

Role Description – Managing Director

Uganda Village Project is a grassroots nonprofit organization working with the people of Iganga District to promote public health and sustainable development in the rural communities of this marginalized district in southeast Uganda. We facilitate community health and well-being in rural Uganda through improved access, education, and prevention in the following areas:

- Malaria • HIV/AIDS and STIs • Reproductive Health •
- Sanitation and Hygiene • Community-Constructed Shallow Wells •

As the main point of contact in country, the Managing Director is responsible for all programmatic areas, finances, and general activity communication to the Executive Director and Board. This position requires the ability to handle several tasks at once and keep information organized. Additionally, the Managing Director is responsible for ensuring programs are implemented within the vision and mission of the organization.

Responsibilities

Program Oversight

- Ensure all programs are being executed per the annual/quarterly work plan and within budget
- Regular check-ins with Program Managers
- Conduct planning and oversight of the implementation of UVP program activities in collaboration with staff – work with each of the program managers on program startups, phase outs, or improvements
- Oversee planning and implementation of summer internship (work with Internship Chair, UG Intern Coordinator)
- Review annual and quarterly work plans of Program Managers to ensure the work plans address all relevant objectives/tasks
- Submit quarterly reports on April 15, July 15, October 15, and January 15 to UVP officers

Human Resources

- Supervise local program staff
- Evaluate staff on job performance during twice-annual performance appraisals
- Identify ways to keep staff engaged and provide opportunities for professional growth when possible
- Assist with hiring of all new staff members in country and Ugandan interns
- Enforce disciplinary policies with staff and volunteers

Board Relations and Organizational Support

- Act as main contact person for discussions and concerns from the Executive Board regarding programs and organizational function as they pertain to operations in Iganga
- Respond in a timely manner to all inquiries and concerns from board members and the Executive Director
- Participate in relevant executive board subcommittees, including the grants subcommittee, M&E task force, and internship committee
- Provide relevant data, materials, or feedback as needed for various purposes, or obtain it from relevant staff members

Operations and Office Management

- Conduct weekly staff meeting with local staff to discuss updates from the board, plan for the week, and distribute funds to carry out activities
- Maintain administrative and HR documents for staff, i.e., job descriptions and contracts
- Ensure that all policies are being adhered to in regards to the organizational vehicle (i.e., licenses and insurance paperwork are up to date and that vehicle is in safe and working condition)

- Maintain electronic security via regular backups of data and antivirus checks per policy and maintenance of electronics in office as needed
- Oversee maintenance of the office including payment of bills, maintaining security on the premises, and arranging for cleaning or office repairs/maintenance as needed

Monitoring and Evaluation

- Assist in formulation of M&E strategies as part of the M&E task force
- Oversee the maintenance of all M&E tools and data and submit to the Monitoring and Evaluation Task Force for analysis as needed
- Ensure that all staff have the support they need to accurately collect data for each program and follow up to make sure that data is comprehensive and up to date

Finances and Grant Management

- Oversee all Ugandan-side finances including budgets, requisitions, and expense reports. All financial records to be submitted to Executive Director no later than the 10th of each month
- Projected work plan and budget for coming quarter should be submitted 30 days prior to the start of that quarter for approval
- Assist with providing information and contributing to the grant-writing and submission process
- Manage the budget for all successful grants and draft all reporting documents to funders
- Organize/keep secure receipts for all items that cost >50,000Ush in case of audits
- Ensure a financial audit is conducted annually. Provide accountants with appropriate documentation

Communications

- Collect content from staff and upload on a weekly basis
- Ensure newsletter articles are written monthly
- Provide details on organizational activities to be shared with donors during weekly electronic meetings

Required Skills

- Master's Degree preferred, Bachelor's degree required, though practical experience will also be taken into consideration
- Previous experience in conflict management is a must
- Expert computer skills in Microsoft Suite (paper applications will not be accepted)
- Strong interpersonal skills and confidentiality as displayed through past experience in a cross-cultural environment
- Excellent resource coordination and problem solving skills displayed through past experience, preferably in a low resource setting and extensive background working in Ugandan context
- Ability to work well alongside individuals with differing cultural norms and values while considering and maintaining equity among the group
- Ability to work independently and with limited supervision
- Ability to coordinate and communicate effectively in an electronic environment
- Experience managing or leading peers and holding staff accountable
- Fluency in English, both written and oral, required, fluency in Lusoga or Luganda preferred

Preferred Skills

- Experience using M&E during decision-making process
- Flexibility and adaptability
- Experience with planning and implementing public health sensitizations
- Experience with SPSS, STATA, or other data analysis software

Duration and Location

- This position is full-time and located in Iganga, Uganda

Benefits/Compensation

- Monthly salary commensurate with experience
- NSSF contribution
- Insurance covered at 100% for the employee and subsidized insurance for dependents
- Paid annual leave
- Housing stipend