



## FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER

### JOB ADVERTISEMENT

Date: 20<sup>th</sup> June 2024

#### **About FAWE Uganda**

Forum for African Women Educationalists (FAWE) Uganda Chapter is a Non-Governmental Organization established in 1997 as part of the wider FAWE Network to address gender disparities in Education. FAWE Uganda has received funding from UNWOMEN to implement a Program on Skills Development through Climate Smart Livelihood Opportunities for Economic Empowerment of Female Youth in Obongi and Yumbe Districts – West Nile. FAWE Uganda seeks to hire competent, dynamic and experienced professional to fill the following position;

<b>Title:</b>	Project Assistant (1 Position)
<b>Duty Station:</b>	Obongi District
<b>Reports To:</b>	Programme Coordinator – Protection
<b>Supervises:</b>	None
<b>Duration:</b>	6 Months

#### **Job Summary:**

The Project Assistant shall be part of the programs team and shall provide support in planning, budgeting and implementation of the *“Program on Skills Development through Climate Smart Livelihood Opportunities for Economic Empowerment of Female Youth in Obongi and Yumbe Districts – West Nile”*. She/he has to ensure that high quality work is done in the delivery of services towards achieving the objectives of the project.

#### **Key Responsibilities**

- Spearhead community mobilization and awareness creation on the project
- Take lead role in the identification and verification of the targeted beneficiaries in liaison with the local/refugee and district leaders, OPM and UNCHR
- Develop and maintain appropriate communication with the team and other relevant stakeholders such as OPM, UNHCR and the district local government
- Represent FAWE Uganda in all coordination meeting at district and settlement level.
- Keep an updated record of all learners enrolled onto the skills training
- Engage communities to create awareness on gender equality and women groups through dialogues and interface meeting with local leaders
- Coordinate capacity building sessions for beneficiaries on non-farm income generating opportunities and other relevant enterprise development
- Conduct basic training on Gender, human rights & advocacy, GBV prevention, mitigation and response (protection) and conflict resolution, and disseminate GBV risk reduction and protection protocol/plan, and provision of psychosocial support for GBV survivors for the 100 learners.
- Monitor and supervise project activities continuously and evaluate progress using outputs and impact in accordance with the set-out project indicators
- Ensure accurate and timely reporting of activities according to applicable timeframes and formats.
- Prepare daily, weekly, monthly, and quarterly narrative reports and submit them accordingly to the supervisor

## QUALIFICATIONS AND TRAINING

- A Bachelor's Degree in Education, Social Sciences, Social Work and Social Administration, Development Studies, Adult and Community Education or related field is essential
- Computer literacy (MS Word, Excel)

## EXPERIENCE

- At least two (2) years' work experience implementing similar projects with a reputable NGO.
- Experience working with refugees especially in Bidibidi and Palorinya
- Knowledge of any of Madi, Aringa, Arabic or Lugbara is essential
- Knowledge of Arabic and or Swahilli will be an added advantage
- Ability to ride a motorcycle with Class A valid permit is essential

## PERSONAL ATTRIBUTES

- Working knowledge of project planning and management
- Demonstrated capacity building skills
- High standard of integrity, discretion and loyalty
- Actively seeks out feedback on their performance (both results and behaviors) with a view to continuous learning and growing
- Self-driven and able to work under minimal supervision
- Build relationships –ability to establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- Demonstrated report writing skills
- An excellent understanding of the concepts and practices of participatory development approaches
- Financial Management skills
- Excellent Communication skills

### To apply:

If you are interested in taking up this role and fully meet the requirements above. Please submit your application, Curriculum Vitae with three professional referees and copies of academic transcripts/certificates not later than **Friday 28<sup>th</sup> June 2024 by 1:00pm**, to;

The Human Resource and Administration Manager  
Forum for African Women Educationalists (FAWE) Uganda Chapter  
Plot 328 Magulu Close, Bukoto-Off Kisaasi Road  
P.O Box 27114, Kampala

### OR

Email; [humanresources@faweuganda.org](mailto:humanresources@faweuganda.org)

### Note:

***-All Applications sent via email MUST be sent as one document in PDF***

***-Any form of canvassing or lobbying will lead to automatic disqualification of the applicant***

***-While FAWE Uganda appreciates all applicants, only shortlisted candidates will be contacted.***