



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER

Date : 1st August 2023

RE: JOB ADVERT

FAWE Uganda is in the process of filling the position of Program Coordinator - Protection to oversee the overall coordination of all aspects protection including Child Protection and GBV Prevention.

Job Title : Program Coordinator
Reports to : Programs Manager
Supervises : Program/Project Officers
Terms : Temporary (6 Months)
Location : Kampala, Head Office

Key Result Areas

1. Lead the organizational planning and implementation of all protection program activities.
2. Actively participate in the program planning and budgeting processes.
3. Prepare quality, timely and comprehensive reports on program activities and submit to them to the relevant offices.
4. Provide leadership to the Protection Team ensuring that they are supported to excel in the execution of their activities.
5. Ensure that all key stakeholders are up to date with program implementation progress through regular meetings, sharing of reports.
6. Support the documentation and share learning ensuring that lessons learned and best practices as well as other knowledge management activities are clear and documented.
7. Support the designing and implementation of effective advocacy strategies
8. Actively participate in the monitoring and evaluation of program activities

Qualifications and Requirements

- A Masters' degree in development oriented fields from a recognized institution is essential.
- A Post Graduate Diploma in Project Planning and Management from a recognized institution is essential.
- A Bachelor's Degree in Education, Social Sciences, Social Work and Social Administration, Development Studies or related field is essential
- Computer literacy is essential
- A certificate in Child Protection is essential

Requisite Experience, Knowledge and Skills

- At least seven (7) years of relevant experience in program related work from a reputable organization three of which must be at Program Officer level.
- Experience working in the field of education and women empowerment is essential
- Strong analytical and strategic thinking skills
- Proven strategic and implementation ability with strong conceptual and analytical skills for planning, monitoring, impact assessment and learning
- Ability to establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- Demonstrated ability to train adults
- Financial Management skills
- Human Resource Management skills
- Excellent communication skills

To apply:

If you are interested in taking up this role and meet fully the requirements above. Please submit your application not later than **Wednesday 16th August 2023** by **4:00pm** to;

**The Human Resource and Administration Manager
Forum for African Women Educationalists Uganda Chapter
Plot 328, Magulu Close, Bukoto
Kampala**

OR

E-mail;

humanresources@faweuganda.org

Suitably qualified and interested women are encouraged to apply