



JOB ADVERT FOR A PROJECT FIELD OFFICER – ACTV KAABONG OFFICE

African Centre for Treatment and Rehabilitation of Torture Victims (ACTV) is a non-governmental organisation dedicated to the promotion and protection of Human Rights with specific emphasis on advocacy against torture and provision of holistic rehabilitation services to survivors of torture and other forms of violence.

ACTV with support from the United Nations Voluntary Fund for Victims of Torture (UNVFVT) is implementing a project in the Karamoja sub-region titled **“Holistic empowerment of Torture Survivors in Karamoja and the Northern region of Uganda”**. The main objective of the project is to increase access to holistic rehabilitation services to survivors of torture and other forms of violence in Karamoja and Northern Ugandan region.

Therefore, ACTV seeks to recruit a talented, self-motivated, and passionate person to fill the position of Project Field Officer to be based at our Kaabong Office.

MAIN PURPOSE OF THE JOB

The Project Field Officer will coordinate the implementation of the UNVFVT project activities in line with the project work plan, and ensure appropriate provision of services to empower torture survivors through stakeholder engagement so as to enhance their physical, psychological and social wellbeing.

A. Job Responsibilities

1. Coordinate the implementation of the UNVFVT project activities.

- Manage and oversee technical planning, budget management, monitoring and reporting activities throughout the project cycles (start-up, implementation and close-out) to ensure efficient and effective implementation in line with program quality principles and standards, donor requirements and good practices.
- Ensure visibility of UNVFVT in all the interventions conducted.
- Keenly analyse project implementation strategies to identify constraints to program success and provide timely recommendations.
- Ensure that UNVFVT activities operate within the policies and procedures and comply with all the relevant legislations and professional standards.

2. Reporting

- Document and record all clients' information both in clients files and ACTV database
- Track and develop success stories from the project
- Prepare and produce periodic reports for UNVFVT as per the agreed timelines.

3. Networking

- Represent ACTV at the district of operation, regional and other relevant forums that are in line with the mandate of work.
- Share periodic reports with relevant sub county and district officers

4. Provision of care to Survivors of Torture

- Provide psychosocial counseling to survivors of torture as individuals, families or groups.
- Identify and screen survivors of torture according to the Mandate of ACTV
- Develop care plans and provide counselling services to survivors of torture and their families to help them overcome dependencies and recover from social effects of torture and adjust to life.
- Conduct client reviews and follow up in their communities and families to assess and monitor progress, and plan for client termination or discharge.
- Collaborate with other professionals to evaluate torture survivors, medical, psychological and legal needs of clients and plan for care.
- Make appropriate referrals and follow up of clients to address their needs that are not met by ACTV.

5. Conduct Peer Support Work Program

- Identification and assessment of clients to be trained as peer support workers
- Training identified clients to be Peer Support workers
- Provide Peer Support Workers with the necessary materials to carry out their duties.
- Make follow ups to review the progress of their work.

6. Conduct socio-economic empowerment to survivors.

- Carry out needs assessments for individual clients and groups and encourage them to develop and/or be members of Village Savings and Loan Associations (VSLAs).
- Plan for the purchase and delivery of inputs
- Follow-up and monitor their progress.

- Conduct Home Visits
- Identify clients that require Home Visits and plan for them accordingly
- Carry out Home Visits to evaluate the positive changes made of the survivors of torture

7. Documentation

- Document all clients' information using ACTV tools and according to the ACTV policies and guidelines
- Document project and client success stories

8. Carry out any other work related duties as assigned by the Program Manager.

NB: This job description is not an exhaustive list of the effort, duties, and responsibilities associated with the position.

B. Requirements/Qualifications

- I. A University degree in one of the following courses; Community Psychology, Counselling Psychology, Counselling and Guidance, Social Work and Social Administration, Social Sciences, Community Development, or any other relevant degree
- II. At least two years experience in community work especially in managing community volunteers.
- III. Well conversant in local language (**ngakarimojong**)
- IV. A license to ride a Motorcycle

Interested candidates should send their application, CV and academic documents **in one pdf file** addressed to the Chief Executive Officer to email; actv@actvuganda.org and ceo@actvuganda.org not later than 26thMay, 2023.

N.B: ACTV is an equal opportunity Employer and women are encouraged to Apply.

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