TERMS OF REFERENCE FOR A JOB PROFILING CONSULTANT FOR WWF-UGANDA COUNTRY OFFICE

INTRODUCTION

WWF is one of the largest independent international conservation organizations in the world, committed to environmental protection active in almost 100 countries. WWF’s Mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature. WWF has a growing conservation Programme in the Republic of Uganda. WWF-Uganda Country Office (WWF-UCO) works with central and local government agencies, private sector, civil society organizations (CSOs) and the local and indigenous communities to implement its various conservation programmes both at the national and at regional level.

CONTEXT:

WWF Uganda Country Office has been undergoing a process of organisation development as part of the organisation wide strengthening process. To achieve better efficiencies, WWF Uganda Country Office went through process of reviewing our structure. A team of key internal stakeholders was assembled in a 3-day work shop. Together the team came up with a suggestive structure that has been worked on by management to produce a final structure. We now have a final structure and we would like to profile the jobs to kick start the implementation of the new structure.

PURPOSE

The purpose of this consultancy to review existing jobs/ job descriptions and profile all jobs in the new structure using the WWF standard template. The consultant shall engage key stake holders to produce the final profiles. Is important to note that current staff head count is under 60.

ACTIVITIES

1. Collect and collate data from both primary and secondary sources to inform the job profiling
2. Write draft profile for all positions in the structure using the WWF standard template
3. Solicit feedback from heads of department, incorporate feedback and produce final profiles
4. Review all profiles with the P&C department
5. Present profiles for approval by management
DELIVERABLES
Approved profiles for all jobs

MAXIMUM LEVEL OF EFFORT
The maximum level of effort for this assignment is 20 days for the entire assignment
The profiling will happen in the month of May 2024.

REPORTING AND MANAGEMENT
The assignment will be delivered under the Supervision of the People and Culture Manager and the Country Director.

QUALIFICATIONS AND EXPERIENCE
• A minimum of Bachelors Degree Human Resources, Organizational Psychology, Business Management, Business Administration, Social Sciences, Development Studies and any other relevant field.
• Over 15 years demonstratable experience in managing and coordinating or working with donor funded projects preferably with, UN agencies, International Non-Governmental Organisations, complex multi-country private sector, Missions and complex public sector agencies
• Experience and knowledge in job profiling
• Demonstrated skills in in project planning and management
• Excellent facilitation and communication skills in English (oral and written)
• Excellent interpersonal skills

BUDGET
The estimated total cost for this assignment should cover professional fees.

HOW TO APPLY
Send in your application to procurement@wwfuganda.org

SUBMISSION DEADLINE: April 28, 2024.