# Focal Point in Uganda for CIVIPOL BMM Phase 3 - Activities in Ethiopia

**POSITION**: Focal Point in Uganda for CIVIPOL BMM Phase 3 - Activities in Ethiopia

**CONTRACT**: Consultancy

**JOB LOCATION**: Kampala (Uganda) with frequent travels to the other locations in the country according to Project needs and plans. Possible travels to Kenya and other countries relevant to the project if applicable.

**DURATION:** 32 months, from 15th of October 2022 to 15th of June 2025 (with possibility of extension or renewal in case of continuation of the Programme and mutually satisfactory work relationship)

**THEME**: *Criminal Justice System Cooperation to Counter Trafficking in Persons and Smuggling of Migrants*

LIMITE DE CANDIDATURE

20 Septembre 2022

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Afrique

**PROJECT DESCRIPTION**

The objective of the Better Migration Management (BMM) programme is to improve the management of safe, orderly and regular migration in the East Africa region in response to the needs identified by the African countries of the Khartoum Process, and in particular to support national authorities in addressing the trafficking of human beings and the smuggling of migrants within and from the Horn of Africa.

CIVIPOL, as an implementing partner of the BMM Programme, works to pursue Special Objective/Result Output 2.1: *The quality and comprehensiveness of investigations of trafficking and smuggling cases is improved*, Objective/Result 2.2 *The quality of court proceedings of trafficking and smuggling cases is increased* and Objective/Result 2.3 *Number of (presumed) victims of trafficking (VoT) referred by Law Enforcement Agencies to adequate protection services via National Referral Mechanism or functionally equivalent systems/ guidelines.*

For such objective, following Output Indicators have been set:

- OI (Output Indicator) 2.1.2 Percentage of a sample of analysed case files prepared by investigators show an improved quality and comprehensiveness concerning the file management and sources of evidence including physical evidence.
- OI 2.1.3 Number of supported joint interagency operations/ investigations with at least x participating agencies of which x include agencies of at least 2 countries.
- OI 2.1.4 Percentage of graduates of national police and/ or other law enforcement academies that have been trained with integrated modules on TiP and SoM as part of the standard curriculum according to international standard and in alignment with gender, human, and child rights principles
- OI 2.2.1 Number of prosecution actors and judges trained by BMM III with increased knowledge and/ or skills in TiP SoM case handling
- OI 2.2.3 Number of countries in which a disaggregated (and digitalised) case management system for criminal cases of TiP and SoM was introduced with support of BMM III.

- OI 2.2.4 Number of additional international mutual legal assistance requests on TiP and SoM cases that have been formulated according to regional/ international standards by prosecution actors.
- OI 2.3 Number of (presumed) victims of trafficking (VoT) referred by Law Enforcement Agencies to adequate protection services [...]

In Uganda activities in the above areas are to be carried out in the period October 2022/June 2025.

## JOB DESCRIPTION

Focal Point for CIVIPOL's BMM Activities in Uganda, ensuring performance of all organisational, logistical and administrative tasks required for the implementation of the project activities. Participation in regional activities when required.

**Main Responsibilities:**

Under the direct supervision of the Regional Coordinator/Team Leader, under the guidance of the Implementation Project Manager and in liaison with the Project Officer at the regional office based in Kenya:

- Provide the needed organizational and logistical support to ensure smooth implementation of all project activities to be carried out in Uganda by the team of international and national experts and consultants, including in the interaction with Project Partners, institutional agencies and other stakeholders in Uganda; This includes:
  - Contacting relevant stakeholders to organize meetings, workshops, trainings and ensure constant interaction about activities implementation and their
  - Contacting relevant stakeholders to organize meetings, workshops, participants for trainings etc.
  - Organize meetings for the Regional Coordinator/Team Leader and other team members
  - Support the work of the team of international and national experts and consultants also directly contributing to the elaboration of plans, work documents, agendas, meeting minutes, activity reports
  - Operate bookings of premises for project activities
  - Ensuring the organisation of transportation for the team members as per needs
  - Participate in the BMM Monthly Coordination Meetings (MCMs) and provide input and reports according to needs and requests
  - Provide input to the BMM Uganda updates and newsletter
- Provide the administrative support to ensure the implementation of the above-mentioned activities under the supervision of the of the Implementation Project Manager, and in liaison with the Project Officer in Kenya and Project Manager at HQ:
  - Manage the cash
  - Manage per diems and allowances for team members and participants in meetings, workshops and trainings
  - Collect quotations from service providers as per needs
  - Manage payments to service providers
  - Duly document all expenses incurred and record them using the system and tools provided by the project

**REQUIRED QUALIFICATIONS AND EXPERIENCE**

**Education level**

- High school degree

**Qualifications**

- 1 to 3 years of relevant experience in project support for logistics, organisation and administration

**Personal qualities**

- Ability to work in a collaborative manner with team members and with multiple stakeholders at various levels from national to

sub-national and community levels.

- Excellent communication and interpersonal skills, including cultural sensitivity.
- Demonstrated ability to work effectively in highly stressful situations.

