

**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
FUNDS COORDINATION UNIT (FCU) OF THE GLOBAL FUND GRANTS**

**TERMS OF REFERENCE AND SCOPE OF SERVICES FOR
SENIOR RISK MANAGEMENT OFFICER**

BACKGROUND

Uganda is a recipient of Grants from the Global Fund to Fight AIDS, Tuberculosis and Malaria (“the Global Fund”), an international partnership that provides grants to lower income countries with high disease burden for elimination of the three diseases. The Grants are provided through the Ministry of Finance, Planning and Economic Development (MoFPED) and the Uganda AIDS Support Organisation (TASO) as Principal Recipients for the public sector and non-public sector interventions respectively.

Implementation of the public sector Grants is a responsibility of the Ministry of Health, through the AIDS Control Program, the National Malaria Control Program, and the National Tuberculosis and Leprosy Program. Besides funding for prevention and control of the three diseases, the Grants are also used for the Covid-19 Response (C19-RM) and building of resilient and sustainable systems for health (RSSH).

The Global Fund Country Coordinating Mechanism (CCM), a committee of key stakeholders, is in place to submit Grant applications to the Global Fund and monitor implementation on behalf of the country. The day to day coordination with the Global Fund is through the Country Team lead by a Fund Portfolio Manager, and a Local Fund Agent (LFA) is in place to facilitate the role of the Country Team.

Grants are provided for implementation over a period of three (3) years. Implementation of the current Grant under Grant Cycle 7 (GC7) commenced on 1st January 2024.

The Funds Coordination Unit (FCU) for the Global Fund Grants was set up under the Ministry of Finance, Planning and Economic Development to facilitate the role of the Public Sector Principal Recipient, including provision of oversight implementation of the Grants.

The primary role of the FCU is to support MoFPED to ensure effective and efficient operation of the interventions supported by the Global Fund resources. The FCU functions are vested in Public Financial Management (PFM) Reforms Coordination Unit (RCU), and a dedicated team is in place to handle the day to day activities.

Grant operations are countrywide and there are associated risks which require regular monitoring and management.

OBJECTIVE

Government requires the services of a Senior Risk Management Officer as part of the dedicated FCU team. The Officer will provide focused capacity, problem solving, forward thought insights and responses to improve the risk management performance.

He/she will report to the Programme Finance Specialist of the RCU and work closely with the Ministry of Health teams.

ROLES AND RESPONSIBILITIES

1. Risk Monitoring

- a. Develop and maintain a risk management framework to identify, assess, and mitigate risks effectively.
- b. Monitor business continuity plans regularly and optimise reporting across the Grants.
- c. Facilitate the identification and evaluation of risks, working closely with the key stakeholders.
- d. Monitor risk mitigation plans and emerging risks, consolidate reports on risks and their status.
- e. Undertake periodic reviews of risk management processes for continuous improvement.
- f. Advocate for the establishment of a risk management culture within the organization.

2. Data Analysis, Evaluation, Monitoring, Reporting, and Tool Revision

- a. Analyse data to provide insights into risk management performance and identify areas for improvement.
- b. Prepare materials and reports for Management, and the Country Coordinating Mechanism (CCM).
- c. Support the adaptation and revision of risk management tools to align with post-COVID realities.

3. Project Management Support

- a. Monitor performance through program risk management and quality control standards.
- b. Coordinate risk management activities and develop and implement risk mitigation plans.
- c. Organise consultations with relevant stakeholders and coaching on effective risk response strategies.

4. Quality Assurance and Compliance

- a. Provide assurance on core business processes in risk management and governance.
- b. Support actions to ensure compliance with grant agreements, country rules, laws, policies, procedures, and regulations.
- c. Follow up on management letter recommendations and effective grant implementation protocols.

5. Continuous Improvement and Other Duties

- a. Focus on strategic organisational risks and provide support in improving risk management processes.
- b. Perform any other duties as assigned by management from time to time.

KEY DELIVERABLES/OUTPUTS

- 1) Routine risk and responses reports
- 2) Annual risk management plans
- 3) Updated Risk Register

REPORTING OBLIGATIONS

The Senior Risk Management Officer will be required to provide the following reports:

- i) Quarterly progress reports by the 15th day of the month after the end of the quarter.
- ii) Annual performance reports by the 15th day of the month after the end of the financial year.
- iii) An end of assignment report within two weeks after completion of the activities in the work-plan, or completion of the contract, whichever comes first.

JOB REQUIREMENTS

i) Education

- 1) Advanced university degree in either of the following disciplines: business administration, public administration, policy and planning, management, risk management, financial management, finance, economics or a related discipline.
- 2) Professional training and certification in risk management, project management, accounting, finance, or audit.
- 3) Training in business process improvement or organisational change is an added advantage.

ii) Experience

- 1) At least 10 years work experience, of which at least five (5) years should be strategic leadership in transformation, organizational effectiveness, strategy, reforms, and/or performance improvement.
- 2) Relevant work experience in performance measurement and management, risk management, finance, audit, or project management.
- 3) Experience in developing operational risk management tools and frameworks and integrating these in business processes and policies.
- 4) Experience in project management and demonstrable expertise in change management, with the ability to deliver impactful changes with minimal disruption.

- 5) Strong business focus and results orientation, with an excellent understanding of project dynamics for effective and impactful use of resources.
- 6) Demonstrated experience managing and delivering on time with tight deadlines and across disciplines.
- 7) Demonstrated ability for successful stakeholder management at operational and management levels within an organization.
- 8) Demonstrated ability to structure, plan and monitor, and adjust when necessary to accomplish objectives.
- 9) Working knowledge and understanding of project management principles and application in multi-cultural settings including International Public or Private Organizations.
- 10) History of holding positions with incremental responsibility over time.
- 11) Experience in risk-based auditing or risk/control activities.

iii) Competences

- 1) Good track-record in strategic thinking and creative problem-solving.
- 2) Proficiency in computerised accounting systems.
- 3) Proven analytical skills turning data into meaningful business insights and actionable information.
- 4) High degree of personal initiative and the ability to influence others.
- 5) Demonstrated interpersonal and leadership skills, tact and diplomacy.
- 6) Strong critical thinking, analytical and communication skills.

CONTRACT ARRANGEMENTS

The assignment is for a period of one (01) year and may be renewed based on need and satisfactory performance.