

IRMG Business Development and Partnership Coordinator (BDPC)

Position Description

Location Kampala, Uganda, with travel to the field

Position Status: Full Time

Duration: 12 months (anticipated start: 1st April 2026)

1. About the Internal Risk Management Group (IRMG)

As a result of ongoing significant concerns about the risks of fraud, corruption, safeguarding lapses and code of conduct breaches, in mid-2018 a group INGOs based in Uganda formed the Internal Risk Management Group (IRMG), which now has 70 members. In the last 30 months, the IRMG has raised awareness of risks within the INGO community and with donors, created a safe space to discuss risk issues faced in development and humanitarian work in Uganda, and shared information and experience, including best practice in detecting misconduct and handling allegations.

The IRMG was born from the desire to increase program accountability and effectiveness, and more importantly to ensure that our commitments to protection of our program participants from fraud, corruption, Sexual Exploitation Abuse and Harassment (SEAH) are upheld. Unfortunately, Uganda's positive image associated with its very progressive refugee hosting policy has already been tarnished by cases of fraud, corruption and SEAH committed by both government and non-governmental actors' staff. This demonstrates the need to continue investing in mitigation of fraud, and in more effective systems for SEAH prevention, reporting and investigating as well investment in activities that will lead to change in organizational cultures that will not tolerate such behaviours.

The IRMG now pays more attention on Advocacy + Community of Practice (CoP), establishing its first cohort of Risk/Safeguarding Case Management Investigators as well as fundraising for resources to continue technically supporting the member organizations. A number of organizations with their partners have trained on key concepts of Fraud and Corruption and Concepts of Safeguarding, Communities of Practice (CoP) were established for both safeguarding and fraud and corruption risk management, supported by an online repository of tools and e-learning content. In addition, campaigns promoting behaviour change and uptake of best practices to prevent safeguarding and fraud and corruption were rolled out with our member organizations.

Formally operating as a loose network group (with funding from FCDO and SIDA), we are now a fully-fledged self-autonomous firm (registered to partner and governance itself as a Company Limited By Guarantee without Shares) with an aim of leveraging on our past experience to *increase the safety of NGO staff members, program beneficiaries and improve the overall impact, accountability and effectiveness of NGO programming and their partners in Uganda*. The IRMG was previously overseen by a Programme Manager with technical guidance from the Steering Committee given the sensitivity of the issues related to Safe Programming and Risk Management in the NGO Sector. The IRMG is now mandated to constitute a full Board of Governors to provide direction and governance oversight.

2. IRMG's Goal and Objective

IRMG's Goal is to *increase the safety of NGO staff members, program beneficiaries and improve the overall impact, accountability and effectiveness of NGO programming and their partners in Uganda*.

Our Specific Objective is to *strengthen the capacity of NGOs and their partners to establish effective organizational systems, policies, and improve knowledge to control internal risks, sexual exploitation, harassment and all forms of abuse or breaches by NGO staff and their partners*.

3. Operational Overview

We work with local service providers and a pool of experts in Uganda for PSEA and fraud and corruption training, and aim to build their capacity in this field through support from our technical team. IRMG is a unique initiative globally, in which a shared civil society led coalition is trying to collectively improve practices in this space - and has garnered significant interest from bodies such as AAP, Safeguarding Resource Hub, the Interpol (Under the Soteria Project), U4 Anti-Corruption Coalition as well as the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) who are interested to see how this model can work and potentially scale to other countries.

In operations strategy, the IRMG proposes to continue and deepen its activities to reduce internal organizational risks, and prevention and management of the risk of sexual exploitation, harassment and all forms of abuse within or by the member organizations and their partners. We aim at focusing on integrating the lessons and practices from previous implementation phases into building and strengthening internal structures. Emphasis will cut across to strengthening internal risk management and safeguarding processes, implementing the advocacy strategy as well as improving the capacity of the IRMG to manage the collaborative resource hub, and strengthening external networks. IRMG will be opened to additional members in a yearly onboarding process while ensuring the group does not become so large that we are unable to provide quality support to our members. We are committed to expanding the membership base to include more national NGO voices and participation to engage in both the steering committee and in the IRMG membership. While membership is core to our programming, our financial base needed to be expanded beyond membership and short-term technical support initiatives to long-term engagements.

4. IRMG's Implementation Approach

Previously, the Swedish International Development Cooperation Agency (Sida) had allocated funds to continue support to NGOs operating in Uganda to address internal risk management issues such as fraud and corruption, as well as funds to improve how NGOs prevent, mitigate and manage safeguarding issues. Currently as a self-autonomous entity, we have additional components on case management and investigations to facilitate our core delivery to the sectoral players. The IRMG therefore intends to focus on achieving the following outcomes over the next 5 years (2026 – 2030): -

- **Outcome 1: Improve organizational culture concerning dealing with fraud and corruption**, through implementing the recommendations from year one assessment of best practices and gaps on fraud and corruption prevention, detection and management.
- **Outcome 2: Improve the safeguarding practices and reduce the risks of Sexual Harassment Exploitation and Abuse (SHEA) and child abuse in NGO programs.**
- **Outcome 3: Leverage lessons learned and knowledge of the IRMG to benefit the wider civil society sector in Uganda** to improve on managing wrongful conduct, including safeguarding practices and the prevention of fraud and corruption.
- **Outcome 4: Improve the capacity of NGOs and their partners to implement safe, confidential and effective complaints handling, reporting and feedback, case management and investigations mechanisms** based on the recommendations from phase two.

As we anticipate to on-board new projects, the IRMG believes that there is need to have full-time and competent staff that will support to efficiently implement the project activities. Each position is therefore critical for our growth and sustainability.

5. Duties and Responsibilities

Under the direct supervision of the Executive Director, the Business Development and Partnership Coordinator, will not only support current and prospective IRMG members and affiliates through

relationship building, correspondence, and recordkeeping but will play a very critical role in expanding the funding base of the IRMG. The role is strategic and therefore integral in shaping our existence. The key responsibilities of the BDPC will be clustered into five (5) as seen below: -

- **Business Development & Fundraising (40%):** *Developing strategies to secure new funding, mapping donors, and researching emerging opportunities including: -*
 - *Identify new business opportunities and or potential funders, conduct market research, and analyze trends to expand the organization's reach. The IRMG is targeting at least 3-5 opportunities to be shared on a weekly basis.*
 - *Work with the Management team and the Executive Director to create compelling bids suitable for submission to Potential Clients, Trusts, Grant and Statutory funders.*
 - *Work alongside the ED to develop and execute strategies to secure new funding, manage grant applications, and cultivate a diverse donor base.*
 - *Identify potential partners that the IRMG can bid with to strengthen our capacity to reach high-end donors.*
 - *Identify a pool of technical expertise that the IRMG can work with to develop compelling proposals and concept notes.*
 - *Set-up and maintain a system with accurate records and track the progress of the fundraising pipeline.*

- **Proposal Coordination (20%):** *Working closely with the ED and other team members in the preparation, writing, and submission of proposals and concept notes, including coordinating with technical, finance, and country teams.*
 - *Develop a tracker for managing timely submissions of all identified opportunities including setting schedules, tracking milestones, and ensuring submission deadlines are met.*
 - *Ensure that all proposals or documents to prospective clients or even to the general public are aligned to IRMG's brand guidelines including ensuring that proof reading and copy editing is done – this includes editing, and reviewing technical input from various subject matter experts to create a cohesive document.*
 - *Ensuing that Quality Assurance is maintained that is ensuring that all proposals meet all requirements, follow company branding, and are error-free. Including ensuring that all the schedules and costing are checked by the Office of the Finance and Administration.*
 - *Acting as the central point of contact between technical, finance, and leadership teams to foster seamless coordination and collaboration.*

- **Partnership and Campaign Management (20%):** *Identifying and cultivating relationships with potential partners, managing existing partnerships, and conducting due diligence to mitigate risk including: -*
 - *Plan and coordinate fundraising events, donor communications, and marketing materials.*
 - *Spearhead the development and review of IRMG's brand strategy including engagements with members and other key stakeholders through regular online meetings, webinars and social media engagements.*
 - *Serving as a primary point of contact for partners, fostering collaborations, and organizing meetings.*
 - *Cultivate and maintain relationships with corporate sponsors, foundations, and key stakeholders.*
 - *Engaging the community of NGOs and partners in joining the IRMG through regular engagements in existing IRMG platforms.*

- **Custodian of IRMG’s Knowledge Hub and Implementation of the Community of Practice [CoP] Strategy (20%):** Working closely with the IRMG Hub Development Team to provide regular updates through the hub and other social media platforms.
 - Acting as the custodian of the IRMG Knowledge Hub and Social Media Platform with regular engagements with the stakeholders through writing of articles, sharing events, and online engagements.
 - Sending out quarterly updates to the focal points and directors regarding any upcoming events and industrial issues that are trending in line with IRMG’s mandate.
 - Creating and maintaining the database/records of all the members’ information including the focal persons, directors, physical addresses as well as those that have been trained by the IRMG.
 - Building relationships with members & affiliates including the HINGO, ACFE, UN PSEA, Safeguarding Hub, INTERPOL. Engaging in planning for meetings and membership attendance.
 - Support in planning for events for members including capacity building, workshops and other stakeholder engagements.

6. Qualifications and Experience

Qualifications

- Bachelor’s Degree in one of the following disciplines: Communication, Public Relations, International Business, Advocacy, Business & Administration or other relevant subjects is required.
- Must have knowledge on Public Relations, Stakeholder Engagement and Networking.
- Have a good understanding about high level engagements with directors.
- A Certificate or Post Graduate Degree in Communication, Public Relations, International Business, Advocacy, Business & Administration or other relevant subjects is a plus.

Experience

- More than 3 years’ experience with proven track record in securing funding or managing business development, often with experience in donor-specific reporting.
- Strong written and verbal communication skills for crafting compelling narratives and proposals.
- Ability to build and maintain relationships with diverse stakeholders.
- Skills to manage multiple, high-stakes, concurrent proposal submissions.
- Experience in using Microsoft Softwares (MS Word, MS Excel and MS Project)

7. Accountability and Work Flexibility

Accountability

Reports Directly to: The Executive Director

Works Directly with: Finance and Administration Manager

Work Flexibility

The position is flexible and the candidate with a clear schedule is open to working virtually with meetings via phone and in-person when determined (about 30-40%) with possible days or weeks away in the field.

8. Application Information:

- All applicants must submit their Application Letter and CV to hr@irmghub.org and cc howora@irmghub.org not later than 05:00pm on 22nd March 2026.
- All application received after the deadline date shall be rejected.

- Due to possibility of high volume of applications received, we can **ONLY** contact successful candidates.
- Successful candidate will be required to provide proof of completion of their education, a scanned copy of their passport/national ID.
- Start date is 1st April 2026.
- **Female Candidates** are highly encouraged to apply.

Success Factors

The successful candidate will be energetic, able to work long hours outside of the office. The successful candidate will also have strong attention to detail, the ability to communicate well with community representatives and be committed to maintaining a compliant workplace, free of fraud and corruption.



IRMG
Internal Risk
Management Group