HHA now operates in Haiti, South Sudan and Uganda (the latter two under the umbrella of HHA East Africa).

Our work includes responding to the refugee crisis in Uganda through disability, health, nutrition and education services and initiating a growing range of health and disability projects in South Sudan. This has included establishing one of the leading outpatient rehabilitation centres in Uganda, a new health clinic in the Kajo Keji county (South Sudan) in 2023, extensive livelihood projections for 1,100+ households and working with the UNHCR providing a life-saving therapeutic food to all refugee settlements to tackle severe and acute malnutrition.

HHA EA currently has a passionate team of over 60 Ugandan and South Sudanese staff, with its operations continuing to grow significantly. In 2023 HHA EA won the prestigious Ockenden Prize, an international award that recognises excellent projects globally working with refugees. This is an exciting season for HHA EA and with ambitious scale up and expansion plans, we are looking for a highly motivated and experienced Head of Programmes who will be responsible for providing senior leadership, coordination and management of all HHA EA Projects (currently in Uganda and South Sudan). This role requires someone with relevant qualifications and experience.

We are looking for a self-motivated and highly-organized individual with significant previous Programme Management experience and a passion for supporting the vulnerable to join our multi-national team.

We are a dynamic and fast-growing organization. We are committed to creating a nurturing working environment for our employees, supporting their growth and working to the highest standards so we can provide the best support to the people we serve.



SCOPE OF WORK EAST AFRICA

HHA East Africa focus is on healthcare for the most vulnerable: people with disabilities, maternal health care, nutrition support and some emergency education support.

1. **Disability care:** New Hope Rehabilitation Centre Bidibidi (including mobile clinic for other settlements especially Palorinya and Adjumani) which includes provision of wheelchairs, physiotherapy, P&O and community-based rehabilitation (CBR).
2. **Nutrition:** Distribution of emergency food relief, agriculture projects, Plumpy'Nut and emergency food provision.
3. **Maternal Health Care:** CRADLE project delivery (CVSA blood pressure monitoring device).
4. **Education;** occasional emergency assistance for schools in refugee settings and support for Amazing Grace School, Mijale.

Job Title: East Africa Head of Programmes

Reports to: HHA EA Director and HHA (UK) Finance Director

Responsible for: Local management of all HHA EA Programmes

Location: Uganda, with travel between various project locations including Northern Uganda, South Sudan and Kampala

Hours: Full time, 35 hrs/week, though due to the nature of HHAs work, working with country offices from across different time zones, some flexibility may be required in working hours.

Salary: Competitive (To be discussed)

Project Management:

HHA EA has a number of existing regional project managers who manage specific projects in different locations. The Head of Programmes will need to,

- Work alongside and manage regional project managers on the design, implementation, monitoring and evaluation of HHA EA projects. This includes,
 - Ensuring robust needs assessments are carried out prior to project implementation, with detailed and accurate project plans, targets and budgets developed (alongside HHA EA Finance team)
 - Carrying out internal HHA EA inspections/audits of HHA EA project activities, ensuring they are being implemented to a high level with transparency and efficiency, including monitoring budgets vs actuals and financial accountability is being adhered to (receipts, processes being maintained etc.)
 - Providing leadership in the monitoring and evaluation of activities, ensuring data and project outcomes are accurately captured



- Develop and implement effective regional partnerships and fundraising/income generation plans & activities (With the aid of HHA UK Fundraising team) to aid self-sustainability and financial robustness of HHA EA operations
- Ensuring HHA EA provides relevant donor reports and communications to HHA UK and international donors and partners in a timely, professional and effective manner

Reporting and Governance:

The Head of Programmes will need to work closely with the HHA EA Board, ensuring HHA EA is compliant with all national reporting and governance requirements, both internally and externally (for instance, with OPM etc.). This includes,

- Ensuring HHA EA adherence to all policies across projects, including (but not limited to) our Safeguarding and Child Protection Policy, Financial Policy etc. and making recommendations where needed on relevant improvements.
- Ensuring HHA EA operational team prepare and provide relevant quarterly board reports to aid HHA EA Board Meeting
- Preparing and collating regular project reports and financial reports for HHA UK and maintaining regular update meetings with the EA Director
- Making sure HHA EA is fully compliant with local NGO law, including;
 - Submission and compliance of relevant documentation as an NGO
 - Compliance with OPM and UNHCR reporting requirements
 - Attendance of relevant regional and national coordination meetings
 - Ensuring we fulfil legal requirements in all project activities. For instance,
 - Contracts with external companies
 - HR contracts and disciplinary matters

Leadership:

The Head of Programmes will provide regional leadership for our EA operations, working closely with our EA Director. This will include;

- Ensuring the Christian mission, vision and values of HHA EA are adhered to across projects
- The Head of Programmes will directly line manage HHA EA regional team leaders and HHA EA core team (HR, Finance). The Head of Programmes will need to ensure they are operating at a high level, whilst also providing mentorship, training, support and appraisals for these individuals
- Working with the EA Director, CEO and HHA EA Boards on vision and strategic planning for East Africa operations
- Representing HHA EA in national coordination meetings and with significant partners, including UNHCR, OPM etc.
- Representing HHA EA with international donor visits, ensuring visits are managed effectively



Person Specification:

	ESSENTIAL	DESIRABLE
QUALIFICATION		
Relevant Degree in Project Management or International Development	X	
EXPERIENCE		
Equivalent experience managing projects, min. of 3 years' experience.	X	
Relevant experience working for/with international NGOs,	X	
Relevant experience with health or disability related projects		X
SKILLS		
Computer Literate with excellent capacity of Excel, Word and other IT programmes	X	
Strong interpersonal and communication skills (including strong spoken and written English)	X	
High proficiency in Project Management requirements (for instance, ability to develop and monitor financial budgets, appropriate project targets)	X	
PERSONAL ATTRIBUTES		
Willingness and availability to travel and visit different regions regularly	X	
Self-confident, motivated and able to problem solve and implement solutions	X	
Meticulous and well organised	X	
Excellent administration skills with a high awareness of detail	X	
HHA is a Christian NGO and applicants should feel comfortable working and leading within a Christian environment	X	

This position sometimes requires work at health facilities located in remote areas with very basic living conditions.

HOW TO APPLY:

Requirements for Uganda Nationals

- Application Letter.
- A valid National ID.
- CV, copies of academic documents.
- A letter of appointment from your previous employment.
- Recommendation letter from (professional reference, faith and a community leader).

Requirements for non-Nationals

- A valid passport.
- Work permit.
- A cover letter.
- A letter of appointment from the employing company.



All applications should be addressed to; HHA East Africa, New Hope Disability Centre, Health Centre III, Bidi Bidi Base Camp, Zone 1, Uganda.

EATeam@hopehealthaction.org

+256 763 905637 / +44 7950 980455 (WhatsApp)

Note:

- Applications sent online should have all documents attached in one PDF.
- We are based at BidiBidi Base Camp, Zone 1, Uganda.
- Hope Health Action East Africa is an equal opportunity employer, while we thank all applicants for their interest.
- Any form of lobbying will lead to automatic disqualification.

Deadline: 7 July 2023 at 5:00pm EAT