

Junior Expert (JE) Job description

I. DESCRIPTIVE PART OF THE JOB

Application date	30 September 2022
Job title	Junior Expert in Data Analysis and Visualization
Junior Expert	<input checked="" type="checkbox"/> European <input type="checkbox"/> National (<i>not applicable for Uganda</i>)
Main job domain (sector of activity)	Monitoring & Evaluation
Job holder (name of JE) <i>(to be filled in after the selection of JE)</i>	
Job holder's (JE's) Signature + date <i>(to be filled in after the selection of JE)</i>	

General information			
Enabel or NGA Project/programme	<input checked="" type="checkbox"/> Enabel	If Enabel : Navision code	UGA2800 (Representation)
	<input type="checkbox"/> NGA	If NGA : NGA name	
Full denomination of the project/programme	The function is transversal to all projects, and will consequently report to the country office (Country Portfolio Manager)		
Project/programme 's location	Kampala, with frequent travels (at least 1 week a month) in the projects locations (Rwenzori, Busoga and West Nile)		
Duty station of supervisor	Kampala	Duty station of JE	Kampala
JE will be assigned to	<input type="checkbox"/> Project/programme	<input checked="" type="checkbox"/> Representation (Enabel)/Country Office (NGA)	
Project duration <i>(dd/mm/yy)</i>	Start date:	2002	Expected starting date for the job <i>(dd/mm/yy):</i> 1 st April 2023
	End date :	New portfolio up to 2027	
Requested JE contract duration	<input type="checkbox"/> 1 year	<input checked="" type="checkbox"/> 1 year with possible extension	
1. Context of project 2. Objectives of project 3. Beneficiaries of project 4. Main activities of project	<p>Enabel in Uganda is currently implementing projects in the area of health (results based financing, sexual and reproductive health) and education (Teacher training and Skilling).</p> <p>Enabel in Uganda is preparing a new portfolio covering 2023-2027, which has two main pillars:</p> <ul style="list-style-type: none"> - Improved access to Decent work; - Improve services delivery in health and secondary education. <p>Enabel Strategy 2020-2020, Enabel Business Plan 2022, and Uganda Country Action Plan all stresses the importance of results based management, to support steering, learning, and reporting.</p> <p>In this context the availability of data, their analysis and visualization is key, both at projects and portfolio level.</p>		

Position of the JE within the organization	
<p><i>The JE depends hierarchically on the supervisor (N+1). Besides the supervisor, one or more resource persons for technical support of the JE may be appointed in case the supervisor does not have the same technical background as the JE. If this person is already identified, please indicate below.</i></p>	
Supervisor's name, job title & background	Virginie Hallet, Portfolio Manager Enabel in Uganda <u>Experience & background</u> Teacher and teacher trainer by profession. Over 15 years' experience as project manager and expert in projects in the education sector in several countries. High interest for inclusion.
Resource person(s) for technical support's name, job title & background	PALMOPS (Desks Operations HQ) Geraldine LADRIERE, ops Advisor
For Enabel JE, the follow-up will be assured by a Junior Programme Project Officer.	
For NGA JE: name & job title of the contact person from NGA headquarters that will assure the follow-up	

JE – Job description	
Job objective	
<p><i>Explain in one concise sentence the purpose of the job. What real need does this job fulfil? What's the added value of the job?</i></p>	
<p>Purpose of the job: Ensure that the country team is provided with relevant information about results in order to use it for monitoring the portfolio performance.</p>	
<p>Need: Enabel in Uganda has developed robust systems for data collection and data management. However, the skills in data analysis and data visualization needs to be strengthened, both within the agency and partners.</p>	
<p>Added value: the junior expert will co-create with the country team a visual management system to monitor the performance of the portfolio, for learning, for decision making, and for reporting.</p>	

Result area n°1 – Co-create a visual management system		Time in % :	50%
JE's role	As a Co-Creator		
JE's responsibility	Co-create, on the basis on design thinking methodologies, a high level monitoring system of the country portfolio using visual management		
In order to ...	in order to make sure data is analysed, discussed and serves for steering, learning and reporting		
Most important tasks	<ul style="list-style-type: none"> • Organize co-creation workshops with the M&E officers for each project, pillar and portfolio • Identify in a collaborative approach the key performance indicators at project and portfolio level • Support M&E officers in collecting relevant data and entering these in the monitoring system • Check quality of the data collected • Support M&E officers in analysis and visualization of the data • Display data collected (in an online and/or physical dashboard) in the board room 		
Expected outputs	<ul style="list-style-type: none"> • Online and/or physical dashboard of key performance indicators of Enabel in Uganda Portfolio • Compilation of corporate indicators 		

Result area n°2 Promote a Results Oriented Culture		Time in % :	30%
JE's role	As a trainer		
JE's responsibility	Facilitate capacity development of M&E officers (from Enabel and partner entities)		
In order to...	in order to promote a results-oriented culture		

Most important tasks	<ul style="list-style-type: none"> • Develop a training course for M&E officers on results based management, with a specific focus on data analysis and visualization • Support M&E officers on their tasks related to data analysis and visualization
Expected outputs	<ul style="list-style-type: none"> • Collective Training course on results based management • Individual Training plan for M&E staff on data analysis and visualization

Result area n°3 – Foster innovation and networking		Time in % :	10%
JE's role	As a networker		
JE's responsibility	Network with M&E experts of Enabel and other organizations		
In order to ...	in order to continuously learn, share lessons learned, remain informed of recent M&E evolutions and adopt an innovative attitude.		
Most important tasks	<ul style="list-style-type: none"> • Identify innovative results-oriented monitoring approaches; • Network with results monitoring experts in the country, subregion and HQ, • Get involved in initiatives in the country about results monitoring; • Participate in the Results Circle (lead by PALMOPS/HQ) • Capitalize on good monitoring practices, share and disseminate the tools and lessons learnt. 		
Expected outputs	<ul style="list-style-type: none"> • Participation in 8 meetings of the Results Circle • 1 document compiling the tools and lessons learnt for results oriented monitoring for Enabel in Uganda 		

Result area n°4		Time in % :	5%
JE's role	As a Junior Expert		
JE's responsibility	In consultation with the Junior Programme, take initiatives and/or respond to requests for global citizenship actions.		
In order to ...	raise awareness of global citizenship among the Belgian population		
Most important tasks	<ul style="list-style-type: none"> - Own initiative to make certain aspects of global citizenship known to the Belgian public (podcast, video, action, event...) - Support to an already existing initiative in the field of global citizenship (eg of Enabel, a Belgian or local NGO,) - Any other global citizenship activity requested or approved by the Junior Programme. 		
Expected outputs	<ul style="list-style-type: none"> - 1 global citizenship initiative finalised and/or supported per year - Possibly other individual awareness-raising activities (eg. photo exhibition, video, educational kit, games, testimonies, ...) 		

Besides these tasks mentioned above in the result areas, we can ask the JE, depending on the needs of the Junior Programme, to accomplish any other tasks that might be considered necessary for the correct functioning of the programme and that are in line with his/her profile.

JE's contribution to the Junior Programme priorities	
Innovation	
<i>What space does the function offer for experimenting with innovative tools/approaches? E.g : action research, testing & roll-out of new technologies, etc.</i>	
JE's role	Innovation is the key focus of result area 1 and 3
JE's responsibility	
In order to ...	
Most important tasks	
Expected outputs	

Capacity building	
<i>How will the JE contribute to the capacity building of the local partners, of the hosting partner team, etc ? Will (s)he have the possibility to work in pairs with a young local professional?</i>	
JE's role	Capacity is the key focus of result 2
JE's responsibility	
In order to ...	
Most important tasks	
Expected outputs	

Requested profile			
Required training/degree for the job <i>> Remark : will be eliminatory on CV for the candidates. Be complete & specific, please.</i>	<input type="checkbox"/> Agronomy/ Bio-engineer <input type="checkbox"/> Biology/ Environment <input type="checkbox"/> Geography <input type="checkbox"/> Civil/industrial/ electrical engineer/ Architect <input type="checkbox"/> ICT/NTIC <input type="checkbox"/> Mathematics/ Exact sciences <input type="checkbox"/> Law/Criminology	<input type="checkbox"/> Political sciences/ International relations/ Diplomacy <input type="checkbox"/> Sociology/ Anthropology/Social work <input type="checkbox"/> Psychology <input type="checkbox"/> History/Philosophy/ Art/Religion <input type="checkbox"/> Educational sciences <input type="checkbox"/> Human resources /Organizational development	<input type="checkbox"/> Economy/Commercial engineer/Marketing <input type="checkbox"/> Communication/Public relations/Journalism <input type="checkbox"/> Languages/Philology /Translator <input type="checkbox"/> (Bio/Para)medical sciences <input type="checkbox"/> Public health <input type="checkbox"/> Development studies <input checked="" type="checkbox"/> All profiles <input type="checkbox"/> Others and/or details (if needed)
	Necessary specific knowledge for the job <i>> Remark : will be eliminatory on CV for the candidates.</i> 1. Experience (3 months) or certificate in data visualisation, infographie or design thinking AND 2.Experience in database collection and analysis (3 months) of certificate in Monitoring and Evaluation		
Language skills <i>> Indicate which language skills are essential or preferable for the job with possible comments on the expected level of knowledge and/or an argumentation.</i>	Languages	Knowledge	Comments
	English	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Working language
	Dutch and French	x Essential <input type="checkbox"/> Preferable <input type="checkbox"/> Essential <input type="checkbox"/> Preferable	Basic knowledge of both languages (A2)
Preferred assets for the job <i>> Remark : will <u>not</u> be eliminatory on CV for the candidates.</i>	<ul style="list-style-type: none"> • Results based management • PowerBi: use and creation of reports • Design skills (documents lay out, ...) • Training and coaching experience • ICT skills • Interest for collaborative governance and transversal management 		
Driver's licence for motorcycle & car	Motorcycle	<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Preferable	Car
		<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Preferable	

Country context information	
Living conditions	
Capital / rural area	Capital, Kampala
Security context	Kampala (and Uganda in general) is a safe place to live and travel. However, since COVID 19, criminality has increased in Kampala and in the country. Since 2021, there are also risks of terrorist attacks. As a result, some basic precautions are to be taken into account: avoid walking alone at night, keep an eye on IT equipment and expensive things, be mindful when attending bigger events.
Access to services	In Kampala, you will have access to all services: medical facilities, internet, telephone... Outside the capital, access to good health services is more challenging while other services are functional.

Isolation / social life	In Kampala you will find a vibrant social atmosphere. There are many sports (football, fitness, swimming, running ...) and social (bars, restaurants, libraries, cinema ...) activities to do in your spare time. As Uganda is a safe country to travel in, it is quite easy to go for weekends or on holidays within Uganda (wildlife, hiking/trekking, relaxing, markets ...). In the more rural areas, there are less social activities and everything is more oriented towards discovering the local communities and relating with local staff.		
Location suited for families (with children)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Other useful observations?	In Kampala, you can move around on a public motorcycle . That said, traffic in Kampala can be very busy and chaotic, so bring a good motorcycle helmet from Belgium In Kampala, accommodation is easy to find. You have several network groups on Facebook that will help you find a place to stay. If you are moving alone to Uganda, one option is to co-house with others (more affordable, social life).		
Work context & conditions			
Work location	Kampala		
Field exposure? <i>(Direct contact with beneficiaries & local reality, frequency field missions,...)</i>	Kampala, with frequent travels (at least 1 week a month) in the projects locations (Rwenzori, Busoga and West Nile) Close collaboration with Enabel staff and partners		
Accessibility of the supervisor	The supervisor is accessible, and is also based in Kampala. The supervisor has already successfully supervised different juniors. In addition, the supervisor will start in October 2022 a training on coaching, which will help in the supervisory role of the junior		
Teamwork / isolated work	A lot of team work, co-creation with M&E officers		
What transport arrangements will the project consider in order to insure the JE's professional travels/journeys?	<input type="checkbox"/> Motorcycle from the project at disposal of the JE		
	<input checked="" type="checkbox"/> Borrow a car belonging to the project/programme when required		
	<input type="checkbox"/> Local transport? What? :		
	<input type="checkbox"/> Other, please specify :		
What transport arrangements will the JE consider in order to ensure his/her private travels/journeys?	<input checked="" type="checkbox"/> Motorcycle		
	<input checked="" type="checkbox"/> Car		
	<input type="checkbox"/> Local transport? What? :		
	<input checked="" type="checkbox"/> Other, please specify : car rental, uber, boda (moto taxi)		
Other useful observations?			