

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 LIAISON AND CHANGE MANAGEMENT OFFICER

Vacancies : 01

Reports to : Liaison and Change Management Specialist/PFM Reforms Coordination Unit

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 this assignment is to provide senior-level strategic Change Management and to support stakeholder engagement, to participating MDAs. The assignment also aims, to strengthen visibility of reform results, promote institutional learning, support positive change, and ensure effective dissemination of information and feedback from diverse stakeholders.

Key Result Areas

1. Annual and quarterly Change Management plan with defined performance indicators for change management and stakeholder engagement.
2. Stakeholder engagement plans, workshop reports, consultation summaries, and documentation of stakeholder feedback and participation.
3. Case studies, briefs, policy notes, success stories, photo essays, videos, and other multimedia content documenting programme achievements, implementation experiences, and lessons learned.
4. Regular high-quality briefs, presentations, fact sheets, infographics, brochures, banners, posters, and other visibility/branding materials for OSC, OTC, PEMCOM, Parliament, development partners, and external audiences.
5. Regular updates to the MoFPED website, including progress reports, policy briefs, success stories, guidelines, and event announcements. Social media content and engagement reports.
6. Workshop reports, webinar summaries, learning forum proceedings, and documentation of insights, lessons, and promising practices shared across MDAs and Local Governments.
7. Enterprise change communication strategies, training materials, toolkits, and guidelines for knowledge management support to implementing MDAs.

Specific Duties and Responsibilities:

1. Support the design and implement stakeholder engagement strategies and actions.
2. Support documentation reform results and lessons through written and multimedia products.
3. Preparation briefs, presentations, and visibility materials for internal and external forums.
4. Support change management and enterprise change communications in MDAs especially on issues and bottlenecks affecting performance.
5. Support media engagement, including press materials, briefings, and media monitoring.
6. Coordinate and support MDA communications focal points for consistent messaging and branding.
7. Manage key-stakeholder expectations through formal documentation and communication of agreed specifications, goals, objectives, scope, outputs, resources required, budget, schedule, project structure, roles and responsibilities.

8. Support in identifying risks associated with the implementation of PFM Reforms across the Accountability Cycle and to propose strategies to manage/resolve them.
9. Support preparation and coordination of meetings of the GoU/DP PFM dialogue mechanism and take record of all proceedings meetings.
10. Support in monitoring and evaluating Change Management processes directly associated with the various PFM Reform interventions.
11. Monitor and assess communications effectiveness and adapt strategies accordingly.
12. Liaise with GoU and development partner communications units to align messaging.
13. Support in providing Change Management and cross-functional support as well as backing to the PFM Reform interventions under the Public Financial Management (PFM) Reforms Strategy July 2025 – June 2030.
14. Support the Liaison and Change Management Specialist to maintain all Change Management Programme documentation to be availed to other agencies/parties in order to meet the quality assurance requirements.
15. Design and implement the Communications Strategy.
16. Perform any other related communications duties assigned.

Education Qualifications

The ideal candidate should have:

1. A Masters degree in Public Administration, Social Sciences, Strategic Communications or Human Resource Management
2. Honours Bachelor's degree in Social Sciences, Mass Communication, Human Resource, Development Communication, or a related field from a recognised University/Institution.
3. Must have Professional certification in Change Management, Certifications in Strategic Communications, Public Relations, Digital Communications, or Knowledge Management will be an added advantage

Work Experience

1. Minimum of eight years of relevant professional experience in Change Management in a large Public Sector programme, preferably with government reform programmes or development partner-financed projects.
2. Demonstrated experience in developing and implementing strategic Change Management and involvement in stakeholder engagement operations for complex programmes or reform initiatives.
3. Knowledge of the GoU Accountability Cycle and Administrative systems, processes and procedures.

Key Skills and Competencies

1. Excellent Oral communication, writing, editing, and storytelling skills with ability to translate complex technical information into clear, accessible, and compelling narratives for diverse audiences.

2. Strong interpersonal and relationship-building skills with demonstrated ability to engage diverse stakeholders, build partnerships, and facilitate consultations and knowledge-sharing events.
3. Working Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Publisher), and application of such design software like Adobe, Canva), and familiarity with social media management platforms.
4. Ability to develop creative communications approaches, innovative campaigns, and engaging content to capture attention, raise awareness, and promote behaviour change.
5. High standards of integrity, professionalism, and ethical conduct in all aspects of work, particularly in handling sensitive information and representing government programmes to external audiences.