



JOB OPPORTUNITY – PROGRAM COORDINATOR

Organization: The Uganda Association of Women Lawyers, FIDA Uganda

Job Title: Program Coordinator (Upcountry)

Reports to: Director of Programs

Background:

The Uganda Association of Women Lawyers, FIDA Uganda is an NGO that promotes and defends human rights with an emphasis on women and children as beneficiaries. FIDA Uganda was formed in 1974 as the Uganda chapter of the International Federation of Women Lawyers with a primary objective of promoting the professional growth of its members and helping women access their rights. The FIDA Uganda Head office is located on Plot 4, Robert Mugabe Road, Mbuya, Kampala district.

Job Summary: The Program coordinator plans and coordinates the day-to-day fiscal, administrative, and operational activities of the program/project according to high standards of professionalism and best practice.

Main Duties and Responsibilities;

- To coordinate planning, setting targets and implementing the different activities.
- To participate in mobilizing resources for program implementation
- To provide technical support and guidance to the FIDA Uganda program staff.
- Monitor project budget and track expenditures/transactions.
- Ensure that all narrative and financial reporting obligations as specified in the project documents and FIDA Uganda guidelines are adhered to in a timely manner.
- Supervise the performance of project staff
- Participate or ensure representation of the project in the scheduled Management meetings and other meetings with Donor, Partners and stakeholders.
- Actively participate in the procurement processes of the items in the project budget lines to ensure conformity to the specific requirements of both the project and yourself as the end user
- Document good practices and learning from experiences to invigorate policy influencing (strategic litigation).
- Ensure that information required by Management and the Board is provided in the agreed format and in a timely manner.
- Contributing towards Program Quality and Learning activities (M&E) in order to measure impact and ensure continuing improvement
- May assist with grant and/or proposal writing as appropriate to the objectives and funding nature of the program; may participate in other FIDA (U) fundraising activities.
- To carry out any other duties as may be assigned by the supervisor.



Personal Specifications and attributes;

- Bachelor of Laws, Social work and social administration, Community Psychology, Social Sciences, Development Studies and other related fields.
- Possession of a Post Graduate qualification in Project Planning and Management will be of added advantage
- 6 years of experience as program coordinator or similar position in a reputable organization.
- Knowledge of program management and development procedures
- Knowledge of budgeting, bookkeeping and reporting
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Close attention to detail and the ability to plan ahead
- Ability to work with diversity and multi-disciplinary teams
- Ability to coordinate and organize meetings and/or special events.
- Ability to gather and analyze statistical data and generate reports.
- Adaptability and Self-motivation

APPLICATION PROCEDURE;

Candidates with the necessary qualifications and experience should submit their application letters, updated CV and copies of academic certificates to the HR department at tkarumba@steadmanglobal.com and copy hrdepartment@fidauganda.org

Deadline for applications is Wednesday 10th February 2021 at 5:00pm. While FIDA Uganda appreciates all Applicants, only shortlisted candidates will be contacted.