

TERMS OF REFERENCE

- POSITION:** Executive Director
- DUTY STATION:** Kampala Uganda
- ACCOUNTABLE TO:** UNYPA Board of Directors
- JOB TYPE:** Contractual (2 Years) Renewable based on performance

THE ORGANISATION

Uganda Network of young people living with HIV & AIDS started in 2003 to provide leadership and coordinate the greater and meaningful involvement and participation of YPLHIV in Uganda in the national, regional and global HIV and AIDS response. UNYPA advocates improving the quality of life of young people living with HIV in Uganda and as a network. UNYPA is driven by the needs of young people living with HIV and implements an evidence informed national programme and advocacy for YPLHIV to lead healthy and productive lives.

THE POSITION

This is a performance based leadership position and is responsible for the strategic management of UNYPA, i.e. formulating and implementing strategy, policy and managing the day-to-day operations (financial, human resources and administrative matters) of UNYPA in a manner that will assist the realization of the overall organisation goals. The incumbent is also responsible for ensuring that UNYPA develops into a financially viable entity. The position works closely with government agencies, regional and international institutions inter alia inter-government institutions, NGOs, multilateral and bilateral agencies, communities and the private sector to develop, coordinate and implement programs to improve the quality of life for young people living with and those affected by HIV.

SPECIFIC TASKS

- 1) Coordination and Policy Implementation**
 - a) Coordinate activities and programmes associated with the development and management of the organisation strategic plan.
 - b) Coordinate the activities and programmes of the UNYPA governing structures and serve as the Secretariat for the board and ensure appropriate action is taken on resolutions and directives emanating from these structures.
 - c) Promote collaboration and cooperation between the UNYPA partner and ensure that their interests, aims and expectations are embraced in the decision-making processes.

2) Programme Development and Implementation

- a) Develop and implement strategies that will ensure the long-term sustainability of UNYPA
- b) Coordinate preparation of annual work plans and budget for UNYPA.

3) Resource Mobilization

- a) Undertake mobilization of UNYPA's strategic resources required to support the development of UNYPA through a mix of fund raising strategies and assist UNYPA staff write fund raising proposals and facilitate mission visits of development partners.
- b) Keeps in touch with donors by providing regular updates whenever required Develop public/private partnerships that will contribute to UNYPA's efficiency and effectiveness

4) Development and Maintenance of Partnerships

- a) Establish and nurture key partnerships with various stakeholders' inter alia international and regional agencies, multilateral and bilateral development partners, state agencies and non-governmental organizations and eminent persons that would assist in the development of UNYPA
- b) Promote the participation of various stakeholders including private sector, non-state actors, local communities and others in the planning and development of UNYPA.

5) Communication

- a) Raise the profile of UNYPA and enhance its corporate image among various stakeholders in the country, region and at international level in terms of its vision, mission and objectives and its capacity to deliver expected results.
- b) Market UNYPA as a leading youth lead movement, through branding and publication of other promotional materials.
- c) Ensure that there is effective communication of UNYPA to internal and external stakeholders through technically effective and least cost methods.

6) Administration and Capacity Building

- a) Lead UNYPA's operations and ensure efficient management of UNYPA's resources including development and maintenance of relevant policies, procedures and operational strategies and control systems for the management of UNYPA's resources.
- b) Conduct periodical appraisal of the UNYPA's programme to ensure that programme implementation is in accordance with UNYPA's Vision and Mission.
- c) Prepare various reports and working documents for submission to the UNYPA governing structures and development partners.
- d) Oversee the procurement of goods and services and ensure proper management of UNYPA's assets.

- e) Develop strategies and programmes for building the capacity of government institutions, private sector, and local communities through training, mentoring and coaching.

REQUIRED COMPETENCIES

1) Professionalism

- a) Demonstrable experience in strategy development and implementation, strategic relationship building, resource mobilization & advocacy.
- b) Proven experience in managing diverse stakeholders inter alia government institutions, development partners, local communities, private sector. (S)/he must have practical experience and political understanding in networking with high-level government, donor and NGO officials.
- c) Ability to lead and manage others with integrity based on strategic direction, team work and core values.

2) Planning and Organizing

- a) Demonstrated experience in strategic and programme planning and provision of technical support to team members.
- b) Demonstrable ability to manage the UNYPA Secretariat Headquarters based on clear objectives; allocate resources according to organizational priorities in a complex environment.

3) Communication

- a) Demonstrable ability for excellent written and verbal communication skills.
- b) Ability to defend and explain difficult issues on key UNYPA programmes to a myriad of stakeholders.

4) Leadership

- a) Demonstrated managerial and supervisory capability with an ability to provide clear and compelling direction and ability to empower others to translate vision into results.
- b) Establish and maintain relationships with a broad range of stakeholders.
- c) Proven ability to build organizational capacity through resource mobilization, partnership development, staff recruitment and talent management.

QUALIFICATIONS

1) Education

- a) A bachelor's Degree in social sciences or any other relevant related science discipline).

2) Work Experience

- a) 5 years working experience, preferably 3 years at a senior management position in reputable national or international organizations. Experience in working young people especially those living with & affected by HIV will be an added advantage.

3) Languages

- a) English is the working language.
- b) Fluency in oral and written English is a must whilst knowledge of other local languages is an added advantage.

4) Other Skills

- a) Demonstrated skills in change management and innovation towards a business culture, is a pre-requisite.
- b) Ability to work in a complex environment and ability to travel within Uganda, region and globally.

How to Apply

All interested candidates should email info@unypa.org with your application letter, a detailed CV, certified copies of academic certificates/transcripts, (2) current passport photographs

Deadline: All applications should be submitted not later than 21st January 2021 at 5.00 pm addressed to: The Board Chairman, Uganda Network of Young People Living with HIV&AIDS (UNYPA) P.O BOX 4226 Kampala Uganda Plot 711 Kalinabiri Road Ntinda.

Only short listed candidates will be contacted. Any form of lobbying or canvassing will lead to disqualification.

NOTE

We STRONGLY encourage Young people between age of 24 – 29 years as of January 2021, Young people Living with HIV to apply for this position.