



UGANDA EPISCOPAL CONFERENCE
UGANDA CATHOLIC SECRETARIAT
UGANDA CATHOLIC MEDICAL BUREAU



JOB DETAILS:

The Registered Trustees of the Uganda Episcopal Conference (UEC) through its Health Department- Uganda Catholic Medical Bureau (UCMB, is seeking a committed and experienced **Livelihood and Community Engagement Officer** to lead field implementation of climate-smart agriculture, energy-efficient stoves, VSLAs and related community-based livelihood activities for refugee and host communities, with a strong focus on women, GBV survivors and women with disabilities under the “Empowering women, transforming communities: A holistic approach to building social bridges in Terego, Madi-Okollo and Koboko” project.

JOB DESCRIPTION:

Position: Livelihood and Community Engagement Officer

Nature of Engagement: Full-time (100% LOE)

Terms: Annual contracts – renewable upon satisfactory performance and funding availability

Period: 4 years (November 2025 – October 2029)

Supervises: Community Facilitators/Animators, Community Activists (technical supervision)

Direct Supervisor: Field Project Coordinator

Overall Supervisor: Project Coordinator

JOB PURPOSE

The Livelihood and Community Engagement Officer will lead the design, implementation and monitoring of the project’s community-based livelihoods and social-cohesion interventions among refugee and host communities, including climate-smart agriculture (CSA), energy-efficient stoves, Village Savings and Loan Associations (VSLAs) and inclusive community engagement platforms that empower women, GBV survivors and women with disabilities to achieve economic independence and social inclusion. The Officer will work closely with community activists, local government structures and civil society partners to strengthen capacities, systems and coordination for GBV prevention and livelihood response in line with national policies, Catholic health values and international standards.

JOB LOCATION

Uganda Catholic Secretariat - Uganda Catholic Medical Bureau.
West Nile Region, Arua Office.

KEY ROLES AND RESPONSIBILITIES

1. Planning and Implementation of Livelihoods Interventions

- Lead field-level planning, rollout and supervision of CSA trainings for targeted GBV survivors and vulnerable women, in collaboration with technical partners and district agricultural structures.
- Coordinate identification, training and follow-up of Trainers-of-Trainers (ToTs) for energy-efficient stoves and oversee community-based production and distribution of stoves to targeted households.
- Support establishment and strengthening of VSLAs (formation, group governance, savings and loan procedures, record-keeping) ensuring meaningful participation of GBV survivors, women with disabilities and female-headed households.
- Provide hands-on coaching to groups and ToTs on basic business development, market linkages and financial literacy, in collaboration with the project's technical partners.
- Ensure all livelihood interventions integrate principles of climate resilience, “do no harm” and conflict sensitivity between host and refugee communities.

2. Community Mobilization and Social Cohesion

- Work with Community Development Officers, religious and community leaders, and refugee leadership structures to mobilize participants for livelihoods and community-dialogue activities.
- Support organization of inclusive community dialogues (men, women, mixed groups) that link GBV norm-change work (e.g. SASA! approach) with economic empowerment and resilience messaging.
- Strengthen collaboration with local CSOs, women-led groups and disability-focused organizations to ensure livelihood activities are accessible and responsive to the needs of women with disabilities and other vulnerable groups.
- Promote balanced participation of host and refugee communities (50%/50%) in all livelihood and community engagement activities and monitor any tensions or protection risks.

3. Capacity Building and Technical Backstopping

- Conduct regular coaching visits to VSLAs, CSA demonstration plots and stove production groups to provide technical backstopping and troubleshoot challenges.
- Organise and facilitate refresher trainings for group leaders (VSLAs, stove ToTs, CSA champions) on leadership, record keeping, safeguarding and inclusion.
- Work closely with district line departments (agriculture, community development, environment) to align project livelihood activities with government plans and standards.

4. Monitoring, Reporting and Learning

- In partnership with the M&E team, support development and use of simple field monitoring tools (attendance, production and savings registers, yield tracking, income changes, etc.).
- Collect, verify and submit timely data on key livelihoods indicators (CSA adoption, stove usage, VSLA performance, income/food security outcomes) for monthly and quarterly reporting.
- Document lessons learned, case stories and promising practices on how livelihoods and community engagement contribute to GBV prevention and survivor resilience.
- Participate actively in project review, coordination and learning meetings at district and central level.

5. Safeguarding, Accountability and Compliance

- Ensure that all livelihoods and community activities are designed and implemented in line with UCMB, DAHW/BMZ and government policies on GBV, child protection, disability inclusion and safeguarding.
- Promote safe and confidential feedback and complaint mechanisms within livelihood groups and communities, and promptly refer any GBV or protection cases according to established referral pathways.
- Uphold UCMB values and code of conduct at all times and ensure proper use and accountability for project assets (bicycles, training materials, tools, etc.).

REQUIRED JOB-SPECIFIC COMPETENCIES

- Technical livelihoods expertise: Strong understanding of community-based livelihoods approaches (CSA, VSLAs, IGA support, green/clean energy solutions) and how they contribute to resilience and GBV risk reduction.
- Community mobilisation and facilitation: Ability to mobilise diverse community groups (refugees and host, women, men, youth, persons with disabilities) and facilitate inclusive, participatory meetings and trainings.
- VSLA and group strengthening: Practical skills in forming, training and coaching VSLAs or similar savings/producer groups, including group governance, record-keeping and basic financial literacy.
- Climate-smart agriculture & basic agronomy: Applied knowledge of CSA practices relevant to smallholder farmers (soil fertility, climate-resilient crops, water and land management) and how to demonstrate them at community level.
- Market and business orientation: Ability to support beneficiaries to analyse markets, identify viable income-generating activities and apply basic business development skills.
- Social cohesion and conflict sensitivity: Skill in designing and facilitating activities that promote peaceful co-existence, manage tensions and foster collaboration between refugee and host communities.

- Gender, GBV and inclusion: Ability to integrate gender, GBV risk mitigation and disability inclusion into livelihood and community interventions, ensuring meaningful participation of marginalized groups.
- Training, coaching and mentoring: Competence in translating technical content into simple, practical messages and providing hands-on coaching to community structures and local leaders.
- Planning, organization and time management: Strong ability to plan field schedules, coordinate multiple activities, meet deadlines and produce timely field reports with minimal supervision.
- Monitoring and reporting: Capacity to use simple tools to track group performance (savings, loans, production, income changes) and provide accurate, analyzed information for project M&E.
- Relationship-building and networking: Ability to work effectively with district local governments, OPM/UNHCR structures, CSOs, FBOs and community leaders to harmonize interventions and avoid duplication.
- Resilience and adaptability: Comfortable working in remote, low-resource and multi-cultural settings; able to adapt approaches based on feedback, context and emerging risks.
- Ability to ride a motorcycle and willingness to travel extensively to rural and settlement locations.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor's degree in Agriculture, Rural Development, Social Sciences, Community Development, Economics or related field.
- At least 3–5 years' experience in livelihoods programming (CSA, VSLAs, IGA support, green energy solutions) and community engagement, preferably in refugee or humanitarian settings.
- Demonstrated experience working with women, GBV survivors, people with disabilities and other vulnerable groups.
- Practical experience in training and mentoring community structures (farmer groups, savings groups, community activists, or similar).
- Knowledge of GBV prevention and response, gender and protection principles is a strong asset.
- Strong facilitation, negotiation and networking skills with district local governments, CSOs and refugee coordination structures.
- Good computer proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to work independently with minimum supervision, while being an excellent team player; able to work under pressure and to tight deadlines.
- Good networking, negotiation and relationship-building skills with government, NGOs, faith-based institutions and community structures.
- Commitment to UCMB's mission, Catholic values, and to promoting gender equality, non-discrimination and the rights and dignity of all survivors.
- Proficiency in English and at least one West Nile language (e.g. Lugbara, Kakwa, Madi, Alur) is an added advantage.

How to Apply

Interested and qualified candidates should submit:

- A detailed curriculum vitae
- A cover letter explaining suitability for the position
- Contacts of three professional referees

Interested candidates should;

Hand-deliver applications to
The Secretary General
Uganda Episcopal Conference
Uganda Catholic Secretariat
Plot 672, Hanlon Road,
NSAMBYA – Kampala, Uganda.

OR

Send the application to: admin@ucmb.co.ug with the subject line: “*GBV and Psychosocial Support Officer*” by **30th January 2026**

Only shortlisted candidates will be contacted.