NATIONAL UNION OF WOMEN WITH DISABILITIES OF UGANDA

JOB ADVERT

POSITION: PROGRAMS MANAGER

National Union of Women with Disabilities of Uganda (NUWODU) is an indigenous women-led Disabled Peoples Organization. It is an umbrella Organization that was formed in 1999 with the overall purpose of bringing together all categories of girls and women with disabilities including the physically, sensory and mentally impaired women.

NUWODU provides a strong voice for a common cause, particularly to defend, protect and promote the rights and advocate for equal opportunities for Women and Girls with Disabilities.

NUWODU works to advance the rights of Women and Girls with Disabilities including advocating for their inclusion development programs.

VISION: A society where Women and Girls with Disabilities live dignified lives.

MISSION: To promote the political, economic, social and cultural advancement of Women and Girls with Disabilities through advocacy for their effective participation in development.

NUWODU wishes to recruit a Program Manager to support in the Program Management of the organization.

Purpose of the Job

- The Program Manager will be responsible for effective and efficient management and implementation of NUWODU’s Programs in Uganda
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management and implementation of NUWODU programs in Uganda.

- She/he will provide technical competence on Gender Equality, Women’s Empowerment and Disability.
- She/he will lead the formulation, management, implementation and evaluation of program activities within his/her portfolio and provide technical guidance to Project Officers, membership and DPOs on Gender mainstreaming.
- She/he will ensure effective design, planning, implementation, smooth communication, monitoring and evaluation, including documentation and reporting on programs and projects.
- She/he will have overall responsibility to coordinate all the projects in the organization.
- She/he will be expected to participate in proposal development and fundraising events for the organization.

Chain of reporting

The Program Manager will be Head of Programs in the organization and report directly to the Executive Secretary and shall be a member of the Senior Management of the Organization.

Duties and Responsibilities

Technical Leadership

- Provide technical leadership in the formulation, design, implementation, monitoring and reporting of all project activities
- Provide technical advice and leadership to project officers
- Ensure quality and timely implementation of the projects, documentation of good practices, success stories as well as high quality and timely reporting for results
- Maintain budget awareness and ensure funds are utilized in line with agreed plan and budgets.
- Financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions.
- Participation in audit of projects follows up on audit recommendations and all exceptions are timely reported.
- Maintain awareness of contractual obligations with donors and ensure full compliance of reporting requirements

Partnerships and Coordination

- Maintain active interaction with partners, DPOs, Government and coalition members
- Represent NUWODU on issues of Women and Girls with Disabilities
Provide technical support to the development of relevant advocacy and policy documents to address the needs of Women and People with Disabilities.

Planning, Monitoring, Evaluation and Reporting:
In collaboration with the Monitoring and Evaluation officer – collect, compile, analyze and share periodic data/information on program performance to inform continued program efficiency and effectiveness.
Provide analytic and strategic inputs to the Strategic Plan and Annual Work plans to ensure objectives are met and effectively addressed.
Collect and compile program activity information, evaluating progress toward achievement of annual work plans and related program outcomes.
Ensure that aggregate reports are regularly prepared and submitted on time.

Reporting and Documentation
- The Job holder shall be responsible for collecting data, documenting and reporting on all activities carried out in programs department.
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- Ensure timely, quality and effective reporting according to donor formats as well as organizations format on monthly, quarterly and annual basis.
- Documentation and reporting of best practices and lessons learned on particular projects for organizations learning.
- Support Program officers to come up with quality and timely reports.

Financial Management
- Supervise the implementation of activities in line with the budgets and work plans.
- Ensure Program Staff adhere to organization policies, guidelines, budgets and work plans including timely implementation.
- Work hand in hand with the Finance Manager to ensure financial regulations and policies are adhered to by Program Staff.

Competencies
- Advocacy
- Strategic alliances
- Results Based Programming and Management
- Resource mobilization
- Promote organization’s learning and knowledge sharing

EXPERIENCE
- The Job Holder must have at least 5 years working experience in project management and Implementation, Report Writing, monitoring and evaluation.
and resource mobilization.

- Held supervisory position of staff under his/her department.
- Knowledgeable in Gender and Disability issues
- Experienced in working with Women and Persons with Disabilities.
- Able to deliver results effectively with minimum supervision, ability and willingness to learn.
- Have skills in Monitoring and Evaluation and is able to document results, lessons and best practices out of interventions.
- Must have good communication skills
- Must have good track record in financial management, accountability and reporting.

**QUALIFICATIONS**

The Job Holder must possess Masters or Post Graduate Diploma in Project Planning and Management, Monitoring and Evaluation, Development studies and Gender and Disability Studies and Human Rights and any other relevant course.

**Procedure for submission of application**

All applicants are to submit their CVs and Motivation letter ONLY addressed to;
Chairperson Personnel Committee,
Plot 2015 Kisaasi Kyanja Road,
P.O BOX 24891,
Kampala.
Or email to nuwodu@gmail.com, cc: shanah3000@gmail.com
Cleary mark the position you are applying for.

**Deadline: 8th February 2019**

NUWODU is an equal opportunity employer; suitably qualified Women/Girls with Disabilities are encouraged to apply.