

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Programme Analyst - Accountability and transparency

Sector of Assignment:

Democratic Governance

Country:

Uganda

Location (city):

Kampala

Agency:

UNDP

II. Supervision:

Name of Supervisor:

Mr. Sam Ibanda Igaga

Title of Supervisor:

Assistant Resident Representative (Programme), Head of Democratic Governance Unit

Content and methodology of supervision:

The JPO will be in daily interaction with both the Supervisor and other colleagues in the UNDP Country Office which will enable him/her to develop the necessary competencies, gaining access to and sharing knowledge and to receive continuous feedback. In addition, annual formal appraisal with feedback will be provided through evaluation of achievements against an agreed performance plan.

Under the overall guidance of the Deputy Resident Representative, the JPO will be reporting to the Head of the Democratic Governance Unit and will have close contact/dialogue with the respective programme and project personnel.

III. Duties, Responsibilities and Output Expectations:

The JPO will work to strengthen the role of UNDP within the accountability sector as an important component of the UNDP Democratic Governance Programme. The JPO will work closely with colleagues in the UNDP Country Office (CO) with respect to coordinating the Democratic Governance Programme activities of UNDP with other donor funded activities in the accountability sector in Uganda. The JPO will participate actively in the development of new activities in the accountability sector as well as Democratic Governance in general. Principally he/she will be responsible for managing the following components of the UNDP-funded Democratic Governance programme - 'Capacity Building in the Reformed Central Tender Board project; Support to the Inspectorate General of Government (IGG), Directorate of Ethics and Integrity (DEI)' all of which focus on developing capacity in regard to public procurement, promotion of transparency and accountability as well as ethics and integrity in dispensing public services in Uganda. Working with these institutions as well as with the anti-corruption donor working group will provide the JPO with deeper knowledge of the structure and linkages within the Accountability Sector in Uganda.

More specifically, the duties and responsibilities will be as follows:

- The incumbent will be responsible for managing UNDP programmes within the accountability sector as part of the Country Programme Document 2006-2010 (60%).
- The incumbent is expected to provide expert advice on issues related accountability and transparency in the public sector and to participate as such in different fora representing the views of UNDP. (20%)
- Analyse, in close co-operation with the supervisor and the DRR(P), and identify new opportunities/projects for resource mobilization and assist the unit in developing viable proposals for funding. (20%)

IV. Qualifications and Experience:

Education:

University degree in Public Administration, Commerce or Business Administration.

Work Experience:

Relevant work experience in Public Administration with special emphasis on Democratic Governance is desirable for holders of an MA. For holders of a BA, a minimum of three years of working experience in one of above areas is a requirement.

Key Competencies of the assignment:

Knowledge of procurement, transparency and accountability or ethics and integrity is desirable.

Familiarity with and understanding of technical terminology in these areas is added advantage. Proven ability to work as part of a team. Cross-cultural sensitivity. Fluency in English.

Familiarity with Microsoft Office Applications.

V. Learning Expectations:

Upon completion of the assignment, the JPO will have fully understood how the UN and in particular the UNDP Country Office operates and will have the competence and confidence to represent an organization in fora involving many players/actors including government and non-government actors. The JPO will also be able to articulate and argue lessons learned and best practices related to accountability and transparency in public sector based on the experiences gained in Uganda.

He/she will have experience in project management and in managing the relationship with customers/clients in UN organizations, governments or non-governmental organizations. The JPO will also acquire experience in communicating and preparing official statements on behalf of his/her organization.

The frequent contact with the immediate supervisor will form the back-bone of the training for the JPO. Furthermore, the learning process will entail access to all types of information concerning the UN in general and UNDP in particular. There are also a number of reference materials that the Officer will access, especially with reference to the thematic areas under the incumbent's portfolio.

The JPO will be encouraged to enrol into the UNDP on-line training facilities and to become a member to at least one practice area related to Good Governance or according to his/her choice. The JPO will internalize Country Programmes through participation in donor coordination meetings and Sector working groups, internal CO meetings as well participating in monitoring and evaluation exercises. In addition, there are several other opportunities that arise from time to time that the JPO can benefit from such as participating in the work of other Units in the CO e.g. the Economics Unit produces Annual National Human Development Reports with participation of colleagues in the Office.

Finally, the incumbent will be invited to participate in the Programme, Policies and Operations induction course in New York before the end of the first contract year, there will be a possibility to participate in the thematic JPO Workshops organized twice a year by the JPO Service Centre in different regions and the incumbent will have an opportunity to participate in the Mentoring Programme, which offers all JPOs a personal mentor.

VI. Background Information:

UNDP has in the past provided support to the Office of the IGG since 1998 and during the current Country Cooperation Framework (CCF II) support has been provided to the capacity building activities of the Procurement Authority and the Department of Ethics and Integrity. This support has been regarded as key to UNDP's influence on procurement, transparency and accountability; promotion of ethics and integrity in the country. It is already decided that in the next Country Programme (2006-2010) support will continue to be given to the IGG's Office, DEI and the Procurement Authority. Within the broader Democratic Governance programme there are other complementary components which would provide the JPO with a wider spectrum of good governance issues and how UNDP is helping the Government of Uganda deal with them (issues). They include: Support to the Parliament of Uganda; Support to the Uganda Human rights Commission and Ministry of Local Government. All these represent UNDP's support to the promotion of democratic governance.

In Uganda, though HIV/AIDS is treated as a cross-cutting issue, alongside gender and environment, UNDP is supporting urban centres to have capacity to address issues of HIV/AIDS at the local community level. The JPO will be availed the opportunity to interface with implementers of these various components during quarterly meetings and monitoring visits.

Please also see attached Organigramme.

VII. Information About Living Conditions at the Duty Station:

Uganda is a land locked country covering an area of 241,038 km² of which open water and swamps constitute 43,941.0 sq. kms. It lies astride the Equator between latitudes 4° 0' north and 1° 30' South, and longitudes 30° 0' East and 35° 0' East of Greenwich. Is bordered by Sudan to North, Kenya to East, Tanzania to South, Rwanda to Southwest and the Democratic Republic of Congo to the West. The country, which is found in the inter-lacustrine region, the heart of the African plateau, lies at an average of 1200 metres above sea level, rising to 5590 metres in Rwenzori Mountains. Uganda receives abundant rainfall, has fertile soils and enjoys a pleasant equatorial climate, which may be attributed to having 17% of its area covered by swamps and open water and lying in a cradle of mountains.

Uganda is mainly a Christian country with Catholic and Anglican as the predominant faiths and Moslems constituting 10% of the population.

The Movement System of government governs the country and the current President is H.E Yoweri Kaguta Museveni who was democratically elected in March 2001. Next presidential and parliamentary elections are scheduled for March 2006.

Uganda's economy has steadily improved and the government of Uganda has contributed to this through the growth and structural transformation of the economy in terms of liberalisation and deregulation.

The main mode of transport within the country is by road. Public and private means of transport are also available. There are some areas within Uganda, which are accessible by air and by water.

A visa is required for entry into Uganda except for nationals from Denmark, Finland, Federal Republic of Germany, Ireland, Italy, Luxembourg, Norway, Spain, Sweden, Turkey, Yugoslavia, Uruguay and all Commonwealth countries.

Airmail service connecting Uganda to other parts of the world is generally available and international courier services between Uganda and other destination in the world is offered by DHL, Skynet Ltd., TNT World-wide among others.

Telecommunication services have greatly improved within the country and there are currently three major Mobile Telecommunication Service Providers namely Mobile Telecom Network (MTN), Celtel and Uganda Telecom. Fax, email and Internet services are also available within the country on a large scale.

The currency used in Uganda is the Uganda shillings. Most foreign currencies can be exchanged at the local banks and foreign exchange bureaus at the prevailing market rate. The US Dollar, Pound Sterling and Euro are accepted at all times.

**UNITED NATIONS DEVELOPMENT PROGRAMME, UGANDA
ORGANIZATIONAL CHART
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