

**UGANDA YOUTH NETWORK
(UYONET)**

JOB DESCRIPTION – EXECUTIVE DIRECTOR

The Uganda Youth Network (UYONET) seeks a young professional for an Executive Director position. The candidate will be a dynamic, ambitious, passionate and values-driven professional ready to manage the country's leading not-for-profit organization on youth development and governance issues. This is a full-time position based in Kampala, Uganda. This position attracts a salary of 3,000,000 UGX and will be reviewed based on performance.

Key Functions

The following are the key responsibilities that will define the mandate of the Executive Director and the responsibilities will be operationalized through an annual performance agreement agreed upon between the ED and the Board.

1. Programme Conceptualization and Development

- a) Provide leadership in the development of high quality funding proposals and concepts up to a tune of \$200,000 annually to support resources to implement the UYONET strategic plan.
- b) Renew and expand UYONET's current partners through relationship building and collaboration with existing funding partners.
- c) Ensure that Programme quality and accountability is maintained throughout all projects within the organization as well as quality reporting to all donors.
- d) Support high quality learning and documentation of program outcomes in the most effective way demonstrating value for money

2. Policy Influencing

- a) Provide female youth movement building through diverse programs aimed at bringing girls and young women in the youth age to dialogue and be seen influencing on matters affecting them.
- b) Coordinate youth civil society participation in and contribution to contemporary policy discussions at local and international levels.
- c) Represent UYONET at public policy forums as well as other events critical to the realization of the Network's objectives.
- d) Support the Organizations social media audience's feedback to ascertain their insights, ensuring quick and timely feedback on the issues identified.
- e) Increase visibility of UYONET work to the national and global level.

3. Youth Movement Profiling and Strengthening

- a) Provide support to the Board of Directors to re-verify the current UYONET membership and categorize them in accordance with the Membership Charter.
- b) Provide support to the Board of Directors to verify all current applicants and admit those who meet the eligibility criteria set out in the Membership Charter.
- c) Establish partnerships with other non-state actors to support the Network's efforts towards professionalizing youth work, influencing public policies and youth movement empowerment.
- d) Support the activation and regular update of all UYONET's online platforms to support information sharing and learning.

4. Strategic Implementation

- a) Lead the planning, development and periodical review of the organization's strategic plan.
- b) Direct the implementation of the organization's strategic plan, operational budget and funding strategy.
- c) Coordinate the successful implementation of the Network programmes and projects in line with the Partners' as well as Organization's regulations and policies
- d) Compile Programme reports to the required standards by partners.
- e) Ensure bold visibility of UYONET through planning and managing public events, social media and development of communication materials.

5. Reporting and Strategic Liaison

- a) Routine liaison and engagement with Government as well as current and prospective development partners supporting the work of the Network.
- b) Routine reporting to the Board of Directors on all matters pertaining to the work of the Network
- c) Provide advisory services to governments and development partners on meaningful youth participation in development and governance

Qualifications

- a) A Bachelor's Degree in preferably law, journalism, social science, education and other related from a recognized university.
- b) A Master's degree in any field from a recognized university will be an added advantage.
- c) At least 30 years and below

Core Competencies and Experiences

- a) At least 3 years of work experience in a development Programme delivery position for a not-for-profit organization
- b) Commitment to, experience in, and passion for youth organizing and development.
- c) Proven track record of fundraising and all aspects of donor relationship management.
- d) Strategic visioning and planning with ambition in growing a Network organization while ensuring national and global relevance.
- e) A good writer with proven track record of publications (articles, proposals or reports)
- f) Value-driven with a proven level of integrity and transparency, in previous engagements.
- g)** A good communicator with enthusiasm and willingness to champion the Network's core values.

Application Process and Deadline

A **one-page** motivational statement accompanied with a **three-page** curriculum vitae should be sent to tusiimirem@gmail.com with a copy to admin@uyonet.org. Applications will be received and reviewed on a rolling basis until the position is filled. UYONET is an equal opportunity employer and youth with disability are encouraged to apply. Mandatory back ground checks will be carried out for the successful candidate. UYONET exercises a Zero tolerance to Sexual exploitation, abuse and harassment.