



Refugee Law Project

School of Law, Makerere University
A Centre for Justice and Forced Migrants



Position Title:	Programme Manager, Gender and Sexuality
Location:	Kampala, Refugee Law Project (RLP) Head Office
Work Station:	Kampala, RLP Head Office
Supervisory	SGBV/P Officers, Field Office Coordinators, and all staff
Responsibilities:	under the Gender and Sexuality Programme
Reporting to:	Deputy Director Programmes

Position Summary

The Programme Manager, Gender and Sexuality (G&S) will provide strategic leadership and oversight to Refugee Law Project's (RLP) initiatives addressing the complex intersections of gender and sexuality in conflict and post-conflict settings, leveraging current and emerging thinking, policy, and practice to inform the program's strategic direction. He or she will lead RLP's work on gender equality, men's engagement on gender equality and transforming masculinities, gender-based violence prevention and response, sexual and reproductive health rights (SRHR), sexuality education, and gender mainstreaming across sectoral work that encompasses both men and women. Through active engagement in debates and contributions to the field level and sector as a whole, the Programme Manager will drive initiatives that advance RLP's mission and goals, overseeing daily program activities, ensuring quality delivery, and fostering partnerships to further develop the discourse on gender and sexuality in conflict and post-conflict settings.

Key Performance Area

KPA 1: Programme / Project Management and Accountability 20%

- Provide strategic leadership and oversight to the Gender and Sexuality program, ensuring effective management and delivery of portfolio projects in line with annual milestones and targets, with a focus on gender equality, men's engagement on gender equality and transforming masculinities, gender-based violence prevention and response, sexual and reproductive health rights (SRHR), sexuality education, and gender mainstreaming across sectoral work that encompasses both men and women.
- Conduct gender and sexuality situation analyses to identify gaps and priorities.
- Ensure key program management cycle principles and best practices are applied across the portfolio, incorporating a rights-based approach and gender-sensitive programming.
- Foster a culture of accountability and transparency within the team, ensuring compliance with program management rules, financial regulations, and donor requirements.
- Develop and implement program work plans, budgets, and timelines that prioritize



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gender mainstreaming and integrate a nuanced understanding of gender and sexuality issues in conflict and post-conflict settings.

- Monitor and evaluate program progress, identifying potential challenges and implementing corrective actions to ensure the program's effectiveness and impact.
- Ensure timely procurement of services, communicate regularly with suppliers and partners, and manage relationships professionally and effectively to ensure value for money and minimize fraud, inefficiency, and waste.
- Apply risk management strategies to all programs, taking into account potential operational and strategic risks, and implement appropriate measures to mitigate against these risks.
- Lead the development of progress and review reports, including partner financial systems and project assets, and ensure that results matrices are regularly updated.
- Provide technical guidance and oversight to Gender and Sexuality Officers and Assistants, ensuring that they have the necessary skills and support to deliver high-quality programs.
- Work closely with Field Office Coordinators (FOCs) to ensure that program activities are well-coordinated and effective in the field.
- Foster partnerships with service providers, including hospitals, rehabilitation institutions, and hotels, to ensure that program beneficiaries receive comprehensive support, including corrective surgeries and other essential services to refugees and survivors of sexual and gender-based violence, or Conflict Related Sexual Violence (CRSV).
- Integrate a strong connection with research and documentation, working closely with the Research and Documentation team to ensure that program activities are informed by evidence and contribute to academic and public intellectual discourse.
- Ensure that the program is responsive to emerging issues and opportunities with respect to gender equality, men's engagement on gender equality and transforming masculinities, gender-based violence prevention and response, sexual and reproductive health rights (SRHR), sexuality education, and gender mainstreaming across sectoral work that encompasses both men and women.
- Promote a nuanced understanding of gender and masculinities across RLP's programming, ensuring that all programs are gender-sensitive and inclusive.
- Manage the performance of the Gender and Sexuality team, providing regular feedback, coaching, and mentoring to ensure that team members are equipped to deliver high-quality programs.
- Conduct regular performance evaluations, identifying areas for growth and development, and implementing plans to address these gaps.
- Ensure that the program is accountable to RLP stakeholders, including donors,



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partners, and beneficiaries, by maintaining transparent and effective communication and reporting mechanisms.

- Foster a culture of accountability within the team, ensuring that all team members understand their roles and responsibilities in ensuring the program's effectiveness and impact.

KPA 2: Technical Expertise on Gender and Sexuality 25%

- Provide technical guidance and oversight to ensure that RLP's programs are gender-sensitive and responsive to the needs of diverse populations, including survivors of sexual violence.
- Collaborate with other program managers to integrate gender and sexuality considerations into all program areas, ensuring a cross-cutting approach that promotes gender equality and addresses the specific needs of marginalized groups.
- Develop and implement strategies to address gender equality, men's engagement on gender equality and transforming masculinities, gender-based violence prevention and response, sexual and reproductive health rights (SRHR), sexuality education, and gender mainstreaming across sectoral work that encompasses both men and women.
- Provide technical support to staff and partners on gender and sexuality-related issues, including SGBV case management, psychosocial support, and referrals to specialized services.
- Ensure that RLP's programs are informed by a nuanced understanding of gender and sexuality, including the specific needs of diverse populations, such as men and boys who have experienced SGBV.
- Develop and implement strategies to promote gender equality, men's engagement on gender equality and transforming masculinities, gender-based violence prevention and response, sexual and reproductive health rights (SRHR), sexuality education, and gender mainstreaming across sectoral work that encompasses both men and women in ways that are inclusive and responsive to the needs of all populations.
- Provide guidance and oversight on the development of gender-sensitive and accessible materials, including training manuals, guidelines, and advocacy documents.

KPA 3: Integrate Survivor-Centered Programming into Gender and Sexuality 15%

- Managing the screening and identification of survivors of sexual and gender-based violence and persecution in communities and refugee settlements, ensuring that survivors receive timely and appropriate support and referrals to specialized services.



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- Overseeing referrals to specialized services, including hospitals, courts, police stations, and partner organizations, to ensure that survivors access the support they need.
- Conducting periodic consultations with key stakeholders to inform program development and service delivery=with respect to gender equality, men's engagement on gender equality and transforming masculinities, gender-based violence prevention and response, sexual and reproductive health rights (SRHR), sexuality education, and gender mainstreaming across sectoral work that encompasses both men and women.
- Developing and implementing survivor-centered programs that prioritize the needs and safety of survivors of sexual and gender-based violence, ensuring that their rights and dignity are respected and protected.
- Oversee the provision of comprehensive support services, including psychosocial support, medical care, and legal assistance, to survivors of SGBV, ensuring that their gender needs and sexual and reproductive health rights are met and their well-being is prioritized.
- Ensuring that all programs and services are designed and implemented in a way that is inclusive, accessible, and responsive to the needs of diverse survivors, including women, men, girls, and boys.
- Fostering partnerships with service providers and other stakeholders to ensure that survivors receive the support they need, when and where they need it.
- Providing Provide technical guidance and oversight to staff and partners on survivor-centered programming, ensuring that all programs and services are informed by a deep understanding of the needs and experiences of survivors.

KPA 4: Advancing Knowledge and Capacity through Research, Advocacy, and Documentation 15%

- Supporting and/or being part of the research team, to enable the conduct of rigorous research and analysis on gender and sexuality-related issues among refugees and forced migrants, generating evidence on gender and sexuality issues to inform programming, evidence-based policy engagements and advocacy efforts.
- Developing and maintaining a robust documentation and archival system to capture and preserve research findings, reports, and other relevant materials, ensuring that lessons learned and best practices are retained for future reference.
- Participating in national, regional, and international fora that address gender and other cross-cutting issues, such as HIV/AIDS and SRHR, to promote RLP's work, share knowledge, and advocate for the rights of marginalized populations.
- Designing and delivering trainings, seminars, and information sessions on gender and sexuality-related issues, building the capacity of staff, partners, and communities to respond to the needs of survivors and promote gender equality,



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men's engagement on gender equality and transforming masculinities, gender-based violence prevention and response, sexual and reproductive health rights (SRHR), sexuality education, and gender mainstreaming across sectoral work that encompasses both men and women.

- Providing technical support to sexual and gender-based support groups, empowering them to advocate for their rights and interests, and promoting a culture of inclusivity and respect.
- Collaborate with other teams and departments within RLP to ensure a cross-cutting approach to gender and sexuality programming.

KPA 5: Program Leadership and Administration 10%

- Provide strategic leadership and management to the Gender and Sexuality Programme, ensuring efficient and effective utilization of resources, and promoting a culture of inclusivity, respect, and professionalism.
- Foster a high-performing team by providing continuous leadership, supervision, training, and development opportunities to programme staff, ensuring they are motivated, empowered, and equipped to deliver high-quality programs.
- Represent the Gender and Sexuality Programme on the RLP Programme Management Team, contributing to organisational-wide program leadership, strategic decision-making, and corporate responsibility.
- Ensure programme staff are held accountable for their work, and that they receive regular feedback, coaching, and support to achieve their performance goals.
- Oversee the preparation of quarterly work plans, budgets, and reports, ensuring that programme activities are aligned with RLP's strategic objectives and donor requirements.
- Coordinate fundraising efforts for the programme, identifying new opportunities, and building relationships with donors and partners to support the programme's growth and sustainability.
- Represent RLP in external fora, including donor meetings, video and advocacy events, and other high-level meetings, promoting the organisation's work and values.
- Review and approve programme-related documents, including reports, proposals, and presentations, ensuring that they are of high quality, accurate, and reflect the organisation's values and policies.

KPA 6: External Relations, Capacity Building, and Resource Mobilization 15%

- Represent RLP in meetings with stakeholders, partners, clients, and donors, promoting the organisation's work and values in the area of gender and sexuality.
- Participate in, lead, and/or coordinate training sessions and workshops on gender



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and sexuality and relevant best practices to enhance the skills of staff, client groups, and other stakeholders on gender and sexuality-related issues.

- Support fundraising efforts for the programme through proposal writing, and engage in fundraising efforts for RLP as a whole by making input to other thematic programme proposals as required.
- Ensure timely preparation of donor reports for projects implemented by the programme, and maintain effective relationships with donors and partners to secure funding and support for RLP's gender and sexuality work.
- Contribute to improving RLP's corporate image by promoting its work and values in the areas of gender and sexuality, and engaging with external stakeholders to raise awareness and build support for the organisation's mission and objectives.

KPA 7: Additional Responsibilities (5%)

- Carry out any other duty as delegated by the Director or Deputy Directors
- May be delegated to carry out any other duty that supports the organisation's goals and objectives.

Academic Qualifications:

- The position holder will be required to have at least a Master's degree in any of the following fields: Gender Studies, Sexuality Studies, Public Health, Social Work and Psychology

Experience:

- At least 5-7 years of experience in managing programs related to gender and sexuality, including experience in gender-based violence prevention and response, sexual and reproductive health rights, and sexuality education.
- Experience working with refugees, internally displaced persons, and other marginalized populations.
- Proven track record of designing and implementing effective programs that promote gender equality and address the needs of survivors of sexual and gender-based violence.
- Experience in managing teams, providing technical guidance and support, and building partnerships with stakeholders.

Person Specification:

- Strong understanding of gender and sexuality issues, including the intersections of gender, sexuality, and conflict.
- Excellent leadership and management skills, with experience in managing teams and programs.
- Strong technical expertise in gender-based violence prevention and response,



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sexual and reproductive health rights, and sexuality education.

- Excellent communication and interpersonal skills, with experience working with diverse stakeholders.
- Ability to work in a fast-paced environment and manage multiple priorities.
- Strong analytical and problem-solving skills, with ability to think critically and creatively.
- Commitment to promoting gender equality and addressing the needs of marginalized populations.

Key Skills:

- Program management and leadership
- Technical expertise in gender and sexuality issues
- Communication and interpersonal skills
- Analytical and problem-solving skills
- Ability to work in a fast-paced environment and manage multiple priorities
- Experience working with refugees and other marginalized populations
- Strong understanding of gender and sexuality issues, including the intersections of gender, sexuality, and conflict.

Language Skills:

- Excellent written and verbal communication skills in English.
- Knowledge of other languages spoken in the refugee-host locations of Uganda will be an advantage.