



## VACANCY ANNOUNCEMENT FOR A PROJECT ASSISTANT

Forum for Women in Democracy (FOWODE) is a national women's non-governmental organization based in Kampala. FOWODE wishes to add to her team a competent, results driven, proactive and self-driven individual and is seeking applications to fill the position of Project Assistant as below.

### **Purpose of the Job**

The Project Assistant will support the Programme Team in promoting gender equality in all areas of decision making.

### **Roles and Responsibilities**

#### **Project Management**

- Support in effective implementation of programme activities according to set targets and timelines.
- Support in preparing activity work plans and budgets.

#### **Monitoring, documentation and reporting**

- Provide assistance in organizing field monitoring visits.
- Support the Program Officers to develop quarterly project progress reports and plans.
- Assist program Officers to consolidate activity reports from Field Officers.
- Support in the development and dissemination of good practices of our work.

#### **Research and Advocacy**

- Provide research information for program and resource mobilization.
- Consolidate district specific contextual information.
- Support advocacy on the issues arising from research and policy analysis.

#### **Networking**

- Support in organizing and coordinating planning, reflection and validation meetings with partners and beneficiaries.
- Participate in networking events and share reports.

### **Communication**

- Support documentation of human interest stories and case studies.
- Participate in social media engagements informed by our work.

### **Organizational support and representation of FOWODE**

- Represent FOWODE at different forums.

### **Qualifications, skills and Experience**

Bachelor's degree focusing on gender, development, Public Policy or a related area from a recognized University. A Post Graduate Diploma in Project Planning and Management will be an added advantage.

### **To Apply**

All suitably qualified candidates are encouraged to apply and submit their cover letters, a detailed curriculum vitae and copies of relevant academic documents to: [hr@fowode.org](mailto:hr@fowode.org).

*Applications should be sent not later than Tuesday, 26<sup>th</sup> October 2021 at 5.00pm. Please ensure that your attachments do not exceed 5 MB.*

*We do appreciate your interest to work with FOWODE however, we regret that only shortlisted candidates will be contacted.*