



Job Description

Country Manager (maternity cover)

Job title: Country Manager (maternity cover)

Reporting to: Head of Operations at Irise International/Chair of the Irise Uganda board

Job role: To oversee the implementation and reporting of Irise Uganda's project work

Key responsibilities:

- To supervise and support the Irise Uganda team to deliver current projects, including:
 - A UK Aid Direct funded project in ten schools to deliver and evaluate a menstruation friendly school package and community engagement approach
 - A project to create local access to menstrual products through training and supporting a network of over 200 entrepreneurs and working in partnership with the community to encourage support for girls during menstruation.
 - A project to work in partnership with community champions to address menstrual stigma and enable caregivers to provide girls with the support they need.
 - Small scale support for individual schools and communities.
- To work with Irise International to ensure reporting requirements are met, including:
 - Writing monthly and quarterly reports on Irise Uganda's progress
 - Supporting compilation of external reports, ensuring Irise Uganda's contributions are high quality and received in line with internal deadlines.
 - Supporting, supervising and authorising financial record keeping and reporting, ensuring activities are delivered in line with budgets and reported appropriately.
 - Supporting evaluation exercises, ensuring quantitative and qualitative data is collected, entered, stored and shared appropriately.

Additional responsibilities:

- Report to and liaise with the Irise Uganda board
- Liaise with relevant local and national stakeholders to ensure legislative requirements are met
- Manage relationships with relevant stakeholders per project
- Represent Irise at relevant local, national and regional meetings
- Support identification and development of funding applications for Irise Uganda's work
- Support the supervision of international volunteers as required
- Contribute to the ongoing development and continuous improvement of Irise's systems, policies and project work.
- Carry out other reasonable duties as may be required to ensure effective support for the girls and communities Irise supports.

Ethos and Values:

- Adhere to Irise Uganda's code of conduct and policies handbook, including child protection and safeguarding policies.
- Demonstrate a high level of professionalism in all interactions with staff, volunteers, board members and external partners.
- At all times work in a manner that prioritises the rights and wellbeing of vulnerable women and girls.

Skills and experience:

- University graduate with at least 5 years' experience in the charitable sector
- Prior experience of senior management in a small charity
- Experience living and working in Uganda

Package:

Term:	4-6 months depending on candidate and need
Salary:	Pro rata equivalent of UGX 4,000,000-5,500,000 per month
Hours:	2-3 days a week depending on skills, experience and preference of final applications. Expected start date March/early April.

Application process:

Send your CV and a cover letter to emily@irise.org.uk making "Country Manager maternity cover" the subject of the email.

Interviews will be conducted over skype

The deadline for applications is 18th March 2019. Applications considered on a rolling basis.