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| **Program Officer-EVD** | |
| **TEAM/PROGRAMME:** Uganda – Emergency Response | **LOCATION: Wakiso, Kyaka II and Kyangwali** |
| **GRADE**: 5 | Department: Emergency Response |
| **Child Safeguarding:**  Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people. | |
| **ROLE PURPOSE:**  The EVD Program Officer will support with implementation response activities in any EVD outbreak locations in the Western part of Uganda. The post-holder will be involved in supporting the EVD Project coordinator in planning and ensuring quality and timely implementation of the response activities, accountability for all resources allocated to them, documentation and reporting of all activities.  Post outbreak declaration the EVD project Officer will switch to implementation of Preparedness activities at her/his duty station as per EVD Project coordinator guidance. | |
| **SCOPE OF ROLE:**  **Reports to:** EVD Project Coordinator  **Dimensions:** District where SC office is located | |
| **Staff directly reporting to this post:** none | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Response daily activities (100% work effort):**   * Participate in the District Taskforce (DTF) EVD preparedness and response planning and coordination meetings and advocate for CP integration in District plans. * Attend and provide technical inputs in the **daily** DTF Psychosocial subcommittee. * In consultation with the EVD Technical Advisor, the EVD Project Manager and EVD coordinator , plan and respond to EVD response/preparedness activities within the required time and budget. * Conduct a rapid gap analysis and communicate related gaps/challenges in the implementation process to inform decision-making. * Coordinate and implement in school EVD preparedness and response activities * Prepare and share daily implementation updates with the EVD Response Coordinator regarding the EVD response interventions. * Take part in preparation of plans and budgets for implementation of EVD preparedness and response activities. * Ensure proper and timely accountability for all resources as per SCI policy. * Follow up and track all activity expenditure using the SC budget tracker * Represent SC in stakeholder/partner meetings as will be required * Ready to respond 7 days a week for extensive hours. | |
| **SKILLS AND BEHAVIORS (our Values in Practice)** | |
| **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling Save the Children values. * Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved. | |
| **Ambition:**   * Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same. * Widely shares their personal vision for Save the Children, engages and motivates others. * Future orientated, thinks strategically. | |
| **Collaboration:**   * Builds and maintains effective relationships with their team, colleagues, Members and external partners and supporters. * Values diversity, sees it as a source of competitive strength. * Approachable, good listener, easy to talk to. | |
| **Creativity:**   * Develops and encourages new and innovative solutions. * Willing to take disciplined risks. | |
| **Integrity:**   * Honest, encourages openness and transparency. | |
| **Occasional duties:** | |
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| Perform any other duties as may be assigned from time to time. | |
| **Academic background, experience and person specifications:** | |
| * Minimum of a bachelor’s degree in a Social sciences or development studies * Training and experience in Child protection, is an added advantage * Skills and experience in training/working with, child protection structures at district and community level needed. * Reasonable knowledge of Ebola viral disease and epidemic preparedness and response processes. * Willingness to work and stay in respective duty station * Willingness to travel and work in hard to reach areas, occasionally under strenuous conditions. * Availability and willingness to work extensive hours during outbreaks. 7 days a week * Excellent time management and planning capacity. | |