

Uwezo Job Description

Job Title: Advisor, Research, Innovations and Fundraising

Salary Grade: 5

Reports to: Executive Director

Supervises: Consultants, intern as necessary

Location: Kampala, Uganda

Start Date: 2 March 2020

Overall Responsibility:

The Advisor will be responsible for helping Uwezo evolve towards greater effectiveness, by paying attention to major organizational issues that need deep thinking and development. The purpose is to help articulate, document and advance Uwezo's values and approaches, by cultivating an open, creative and collaborative organizational culture, with clear and efficient workflows and processes. The Advisor will support the ED to innovate and execute new research and programs, and ensure the organisation's sustainability through fundraising.

Specific Responsibilities

1. Identify, document and help communicate Uwezo's key values, principles, theory of change and ways of working in a clear and compelling manner, so that staff know and can engage with them, and so as to build institutional memory;
2. The Advisor shall be part of the management team and shall help staff navigate through change effectively; including the establishment of new systems for Uwezo, refinements of the theory of change and other on-going strategic changes;
3. Support the Executive Director to think through and implement Uwezo's legal, organizational and governance changes, including independence from Twaweza operations;
4. Develop more effective format and derive better value from Uwezo's annual strategic retreats, management team and staff meetings and develop framework and tools;
5. Lead development and deployment of clear, efficient, user-friendly and transparent workflows within all units within Uwezo, in particular the timely and efficient deployment and take-up of Sales Force and other systems and related software;
6. Organize systems and tools for effective donor management and relations, including clear ways of managing contracts, disbursements, reporting and new negotiations, and integration of these into workflow software;
7. Take a lead role in developing greater results delivery, accountability and documentation practices across the organization;
8. Take lead on grant proposal writing
9. Monitor global trends on organizational effectiveness and advise on their relevance for Uwezo;
10. Stimulate a culture of innovation by encouraging the free flow of ideas and improve internal flow of information, develop Uwezo's organizational capacity for knowledge management and implement in collaboration with all units;
11. Monitor compliance, review and help update HR & Financial Regulations manuals – including corresponding tools (forms/procedures);
12. Create practical tools that operationalize our commitments and principles;
13. Manage donor relations and contracts, including contract reviews to ensure consistency with Uwezo principles, timely reporting, correspondence and disbursements;
14. Serve as an active member of the Uwezo management team, providing support on overall management and organizational aspects; and
15. Advise and support the Executive Director on key strategic matters.

General Responsibilities

- Successfully implement above responsibilities and assigned activities (and associated budgets) in work plans, consistent with Uwezo interests and policies.
- Contribute effectively to planning, monitoring, reporting and information dissemination of Uwezo's work.
- Comply with and foster adherence to the established Uwezo approach, policies, regulations, guidelines and procedures.
- Participate actively in organization-wide learning and other joint activities.
- Undertake any other lawful tasks as may be assigned by the Leader of Uwezo .

Core Qualifications

1. Strong conceptual and analytical skills; able to integrate strategic, programmatic and operational aspects of Uwezo's work;
2. Evidence of successful large grants proposal writing and fundraising
3. Able to navigate through complexity;
4. Master's degree in a relevant field; A PhD in Education or related field is an added advantage
5. Minimum 5 years demonstrable working experience in areas of your responsibility;
6. Able to communicate and listen well;
7. Able to get things done really well and fast, and able to stay on top of multiple responsibilities at once; and
6. Keen attention to detail and quality.
7. Knowledge of Uwezo's current work is an added advantage

Changes and Amendments:

This job description may be amended by Uwezo after consultation with the employee and the supervisor.

To apply please submit a **two page CV** and **cover letter** to jobs@twaweza.org and info@uwezouganda.org by **18th February 2020**.