



Terms of Reference for a Programme Officer – CoST Uganda

JOB TITLE: Programme Officer – CoST Uganda

REPORTING TO: Programme Coordinator – CoST Uganda

CONTRACT PERIOD: 10 Months March – December 2020 (Renewable)

PURPOSE OF THE JOB: To provide, administrative, engagement and advocacy support to the CoST Country programme and support the Multi-Stakeholder Group (MSG) to ensure efficient and smooth running and performance of the programme.

About CoST Uganda;

CoST – an Infrastructure Transparency Initiative is aimed at improving citizen’s lives through promoting the use of the Infrastructure Data Standard for information Disclosure, conducting independent Assurance processes on infrastructure projects, promote dialogue, trust and stakeholder participation in the delivery of infrastructure projects using the Multi-Stakeholder working and Social Accountability arrangements.

CoST Uganda is a National Chapter of CoST International, a charity based in the United Kingdom. The initiative is built on a tripartite partnership between Government, Private Sector and Civil Society to address the challenges in the construction sector in Uganda. CoST Uganda is Championed by the Ministry of Works and Transport and guided by a Multi-Stakeholder Group (MSG) of nine persons and one observer who lead, plan, engage together to build trust, transparency and accountability amongst the three sectors. In Uganda, the Initiative is hosted by Africa Freedom of Information Centre; a pan African NGO that promotes access to information and Open Contracting in Africa.

The vision of CoST is to realize “Better Lives from Better Infrastructure” whereas the mission is to enhance disclosure, validation and interpretation infrastructure data to empower stakeholders to hold decision-makers to account. The aim is to increase transparency and accountability of publicly funded infrastructure projects. Transparency is achieved through the disclosure of information from publicly financed infrastructure projects into the public domain, and vice versa, the public is expected to take keen interest to know, ask and engage in the implementation of these projects. CoST- Uganda promotes transparency by disclosing data from public infrastructure investment using the CoST Internationally accepted Infrastructure Data Standard (IDS). This helps to inform and empower citizens, enabling them to know what is being done, appreciate, build trust but also monitor and hold decision makers to account.

Responsibilities

1, Country programme assistance

- Provide support in the development and delivery of the country Implementation Plan within the agreed budget.
- Provide assistance in the procurement of consultants to deliver technical assistance such as the assurance process and baseline studies in line with the Implementation Plan.
- Provide advocacy support to fundraising for the CoST country programme.
- Preparation of regular country progress reports on a quarterly basis for submission to the MSG and International Secretariat, editing Assurance Reports, Scoping Study and other programme reports and documents.

2. Stakeholder engagement

- Support the development and implementation of an operations manual, disclosure manual and Monitoring and Evaluation plan for CoST Uganda programme.
- Provide administrative support (such as send out invitations, registering delegates, preparing delegate packs, liaising with speakers etc) for CoST Uganda stakeholder events.
- Provide relevant information to the International Secretariat for inclusion on the CoST website in a timely manner.
- Provide support in raising awareness and action on CoST reports' recommendations.

3. Administrative Management support

- Organize MSG meetings (involves identifying venue, sending invitations, preparing the meeting agenda, taking meeting minutes, recording meeting attendance, disbursing transport allowances etc).
- Organize all other meetings such as disclosure events, annual general meeting etc as required including room bookings and catering.
- Maintain and develop CoST systems and procedures.
- Support the recruitment of new staff and MSG Members.
- Support procurement and management of consultants.
- Support in ordering office supplies and equipment and ensure the maintenance of office equipment.
- Maintain an inventory of capital equipment.
- Administer the contacts database.
- Any other duties assigned by the MSG through the Secretariat.

Person Specification

1. Essential Criteria

- Bachelors' Degree in Development Studies, Procurement, Management or related course. A post graduate diploma in any of the fields and skills in Construction Management will be an added advantage.
- Experience in Report writing, media engagement, public relations and Constructive Engagement
- Experience of organizing meetings and preparing agenda's, minutes etc;
- Good MS Office skills including Excel, Access, publisher, and Outlook;
- Good written skills;
- Excellent communication and interpersonal skills – able to liaise and network with a wide range of stakeholders;
- Ability to manage own workload with minimum support;
- Ability to work with volunteers, as well as on own initiative;
- Accuracy and eye for detail;
- Commitment to the work and values of CoST International.

2. Special Skills

- Skills in advocacy and engagement
- Skills in report compilation and minute taking.
- Skills in producing annual reports, editing, summary, magazines, newsletters, social media content, press releases etc.

Applications

Interested applicants should send a cover letter, and resume to the following address by **13th March 2020, 5:00 EAT prompt.**

Executive Director,
Africa Freedom of Information Centre
CoST Uganda Host Organization
P.O. Box 35643, Kampala, Uganda
Suite A2 Corner House, Plot 436/437
Mawanda Road, Kamwokya.
Email: info@africafoicentre.org copy to info@cost.or.ug