



JOB OPPORTUNITY – PROGRAM OFFICER

Organization: The Uganda Association of Women Lawyers, FIDA Uganda

Job Title: Program Officer (2 positions) – Upcountry (Northern Uganda).

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 Officer is responsible for providing FIDA-Uganda Programs dedicated service according to high standards of professionalism and best practice; aiming to empower vulnerable women and children to enjoy their rights as equals.

Main Duties and Responsibilities;

- Timely implementation of the project activities so as to ensure that the donor expected burn rate is achieved.
- Write very good quality, timely and accurate project reports with detailed attention paid to the specific project deadline.
- Actively participate in the procurement processes of the items in your project budget lines to ensure conformity to the specific requirements of both the project and yourself as the end user
- Participating in the development of detailed project plans; including participating in stakeholder analysis and research if required
- Engaging with communities or stakeholder groups in a way that facilitates the changes in attitudes and behaviours identified as goals in the Project plan
- Designing and delivering learning and development interventions that will enable participants to improve their attitudes and behaviour towards vulnerable women and children
- Organizing and/or participating in networking events
- Engaging with the media, influencing and enabling them to promote the changes in attitudes and behaviours identified as goals in the Project plan
- Participating in the development of Information, Education & Communication Campaigns
- 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
- At least 3 years of experience as program officer or similar position in a busy organization
- Knowledge of program management and development procedures
- 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
- 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.