Job Title: **Country Representative**
Reporting to: **Head of Operations East Africa, Rwanda**
Job type: **Permanent, full-time (40 hours per week)**
Location: **Kampala – Uganda**

I. About Chance for Childhood

Chance for Childhood is a child-centred international NGO that has worked alongside children, families and communities across Africa for over three decades, particularly children living with disabilities and others who are too often left out of school, healthcare and safe spaces.

Together with partners, supporters, children and their communities, we fight for children across Africa to lead independent lives through urgent action in inclusive education, health and economic resilience. We co-create solutions with the people closest to each challenge, and work with governments to embed inclusion within national systems, so that change lasts beyond our programmes.

We exist to ensure that every child in Africa can thrive from their early years through to adulthood, and we aim to reach 200,000 people by 2030.

II. Purpose of the Role

The Country Representative serves as the primary contact between the organisation and stakeholders in ensuring successful implementation programs and strategic initiatives in Uganda. The Country Representative provides leadership in driving the organisations vision and strategic direction in Uganda, ensuring that projects and programs align with national priorities, donor expectations, and the organisations mission. The role involves the overall management of the Uganda Office, high level national and international representation for the organisations works in Uganda and is responsible for overseeing the implementation of the Uganda Strategic Plan.

The Country Representative works closely with the Regional & International Offices managing a highly effective team in collaboration with other parts of the International Offices. As a result, the Country Representative embraces the dual citizenship of an organisation that is nationally registered and rooted but also part of an international organisation.

III. Main Duties and Responsibilities

Organisational Representation

a. Lead the Implementation and further development of the organisation's vision, mission, philosophy and principles in Uganda in line with agreed Charity's International strategies and organisational priorities
b. Represent the organisation across various forums and maintain external relationships within a diverse range of stakeholders in sectors including national government, key national and international NGOs, donors, academic, social movements, CBO's, media and other relevant institutions in Uganda
c. Actively contribute to the organisation's growth and positioning as a globally recognized entity
d. Maintain regular communication with Charity's International Secretariat and other Members of organisation.
e. Ensure that organisation lives up to its dual citizenship role as part of an international organisation.
f. Provide inputs to organisation's activities as and when required, including participation on task forces, training courses and conferences

Institutional Governance

a. Work with the organisation Board in ensuring the organisation is aligned with good practices of governance and governance policies.
b. Develop and manage sound relationship with Board Chair/Board members.
c. Collaborate with the Board to identify and manage risk and inform the Board of any development that may have policy implications.

Fundraising

a. Develop a funding strategy and plan to mobilise and diversify the organisation's resource base to support the implementation of the organisation's Strategic Plan.
b. Establish and develop working relationships with key donors in Uganda and actively develop local funding sources appropriate to organisation's resource needs
c. Ensure a regular flow of information is available to IHAA's funding departments and to donors and official funders as required by the various funding mechanisms.
d. Position the organisation as a lead agency in management of funds relating to Children's Rights.

Communications and Campaign

a. Develop a communication strategy that will deepen the impact of communication work, identify key priorities, channels, audiences and messages to establish an appropriate public image for organisation in line with the organisational values and culture
b. Develop and manage a sound relationship with all sections of the media and ensure that any published material accurately reflects the views of organisation.
c. Encourage the development of appropriate research with a view to improving the quality of field work and influencing change in policy to improve the quality of life of Ugandan Children.
d. Conduct campaigns to create connections between communities and various duty bearers to increase the public's awareness of and support for their cause.

HR Management

a. Oversee and ensure effective staff recruitment, onboarding, performance appraisal and development policies and practices while ensuring gender equity and inclusivity. Foster a work environment that maximized the organisations human resources, ensuring staff are well-supported, engaged and optimally utilized.
b. Work closely with Head of Operations to appoint, develop and manage all senior staff.
c. Provide strategic leadership in building a diverse, equitable, and inclusive team. Collaborate with Head of Operations to foster an enabling environment that supports innovation, continuous learning, and teamwork, ensuring all staff have equal opportunities to contribute, grow, and deliver high-quality programs
d. Actively promote staff exchange, secondment and development schemes, where these contribute to the meeting of organisation's programme objectives and priorities.

Strategy Development and Implementation

a. Lead and account for the delivery of the strategic plan and oversee the implementation, monitoring and evaluation.
b. Lead and direct the work of the organisation in accordance with sound management practices and the organisation's development policies and accountability systems.

c. Ensure all programme activities are sensitive to and responsive to changes in the political, social, and economic environments.
d. Develop and maintain appropriate contingency plans for all kinds of emergencies. Such plans to be presented for approval of the International Office for inclusion in organisation's emergency response mechanisms.

Operations & Finance

a. Ensure mutual accountability between the organisation and related stakeholders with the establishment of all organisational processes, systems and policy to ensure the effectiveness of the organisation.
b. Ensure the financial integrity and accountability of the organisation in accordance with the International's Financial Management framework
c. Manage the financial resources allocated to or raised by the country in compliance with approved policies/ frameworks as well as national law and donors' regulations.
d. Prepare budget and financial plan to ensure that the control of expenditure and the disbursement of resources in accordance with the established procedures.
e. Provide progress and financial reports as required by the government, the Board or International Office and organisation's accountability procedures and as required by other donor organisations.
f. Provide leadership in the management of efficient internal control framework to ensure that the organisation has a well-balanced, well documented and cost-effective programme
g. Make effective decision making informed by in-depth knowledge of the markets and changing business environments.
h. Provide effective management and delegation to the team and overall work areas.
i. Provide direction in scenarios of complex problem solving and guide the team to the fulfilment of the organisation's vision and mandate.

Partnership management, coordination and development

a. Manage and encourage the co-operative relationships established with various specialist institutions and partners in the country and ensure that these joint initiatives conform to programme objectives and strengthen the profile of the organisation.
b. Lead the development and implementation of country-specific guidelines for the management of partnerships in line with the Strategic Plan and other relevant organisational policies.

Others

a. Develop the organisation 's capacity to document, disseminate and learn from Children's Rights-related development work in and ensure all reporting meet the highest standard.
b. Act as focal person to identify and manage all risks/ crisis related to operations in Uganda
c. Lead the development and implementation of the organisation's overall vision and strategy, ensuring alignment with its mission and long-term goals.
d. Champion child safeguarding policies by integrating them into all programs, operations, and decision-making processes to ensure a safe environment for all children and stakeholders.
e. Oversee and coordinate high-level engagements, including workshops, conferences, stakeholder meetings, site visits, and other strategic events, to enhance the organisation's visibility, partnerships, and impact.
f. Ensure effective planning and execution of organisational events, working closely with program teams to align activities with the organisation's objectives and priorities.
g. To read and personally comply with all aspects of the Child Safeguarding policy and attend group or individual trainings/inductions on the same.
h. Conduct Community initiatives to educate and celebrate child protection benefits and lead on inductions to other staff, volunteers, visitors and partners.

IV. Person Specification

Education and Certifications

- Bachelor's degree in social sciences, Development studies or management
- Master's degree in any relevant social Sciences Discipline from a recognized institution

Experience

- A minimum of 7 years in the top management position of development work, education sector, health and poverty alleviation programmes with proven initiative, flexibility and enthusiasm in managing complex activities in a changing environment. Experience working as Executive director or Country Director for similar organisation is an advantage.
- Demonstrated senior management expertise, including proven ability to develop the capacities of multi-disciplinary professional teams undertaking comprehensive poverty alleviation strategy.
- Proven experience on successful fundraising programmes with emphasis on regular giving and corporate fundraising.

- Proven experience in managing complex financial control and management systems with the budget size of over 500,000 USD
- Demonstrated expertise in strategic and long-term planning and the ability to ensure that operational plans and activities meet targets and appropriately reflect longer term perspectives.
- Proven experience of working and negotiating with Government officials and/or donors at all levels.

Essential Knowledge

- Sound and up to date knowledge of development concepts, methodologies and techniques including demonstrated expertise in at least one specialist development field preferably knowledge of the Children's Rights sector.
- Excellent negotiation and communication skills, including demonstrated ability to handle sensitive diplomatic and Government level negotiations on matters affecting organisational programmes.
- Sound awareness of the political, social, economic and historic environment in which CfC's programmes are operating at both national and community levels.
- Proficiency in English and a familiarity with the context of the country as it affects development strategies.
- Strong leadership and management skills
- Strong analytical/Problem solving, and management of crisis, conflict and risk.
- Fundraising skills with proven track record in contract management from bilateral and multilateral donors.

Skills

- Overall leadership
- People management skills
- Monitoring and Evaluation
- Budgeting and Finance Management skills
- Program management skills
- Performance management
- Funding proposal development
- Planning and Budgeting
- Relationship management skills.

How to Apply:

Interested candidates are requested to submit their application via the email: apply@chanceforchildhood.org with subject line "**CfC Ug Country Rep",** not later than the 4 November 2026 5:00 pm EAT.

An eligible application file should include the following documents:

- A motivation letter
- A detailed CV

- The contact information of 3 referees who can speak to your experience and track record.

Only shortlisted candidates will be contacted due to anticipated high volume of applications.

V. Prevention from Sexual Exploitation and Abuse (PSEA)

The successful candidate shall not be involved in any sexual exploitation or abuse. The consultant shall ensure that he/she comply with the highest standards of moral and ethical conduct. Any incident of Sexual Exploitation and Abuse shall be reported to Chance for Childhood.
For the purposes hereof, the following definitions shall be used:
Sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.
Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

VI. Safeguarding

Chance for Childhood is committed to safeguarding children we encounter.

We have zero-tolerance policy towards any abuse, neglect, and exploitation of all people. Everyone that works with us is required to share and uphold this commitment through signing and complying with our Global Safeguarding Policy and Code of Conduct.

Pre-employment checks are undertaken to ensure high standards are maintained, including a police check (or equivalent) and references.