



Employment Opportunity

The Uganda National NGO Forum (UNNGOF) is a National Platform for NGOs that influence governance and development processes in Uganda and enhance their operating environment. Its constituency comprises National, Regional and International NGOs operating in different parts of the country. It also works with a larger civil society constituency to promote citizen-based governance.

UNNGOF is seeking to recruit competent and committed individuals to fill the following vacant positions:

1.0 Job title: Programme Officer

Position Description

Reporting to the Programme Coordinator, Civic Space and Governance Monitoring; the Programme Officer will work as part of the team to help shape and drive UNNGOF's civic space work and agenda; share lessons and effective practices; facilitate voices and perspectives from the local and national levels to inform policy spaces.

Roles and Responsibilities

- a. Implement the activities under the Strengthening Citizens Engagement in Elections (SCENE) project;
- b. Work collaboratively with other team members to develop, define and implement programme strategies to achieve significant and scalable impact;
- c. Work with relevant stakeholders to review opportunities, challenges and encourage collaboration, learning and strategic partnerships;
- d. Represent the organisation and its work to relevant stakeholders i.e. government, media, academia and private sector through meetings, updates and interviews;
- e. Plan and execute programme activities in a timely and accurate manner including preparation of work plans and periodic programmatic reporting;
- f. Organize and facilitate meetings, workshops and campaigns i.e. concept note development, programmes/agenda and minutes/reports;
- g. Assist in budget preparation and expense management activities within the programme including monitoring of project grants;
- h. Participate in research processes and writing of position papers on key governance and development issues;
- i. Ensure submission of quality and timely reports as per donor and UNNGOF standards; and
- j. Perform any other duties that are beyond the scope of this job description in mutual discussion and agreement with your supervisor or his/her representative.

Qualifications, Competences and Experience

- a. Must possess a Bachelor's degree in the fields of social work, political science, development economics, and or any other related field.
- b. Relevant post graduate qualification is an added advantage;

- c. Minimum of three or more years working experience in democracy, rights and governance sector;
- d. Ability to work independently with limited supervision and under immense pressure from time to time;
- e. Skilled in research methods and practices, data management and analysis;
- f. Strong conceptual, analytical, writing and presentation skills;
- g. Excellent communication and information management/technology skills; and
- h. Good interpersonal skills coupled with ability to influence, negotiate, advise, mentor and train respective staff and stakeholders.

2.0 Job title: Programme Assistant

Position Description

Reporting to the Programme Coordinator, Civic Space & Governance Monitoring; the Programme Assistant will be part of the civic space and governance monitoring team in planning, implementation and monitoring of planned activities.

Roles and Responsibilities

- a. In consultation with programme officer, ensure the design, development and implementation of programmes are undertaken;
- b. Responsible for development of progress reports i.e. weekly, monthly, quarterly and proposals;
- c. Update and maintain programme files for purposes of monitoring, evaluation and learning;
- d. Support the Coordinator and Programme Officer in ensuring that events and meetings are well organized and attended;
- e. Assist in documenting and disseminating of materials and publications;
- f. Perform any other duties that are beyond the scope of this job description in mutual discussion and agreement with your supervisor or his/her representative.

Qualifications, Experience and Skills

- a. Must possess a Bachelor's degree in the fields of social work, development economics, and or any other related field;
- b. A minimum of 2 years' working experience preferably in the NGO sector;
- c. Strong communicator, both verbally and in writing; and
- d. Good interpersonal and team oriented individual.

If you would like to be a part of the UNNGOF team, please send your application, detailed CV including contact addresses of three referees and copies of professional/academic certificates by close of business Tuesday 28th July 2020 to:

The Executive Director
Uganda National NGO Forum
Email: jobs@ngoforum.or.ug