

Junior Expert (JE) Job description

Function Code

UGA.2313

I. DESCRIPTIVE PART OF THE JOB

Application date	
Job title	Junior Expert (JE) in Finance and Administration
Junior Expert	<input checked="" type="checkbox"/> European <input type="checkbox"/> National
Main job domain (sector of activity)	Finance and Administration
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	2800UGA
	<input type="checkbox"/> NGA	If NGA : NGA name	
Full denomination of the project/programme	Representation UGA		
Project/programme 's location	Kampala		
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 (dd/mm/yy)	Start date:	n/a	Expected starting date for the job (dd/mm/yy): 01/02/2024
	End date :	n/a, new portfolio until 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>A new bilateral portfolio for Uganda has started in 2023. Thematically, it focuses on two pillars: skills and jobs (pillar 1) and social services (health and education, pillar 2). These projects will run up to 2027. In addition, Enabel Uganda is already implementing the multi-country Social Protection portfolio and a further 3 GP projects are currently being formulated which will top up the portfolio. In total, there will be 10+ active projects at any given time, with implementation across different regions (Kampala, Busoga (East), Fort Portal (West), and West Nile (North).</p> <p>With the start of the new portfolio, the finance team (about 40 staff) is also reorganizing itself as a "support circle" in order to efficiently assist the projects in carrying out their activities. This implies different changes:</p> <ul style="list-style-type: none"> - Finance teams will be largely decentralized (within regions as opposed to in Kampala), organized by project but as part of a larger "support circle" - Certain processes will be centralized at the Kampala representation - Increased efforts will be made to streamline, harmonize, digitalize, and simplify our processes - Roll-out of collaborative governance practices throughout the "support circle" <p>The JE will be part of the larger finance team and provide transversal support to all UGA projects, thereby contributing to Enabel achieving its development results in skilling (pillar 1) and health care and education (pillar 2).</p>		

Position of the JE within the organisation	
<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>	
Supervisor's name, job title & background (N+1)	Michael Heeren, RAF
Resource person(s) for technical support's name, job title & background	Other UGA RAF (Azoti Ali and Bonny Ssekiwanda), Finance team at representation (led by Lydia Namulondo, financial controller)
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	
<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>	
Your role is to support the Enabel Uganda finance teams in designing and implementing change projects aimed at streamlining, simplifying and digitalizing the work processes, so that they can efficiently and effectively assist the projects in achieving their development results.	

Result area n°1		Time in % :	50
JE's role	As collaborator in change projects		
JE's responsibility	<p>Ensure the implementation of change projects at the level of financial and administrative management in Uganda.</p> <p>A list of potential projects has already been established and covers several areas such as:</p> <ul style="list-style-type: none"> - Roll-out of electronic signature - Centralization and automatization of payroll - Management of shared resources (staff, offices) - Improve invoicing process - Improve grants management processes - Improving reporting practices - <p>The exact projects will be decided upon in consultation with management and based upon personal interest and expertise of the JE.</p>		
In order to...	Provide efficient and effective finance and administrative support to the projects		
Most important tasks	<ul style="list-style-type: none"> ▪ Identify the desired change projects, assist in the composition of the teams that will be responsible for their implementation and support these teams in establishing and rolling out action plans ▪ Monitor project progress ▪ Communicate regularly on ongoing, scheduled or finalized projects, specifying the added value for users / beneficiaries in order to ensure the sharing of information (capitalization) ▪ Ensure that procedure manuals are updated in accordance with validated changes 		
Expected outputs	<ul style="list-style-type: none"> ▪ Dashboard of change projects ▪ Action plans + timetables for each project ▪ Updated documentation (templates, procedures, manuals, etc) 		

Result area n°2		Time in % :	25
JE's role	As innovator		
JE's responsibility	Assess financial and administrative processes already in place and propose simplifications and/or improvements, with a special focus on digital and automated solutions, all the while respecting the regularity framework and keeping an eye on potential risks.		
In order to ...	Ensure that processes respond to the operational needs of the projects while keeping the administrative burden down		
Most important tasks	<ul style="list-style-type: none"> ▪ Critically analyze the functioning of the financial and administrative management system of Enabel Uganda ▪ Propose simplifications or alternative work approaches 		
Expected outputs	<ul style="list-style-type: none"> ▪ Documented analysis of current procedures (cost-effectiveness, gaps, etc.) ▪ Proposal and presentation of new initiatives 		

Result area n°3		Time in % :	20
JE's role	As trainer / capacity builder		
JE's responsibility	Train Enabel Uganda staff on all aspects of finance and administrative management, also beyond the change projects to be implemented. Specific attention can be given to (collaborative) digital tools (SharePoint, Outlook, Teams, Holaspirit,...). The main target audience are the finance teams at project level, but this can also be extended to other (operational) Enabel staff or, potentially, support to partner organizations (grantees)		
In order to ...	Increase staff capacity and general effectiveness of our organisation		
Most important tasks	<ul style="list-style-type: none"> ▪ Identify training needs per target audience ▪ Prepare training materials and coordinate the logistical organization of training (face-to-face or by Teams) ▪ Provide training (on-the-job or in group training sessions) ▪ Help colleagues solve ad hoc or systematic problems 		
Expected outputs	<ul style="list-style-type: none"> ▪ Inventory of training needs ▪ Training plans ▪ Training materials (factsheets, manuals, presentations, exercises, ...) 		

ATTENTION, next to his/her tasks related to the project activities, the Junior Expert will also have to carry out several tasks, common to all Junior Experts, for the Junior Programme:

Result area n°6		Time in % :	5%
JE's role	As a Junior Expert, Ambassador for Global Citizenship		
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	The new portfolio will bring a significant reorganization for the finance teams, who will increasingly have to rely on new (digital) collaborative practices. The JE can play an important role in identifying and rolling out these initiatives. See also result area 2
JE's responsibility	Bring his/her expertise – support initiatives
In order to ...	Increase digital skills and collaborative management of Enabel Uganda staff
Most important tasks	<ul style="list-style-type: none"> ▪ Support implementation of change projects ▪ Coach and train colleagues
Expected outputs	Increased use of digital and collaboration tools

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	See result area 3
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 checked="" 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 checked="" 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 type="checkbox"/> All profiles <input checked="" type="checkbox"/> Others and/or details (if needed): Degree in accounting or financial management ; business administration
	Necessary specific knowledge for the job <i>> Remark : will be eliminatory on CV for the candidates.</i>		
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	Fluent (written and oral)
	French	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Basic Knowledge (level A2)
	Dutch	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Basic Knowledge (level A2)

Preferred assets for the job > Remark : will <i>not</i> be eliminatory on CV for the candidates.	<ul style="list-style-type: none"> - Good Excel skills - Knowledge of ERP systems - Knowledge of reporting tools - Project management experience - Experience in humanitarian or development sector - Programming experience (VBA, SQL, etc.) 			
Driver's licence for motorcycle & car	Motorcycle	<input type="checkbox"/> Essential <input type="checkbox"/> Preferable	Car	<input type="checkbox"/> Essential <input type="checkbox"/> Preferable

Country context information	
Living conditions	
Capital / rural area	Kampala (capital), with frequent travels to rural areas (Jinja Kamuli, Rwenzori/Albertine, and West Nile).
Security context	<p>Kampala (and Uganda in general) is a safe place to live and travel. Nevertheless, 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.</p> <p>In Kampala, the most popular way to move around is on a public motorcycle: there are very many motorcycles in town – you just hop on and off whenever and wherever. That said, traffic in Kampala can be very busy and chaotic, so bring a good motorcycle helmet from Belgium.</p>
Access to services	In Kampala, you will have access to all services: medical facilities, internet, telephone... Power and water cuts are possible. In rural areas, it can be more challenging to have access to them but relatively available in major towns where Enabel field level offices are located.
Isolation / social life	In Kampala you will find a vibrant social atmosphere. There are many sports (football, fitness, swimming, running ...) social (bars, restaurants, libraries, cinema ...) and other 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 ...). During missions 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, 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, the best option is to co-house with others (more affordable, social life).
Work context & conditions	
Work location	Kampala
Field exposure? (Direct contact with beneficiaries & local reality, frequency field missions, ...)	<p>Frequent field missions, mainly to regional Enabel offices (Jinja – 2h, Fort Portal – 5h, Arua – 9h). Likely 1 mission per month – frequency and planning will always be discussed.</p> <p>Possibility to interact with partners (grantees)</p>
Accessibility of the supervisor	Good. Same office.
Teamwork / isolated work	JE will be an integral part of the finance team in Kampala and of the wider “finance support circle”. Good team spirit.
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 type="checkbox"/> Borrow a car belonging to the project/programme when required <input type="checkbox"/> Local transport? What? : <input checked="" type="checkbox"/> Other, please specify : car and driver will be provided for every mission
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 checked="" type="checkbox"/> Local transport? What? Hired car (Uber), Bus <input type="checkbox"/> Other, please specify :
Other useful observations?	It is important to note that Uganda adopted in June 2023 an Anti-Homosexuality Law. One may encounter anti LGBTI attitudes and behaviors.