MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
THE RESOURCE ENHANCEMENT & ACCOUNTABILITY PROGRAMME (REAP)

Recruitment of Contract Staff – Programme Planning, Monitoring and Evaluation Officers

The Government of Uganda (GoU) has pursued Public Financial Management (PFM) reforms since the early 1990s to support the goals of good governance, inclusive growth, and macroeconomic stability, as articulated in the National Development Plans and Vision 2040.

Building on the achievements and lessons of implementation to date, the Resource Enhancement and Accountability Programme (REAP) serves as the Government's primary vehicle for implementing the PFM Reform Strategy (July 2025 – June 2030). REAP is set to further strengthen resource mobilisation, enhance planning and public investment management, and deepen accountability mechanisms to improve the quality and effectiveness of service delivery.

The programme structure for REAP is functionally organised around core areas of financial management, procurement, planning, monitoring and evaluation, human resources, and electronic systems. Staff are contracted and deployed to support the Government Task Manager and implementing institutions to ensure timely execution of reform interventions.

The Ministry requires the services of qualified and experienced Programme Planning, Monitoring and Evaluation Officers to be deployed in the PFM Reforms Coordination Unit (RCU) to support implementation of REAP and other related programmes.

Job Title	**Number of Positions**	**Terms of Engagement**
Programme Planning, Monitoring and Evaluation Officer	Two (2)	Contract for one (1) year

Details of the scope of services, deliverables, qualifications, terms of contract and reporting arrangements are available on the website: www.finance.go.ug. Applications must include a cover letter, curriculum vitae, copy of certificates and testimonials, and be addressed as below and **submitted online** to reap@finance.go.ug by **1700hrs on Friday 12th December 2025.**

Under Secretary/Accounting Officer
Ministry of Finance, Planning & Economic Development
Plot 2-8 Apollo Kaggwa Road
P O Box 8147
KAMPALA
Tel: 256-41-4707900

Attention: The Coordinator/REAP

Please Note:

1. The Ministry of Finance, Planning and Economic Development is an equal opportunity employer. Any form of lobbying shall lead to disqualification.
2. Only shortlisted candidates will be contacted.
3. Female candidates are encouraged to apply.

TERMS OF REFERENCE AND SCOPE OF SERVICES

THE RESOURCE ENHANCEMENT AND ACCOUNTABILITY PROGRAMME (REAP)

PROGRAMME PLANNING, MONITORING AND EVALUATION OFFICER

A. BACKGROUND

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The Programme Planning, Monitoring and Evaluation Officer will be responsible for compiling cluster work plans and progress data, and assisting in ensuring timely and quality reporting on programme performance. She/he will report to the Senior Planning, Monitoring and Evaluation Officer.

Scope of Work

The Programme Planning, Monitoring and Evaluation Officer will carry out the following duties:

1. Consolidate annual and quarterly cluster plans and budgets.
2. Consolidate Output progress report and Programme Indicators performance.
3. Ensure that all cluster plans are accordingly updated in the Programme Based Budgeting (PBB/S) System and submitted to the MoFPED planning unit.
4. Follow-up with the clusters on a monthly, quarterly and annual basis to ensure timely and quality submission of progress reports.
5. Assist in field monitoring visits to sites implementing programme activities.
6. Assist in the timely and accurate recording of the minutes, action log and any other necessary documentation for the Key Result Area Coordinators fora
7. Liaise with the finance unit to ensure the timely submission of accurate quarterly financial expenditure reports for capture in the PBB/S and other reports.
8. Assist in the follow up of decisions of the FPC and PEMCOM as detailed in the action log.
9. Undertake any other duties incidental to the above as may be assigned by management from time to time.

Deliverables/Outputs

1. Consolidated Annual and Quarterly Work Plans and Budgets;
2. Properly filed Key Result Area coordinators forum minutes and up-to-date action logs;
3. Approved Programme Annual and Quarterly Work Plans updated in the PBS;
4. Approved Programme Quarterly, Semi- Annual and Annual Progress Reports consolidated and entered in the PBS;
5. Monitoring and Evaluation missions prepared as part of the M&E strategy of the programme
6. Projects execution tracker of milestones as well as undertakings.

Qualifications and Experience

1. An honours degree in accounting, commerce, economics, statistics, business administration or related field. Post graduate training in project planning, statistics, monitoring and evaluation will be an added advantage.
2. At least 5 years experience in planning, monitoring and evaluation of public sector programmes or projects, with a strong understanding of results-based management concepts.
3. Be familiar with the public sector planning approaches as well as management and coordination of donor funded operations.

Key Competencies

1. Excellent drafting, report writing and communication skills;
2. Computer literacy and ability to effectively use personal computers and office information technology equipment, as well as Microsoft Office Applications.
3. Ability to plan, organize, solve problems, implement, monitor and evaluate tasks and to deliver outputs to meet required deadlines; ability to relate well with various stakeholders;
4. Good communication and interpersonal skills;
5. Self-motivated and a demonstrable and unquestionable level of integrity;

Contract Arrangements

The assignment is for one (1) year and may be renewed based on need and satisfactory performance.