



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER

VACANCY ANNOUNCEMENT

Date: 13th July 2026

Job Title: Project Assistant

Location: Buyende District

Reporting to: Programme Coordinator

About Forum for African Women Educationalists (FAWE) Uganda Chapter

FAWE Uganda is a non-governmental organisation dedicated to bridging the gender gap in education at all levels. Established in 1997, FAWE Uganda is part of the network of 34 African FAWE Chapters all working towards improving the lives of girls and women across the continent. Together with our partners, we strive to make a difference in the lives of individuals, families and communities in need. Join our dynamic team and contribute to our noble cause.

We are seeking an experienced and detail-oriented **Project Assistant** to support the implementation of one of the FAWE Uganda projects in Buyende District.

Roles and Responsibilities

- Prepare project work plans, budgets, activity schedules and implementation timelines.
- Participate in the implementation of project activities in adherence to the approved workplans and timelines.
- Coordinate and follow-up of project activities, meetings, workshops, field visits, and training sessions at district level.
- Maintain accurate project records, correspondences, reports, and databases.
- Participate in data collection, entry, verification, and compilation for project monitoring and evaluation.
- Coordinate logistics for project events, including venue booking, participant communication, transport, accommodation, and materials.
- Liaise with project stakeholders, partners, service providers, and beneficiaries as may directed by the supervisor from time to time.

- Track project expenditures, Prepare procurement requests, invoices, and supporting documents in line with organizational procedures.
- Monitor deadlines and ensure that project deliverables are submitted on time.
- Prepare and submit periodic reports to the Programme Coordinator

Qualifications and Experience

- Bachelor's degree in Development Studies, Social Sciences, Social Work and Social Administration, or related field.
- At least one year's of experience in project implementation in an NGO or Community Based Organisation preferably within Busoga Sub-Region.
- Ability to speak the local language (Busoga)
- Ability to ride a motorcycle and with a valid riding permit.

To Apply

Interested candidates should apply to The Head of Human Resource and Administration and submit their cover letters, a detailed curriculum vitae and copies of relevant academic documents in one pdf file to: humanresources@faweuganda.org

Note:

Suitable qualified individuals are encouraged to apply.

While we appreciate all expressions of interest for this role, however, only shortlisted candidates will be contacted.

*Applications should be sent not later than **1700hrs on Friday 17th July 2026**. Please ensure that your attachments do not exceed 5 MB.*