

MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

UGANDA STRENGTHENING PUBLIC INVESTMENT AND ASSET MANAGEMENT FOR GROWTH AND RESILIENCE OPERATION (PIM) PLUS)

TERMS OF REFERENCE AND SCOPE OF WORK

TITLE : SENIOR PROGRAMME OFFICER - OPERATIONS

Vacancies : 01

Reports to : Commissioner, Project Analysis and Public Investment Management Department (PAP)

Duration: One (1) year renewable based on need and satisfactory performance

Background

The Government of Uganda has intensified efforts to improve the quality, efficiency, and impact of public investments, recognizing that weaknesses in project execution rather than project identification alone remain a major constraint to achieving development outcomes. In line with this, Government is in the process of implementing the Public Investment and Asset Management for Growth and Resilience Operation (PIM Plus) for the period October 2025 to September 2031, a targeted intervention designed to strengthen implementation support, monitoring, and delivery of priority projects within the Public Investment Plan (PIP).

PIM Plus complements the existing Public Investment Management framework by extending Government oversight beyond project appraisal and entry into the PIP, to focus on execution, problem-solving, and results delivery, in line with NDP IV and the broader public sector performance agenda. It is coordinated through Ministry of Finance, Planning and Economic Development and the National Planning Authority (NPA); implemented by selected ministries, Departments and Agencies (MDAs); and financed by the Government of Uganda, and the World Bank. The Operation Technical Committee (OTC), Operation Steering Committee (OSC), and the Public Expenditure Management Committee (PEMCOM) are in place to provide oversight over the Operation.

Implementation of PIM Plus is coordinated through the PFM Reforms Coordination Unit (RCU), which provides cross-cutting reform coordination, programme oversight, monitoring, and reporting. The Project Analysis and Public Investment Management Department (PAP) is the technical secretariat of the Programme.

Job Purpose

The primary objective of the assignment is to provide day-to-day for coordination of operations, strategic oversight, and technical support to ensure effective implementation of the Program.

Key Result Areas

1. Operations Technical Committee coordination outputs, including agendas, minutes, action-tracking matrices, and follow-up reports.
2. Consolidate Quarterly and annual work plans for both the MoFPED and NPA
3. Quarterly and annual progress reports on PIM Plus implementation.
4. Briefs and presentations for OSC, OTC, PEMCOM, and senior management.
5. Disbursement Linked Indicators (DLI) monitoring and verification support documentation.
6. Consolidate implementation performance reports from MDAs and implementing agencies.
7. Monitoring mission reports and evidence of follow-up on corrective actions.
8. Consolidate evidence for verification, responses to verification requests, and documentation of verified achievements.
9. Consolidate performance data, dashboards, and published information on MoFPED platforms in line with disclosure requirements.
10. Strategic Projects implemented on schedule.
11. Bi-annual progress reports by the 15th day of the month after the end of six months.
12. Annual performance reports by the 15th day of the month after the end of the financial year.
13. 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.

Specific Duties and Responsibilities:

1. Support coordination between the RCU and PAP Department
2. Support the functionality of the Operations Technical Committee (OTC) and the related coordination structures
3. Ensure structured implementation feedback is transmitted to upstream planning and appraisal functions
4. Support achievement and verification of Disbursement-Linked Results Indicators (DRIs)
5. Facilitate timely identification, escalation, and resolution of implementation bottlenecks
6. Enhance transparency and accountability through robust progress reporting.

Support to RCU and PIM Plus Operations

7. Coordinate monitoring missions and stakeholder engagements, including field visits and joint implementation support missions.
8. Support review and consolidation of implementation performance reports from MDAs and implementing agencies.
9. Track and follow up agreed corrective actions arising from missions, OTC meetings, and OSC decisions, maintaining an action-tracking system.
10. Supervise and provide technical guidance to the Programme Officer-Operations and coordinate with other Senior Programme Officers for integrated programme delivery.
11. Support preparation of quarterly and annual progress reports on PIM Plus implementation, highlighting achievements, risks, and recommended actions.
12. Contribute to preparation of Annual Work Plans and Budgets for PIM Plus, providing implementation insights.
13. Prepare high-quality briefs, presentations, and reports for senior management, the Operations Steering Committee (OSC), OTC, and other oversight forums, with a focus on DRI achievement and implementation risks.
14. Support systematic monitoring, documentation, and reporting of progress towards DRIs and coordinate compilation of evidence required for DRI verification.

Support to PAP Department and Institutional Coordination

15. Serve as Secretary to the Operations Technical Committee (OTC), including organising meetings, preparing agendas and materials, documenting proceedings, and following up on action points.
16. Support functionality of coordination structures described in the Operations Implementation Manual (OIM), including cluster meetings, working groups, and technical committees.
17. Serve as the formal linkage between RCU, PAP and the National Planning Authority (NPA) and the World Bank in ensuring seamless implementation, communication and information flow on implementation issues.
18. Ensuring that the Strategic Projects are planned and implemented on schedule.
19. Compile and transmit structured implementation feedback and lessons from execution to inform PAP appraisal standards, pipeline management, and prioritisation.
20. Support PAP in coordinating responses to DRI verification queries from the Office of the Prime Minister and the Independent Verification Agency (IVA).
21. Contribute to pipeline management discussions informed by execution realities, including readiness, implementation capacity, and risk considerations.
22. Ensure that programme documentation and data management systems, availability of reports, minutes, monitoring data, and briefs are in place.
23. Support disclosure of programme performance information in line with Government and World Bank requirements, including publication on the MoFPED website and other platforms.
24. Perform any other related duties as may be assigned by the Commissioner PAP and the Coordinator RCU.

Education Qualifications

The ideal candidate should have:

1. Master's degree in Social Sector Planning and Management, Public Administration, Economics, Development Studies, Project Management, Public Policy, Public Finance, or a related field from a recognised institution.
2. Bachelor's degree in a relevant discipline from a recognised University/Institution.
3. Post graduate qualification in project planning and management is an added advantage.

Work Experience

1. At least eight years of work experience, at least five of which with progressive responsibility in public sector reforms, public financial management, public investment management, or development operations, preferably within Government or donor-funded programmes.
2. Demonstrated experience in implementation and coordination of multi-stakeholder programmes, Government planning and budgeting processes and supporting oversight and governance structures.
3. Experience preparing high-quality analytical reports, briefs, and presentations for senior decision-makers.
4. Experience working with World Bank or other Development Partner–financed projects is an added advantage.

Key Skills and Competencies

1. Strong coordination and stakeholder management skills, and teamwork including ability to work with and across multiple institutions and build consensus.
2. Excellent written and oral communication skills, including preparation of clear briefs, reports, and presentations.
3. Supervisory and leadership ability to guide junior staff and support implementing agencies.
4. Proficiency in monitoring and reporting, including use of data and performance frameworks.
5. Strong teamwork, collaboration, and problem-solving skills.