

**TERMS OF REFERENCE**

**POSITION**: Executive Director

**DUTY STATION**: Kampala Uganda

**ACCOUNTABLE TO**: UNYPA Board of Directors

**JOB TYPE:** Contractual (2 Years) Renewable once 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 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 Executive Director works in close collaboration and partnership with diverse stakeholders which include government agencies, regional and international institution, 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

1. Coordinate activities and programmes associated with the development and management of the organisation strategic plan.

1. 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.

1. Promote collaboration and cooperation between the UNYPA partners and ensure that their interests, aims and expectations are embraced in the decision-making processes.

## 2) Programme Development and Implementation

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

## 3) Resource Mobilization

1. Undertake and support resource mobilization efforts required for the development of UNYPA through a mix of fund-raising strategies.

1. Facilitate strategic mission visits to/with development partners to foster collaborative partnerships and secure support.

1. 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

1. Establish and nurture key partnerships with various stakeholders’ inter alia international and regional agencies, multilateral and bilateral development partners, state agencies and nongovernmental organizations and eminent persons that would assist in the development of UNYPA

1. 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

1. 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.

1. Market UNYPA as a leading youth led movement, through branding and publication of other promotional materials.

1. 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

1. Lead UNYPA operations and ensure efficient management of UNYPA resources including development and maintenance of relevant policies, procedures and operational strategies and control systems for the management of UNYPA resources.

1. Conduct periodic appraisal of the UNYPA programme to ensure that programme implementation is in accordance with UNYPA’s Vision and Mission.

1. Prepare various reports and working documents for submission to the UNYPA governing structures and development partners.

1. Oversee the procurement of goods and services and ensure proper management of UNYPA assets.
2. Develop strategies and programmes for strengthening the capacity of UNYPA staff and volunteers through training, mentorship and coaching.

# REQUIRED COMPETENCIES

## 1) Professionalism

1. Demonstrable experience in strategy development and implementation, strategic relationship building, resource mobilization & advocacy.
2. Proven experience in managment of diverse stakeholders including Government institutions, development partners, local communities, private sector.
3. The applicant must have practical experience and political understanding in Networking with Government, donor and NGOs.
4. Ability to lead and manage others with integrity, teamwork and core values-based on strategic direction, team work and core values.

## 2) Planning and Organizing

1. Demonstrated experience in strategic & programme planning, budgeting and provision of technical support to team members.

1. Demonstrable ability to manage an organization based on clear objectives; allocate resources according to organizational priorities in a complex environment.

## 3) Communication

1. Demonstrable ability for excellent written and verbal communication skills.

1. Ability to defend and explain difficult issues on key organization programmes to a pool of stakeholders.

## 4) Leadership

1. Demonstrated managerial and supervisory capability to provide clear and compelling direction to the organization.

1. Establish and maintain relationships with a broad range of stakeholders.

1. Proven ability and experience working with and maintaining a healthy relationship with the Board of Directors.

1. Proven ability to build organizational capacity through resource mobilization, partnership development, human resource and talent management.

# QUALIFICATIONS

**1) Education**

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

## 2) Work Experience

1. 5 years working experience, preferably 3 years at a senior management position in reputable national or international organizations.
2. Experience in working young people especially those living with & affected by HIV will be an added advantage.

## 3) Languages

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

## 4) Other Skills

1. Demonstrated skills in change management and innovation towards a business culture, is a pre-requisite.

1. Ability to work in a complex environment and in position to travel within Uganda, regionally and globally.

## 5) Age And Status

1. Should be within the ages of 24-31 years of age at the time of recruitment.
2. Priority will be given though not limited to Young People living with HIV.

## How to Appy

All interested candidates should email info@unypa.org and CC [finance@unypa.org](mailto:finance@unypa.org) with your application letter, a detailed CV, certified copies of academic certificates/transcripts, (2) current passport photographs and a copy of your National Identity Card

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.

**Deadline:** All applications should be submitted not later than 23rd August 2024 at 5.00 pm addressed to:

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