

DATE: 6TH FEBRUARY, 2025

JOB TITLE: PROJECT MANAGER (Construction, Repairs, And Relief Distribution)

LOCATION: TORORO

REPORTS TO: COMMUNITY DEVELOPEMNT DIRECTOR

ORGANIZATION: HOPE 4 KIDS INTERNATIONAL- UGANDA OFFICE

CONTRACT TYPE: 1 YEAR RENEWABLE.

About H4KI

Hope 4 Kids International is a non-government organization (NGO), Non- partisan, not a profit making organization, Non-denominational, registered in the Republic of Uganda with the aim of restoring hope to children and families affected by extreme poverty and disease, through their four pillars of Hope: Dignity, Health, Joy & Love.

JOB OVERVIEW

The Project Manager will Supervise and implement construction projects, infrastructure repairs, and relief distribution initiatives within communities served by the organization. The role ensures that projects are delivered on time, within scope, and budget while adhering to organizational and donor requirements. The manager will collaborate with internal and external stakeholders to support vulnerable communities and improve their living conditions in line with the Hope 4 Kids NGO's mission.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

1. Project Planning and Management
 - Develop a comprehensive project implemetation plan for construction projects, infrastructure repairs, and relief activities, including timelines, budgets, and resource allocation.
 - Carry out feasibility studies and needs assessments to prioritize community projects.
 - Participate in the design, approval, and implementation phases for construction and repair works on all scheduled facilities (e.g., schools, health facilities, homes, Churches, play grounds, etc).
 - Plan and coordinate efficient relief distribution processes for emergency or development interventions (e.g., food aid, non-food items, shelters).
2. Implementation and Monitoring
 - Supervise project execution to ensure quality control, adherence to technical standards, and timelines.
 - Conduct regular site visits to monitor construction progress and troubleshoot challenges.
 - Ensure proper inventory management and logistics planning for both construction and relief distribution.
 - Utilize project management tools to track progress, evaluate outcomes, and mitigate risks.
3. Budget and Financial Management.
 - Participate in formulation and manage project budgets, ensuring transparency and accountability.
 - Monitor expenditure against approved budgets and ensure cost-effectiveness.
4. Stakeholder Engagement.
 - Liaise with community leaders, local authorities, donors, and government departments to foster collaboration and ensure community needs are met.

- Work with engineers, architects, and other technical consultants to identify, and supervise construction and repair works .
 - Actively plan for donor engagements on scheduled teams monitoring visits.
5. Team Leadership and Capacity Building.
- Supervise on site project staff, contractors, and volunteers involved in construction, repairs, and relief distribution.
 - Provide mentorship, capacity building, and training to team members as required.
 - Promote a culture of accountability, collaboration, and professional growth within the project team.
6. Reporting and Compliance.
- Reports to the Community Development and Projects Director.
 - Prepare and submit regular progress reports to management and donors, including narrative and financial updates on weekly, monthly, quarterly and annually.
 - Ensure projects comply with organizational policies, donor requirements, and local government regulations.
 - Document lessons learned, case studies, and best practices for knowledge sharing and improvement of future projects.

Skills and Competencies.

- Strong project management skills with the ability to plan, implement, monitor and evaluate projects effectively.
- Technical understanding of construction and infrastructure development.
- Excellent communication, negotiation, and stakeholder engagement skills.
- Proficiency in Microsoft Office Suite.
- Knowledge of procurement, tendering, and contract management.
- Proven experience in managing budgets, timelines, and multi-sectoral projects. Familiarity with emergency response and humanitarian aid standards (e.g., SPHERE guidelines).

Desireble Traits.

1. Expreience working in culturally diverse and challenging enviroments.
2. Fluency in English, knowledge of Local languages is an asset.
3. Commitment to the mission, Values and Principles of the organisation.

QUALIFICATIONS

Bachelor's degree in SWASA, Project Management, Monitoring and Evaluation or a related field, Knowledge in working with donor world is an added advantage.

Minimum of 5 years of experience managing infrastructure, or relief distribution projects in a humanitarian or NGO setting.

The Applicant **MUST** have riding/driving skills with a valid driver's licence. He/she should be ready to actively do frequent visits to remote areas country wide.

HOW TO APPLY

All suitably qualified and interested candidates should send one merged PDF with a cover letter, academic documents, national Identity card, a CV with 3 referees preferably from your former place of work to careersug@h4ki.org (Subject Line: "**Projects Manager Application**"-First Name, Last Name). Deadline for receiving application will be on **Friday 21st February, 2025** Due to the volume of applications received, we will only be responding to shortlisted candidates.



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