VACANCY ANNOUNCEMENT

National Union of Women with Disabilities of Uganda (NUWODU) is an indigenous woman–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 Equality, Empowerment and the Rights of Women and Girls with Disabilities in 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 is seeking to recruit a dynamic, energetic, and result-oriented professional lady aged between 30 years – 50 years to take up the position of Executive Secretary.

Position: Executive Secretary – re-advertised. Those that applied previously need not apply

Duty Station: Kampala

Reports to: Chairperson Board of Directors

Main Function

1. The Executive Secretary is the head of Secretariat who oversees the daily running of the Organization.
2. Provides strategic leadership on policy matters and development, partnership development, resource mobilization and advocates for mainstreaming on key Disability and Gender issues at national and international levels.
3. The Executive Secretary is the chief accounting officer of the organization and ensures financial procedures and systems are adhered to.
Roles and Responsibilities

Manage the strategic programme planning and development:

- Lead the design, planning, formulation, preparation and development of Strategic Programme
- Provide substantive advice to the Board of Directors and Senior Management on the Organization's strategy, direction and planning of programmes and projects
- Manage and ensure the quality of results-based and rights-based programming for the organization.
- Lead the monitoring of the results-based management approach to programme planning and design.
- Guide the Board of Directors on technical and policy matters
- Implement Decisions of the Board in accordance with the laws and policies of NUWODU.

Manage the Office:

- Lead the office in the delivery of operational goals; Finalize the annual work plan and budget; and oversee the implementation, including providing direction, guidance and technical support;
- Oversee and approve programme work plans and monitor the overall progress and compliance of the
- Manage the preparation of NUWODU Annual reports;
- Manage the audit process and timely response to audit reports
- Manage the performance of staff under her supervision; provide managerial direction, guidance and leadership to staff and provide performance feedback and coaching to staff under supervision.

Represent NUWODU and lead advocacy strategies:

- Represent NUWODU in National, Regional and International forums, public information/relations events and key meetings, participate in policy dialogue; discuss policy initiatives, present policy papers/ideas on inclusion of women and girls with Disabilities.
- Build relations and partnerships with high level and senior government officials as well as multi-lateral, bi-lateral agencies and NGOs; and participate in regional, country and other critical meetings and events;
- Lead and support advocacy for gender equality and women's empowerment to ensure Issues of Girls and Women with Disabilities are mainstream in the mainstream development, women rights and disability rights movements.

Create and maintain strategic partnerships and manage resource mobilization strategies:

- Lead the development of resource mobilization strategies and manage the development of proposals. Ensuring timely and quality proposals are developed and submitted.
- Establish and maintain relationships with donors, partners, stakeholders to achieve active collaboration, cooperation and alliances on programme development and implementation and resource mobilization;
- Finalize donor reports and negotiate and/or approve cost-sharing agreements with donors; Establish reporting accountability framework to ensure that donors are duly informed on a timely basis.

**Knowledge management, innovation and capacity building:**

- Develop and implement innovations and best practices in NUWODU
- Promote learning and development by providing opportunities for training and capacity guiding to enhance the competencies/productivity of staff members;
- Lead the production of knowledge products.

**Competencies**

- Strong leadership and management skills
- High level of integrity and transparency
- Strong communication, networking and negotiation skills
- Analytical and conceptual skills for organizational management and growth
- Team player
- Resource mobilization skills
- Results oriented individual
- Knowledge in Women’s Rights, Disability Rights and Financial Management
- Creativity and innovation

**Qualification**

Masters Degree in Gender studies, Development Studies, Social and Policy Development and in any related discipline.

**Experience**

The JH should possess at least 8 years’ experience at managerial or senior level in NGO or similar sector supporting vulnerable categories with focus on Gender, Disability and Women Empowerment.

Interested applicants who meet the above qualifications should submit only Curriculum Vitae and motivation letter, please indicate salary expectation in your motivation letter.

**Submission**

Application can be addressed and delivered to:

Chairperson Personnel Committee

National Union of Women with Disabilities of Uganda

Plot 2015, Kisaasi Kyanja Road

P.O Box 24891 Kampala

Or email to: nuwodu@gmail.com and CC: nshamim@nuwoduganda.org
Deadline: 10th May 2019 5:00PM- East African Time

Note: This position is only for qualified Female candidates and ONLY shortlisted candidates will be contacted.