



VACANCY ANNOUNCEMENTS

Forum for Women in Democracy is a women's nongovernmental organization based in Kampala. FOWODE wishes to add to her team competent, results driven, dynamic and self-driven individuals and is seeking applications to fill the vacant posts of Programme Officer, Information Technology (IT) Assistant, Front Desk Officer and Field Volunteers as below;

1. Job Title: Programme Officer (1 Post)

Purpose of the Job

The Programme Officer is responsible for supporting the programme team in fundraising, developing and maintaining relationships with stakeholders providing in technical assistance and participating in planning, implementing, monitoring, evaluating and reporting and collaborating with other departments to develop integrated programming. S/he will focus heavily on supporting programme design, donor/partner engagement, information management and reporting.

Roles and Responsibilities

- Co-ordinate the implementation of various projects
- Generate periodic reports, including programmatic and donor reports
- Coordinate and participate in research and analysis of existing and emerging program and policy areas related to gender equality and women's empowerment to inform programme development.
- Generate ideas and fundraise for the organization including development of concept notes and proposals.
- Take part in the development of partnerships and alliances relevant to the programme in particular and the organization in general.
- Contribute effectively to planning, monitoring, reporting and information dissemination of FOWODE program work.
- Ensure visibility of FOWODE programmes through contribution to FOWODE reports and publications and relevant local and national meetings

Qualifications

- Bachelor's degree and/or Master's degree in Gender Studies, Economics, Public Policy, International Development or a related field from a recognized University.
- Post Graduate Diploma in Project Planning and Management is an added advantage

Skills and Experience

- At least three (3) years working experience in a nongovernmental organization preferably in policy advocacy work
- At least 2 years' experience in project planning and management

- Substantive knowledge and understanding of Uganda's economic, political and social dynamics, gender equality and human rights
- Demonstrated team working qualities and ability to deliver quality results
- Ability to work effectively in a multi-cultural environment with sensitivity and respect for diversity
- Excellent verbal, writing and communication skills
- Policy analysis, research and advocacy skills
- Resource mobilization skills will be an added advantage

2. Job Title: Information Technology (IT) Assistant (1 Post)

Purpose of the Job

The IT Assistant is responsible for installation, operation and maintenance of computer systems and other technologies such as communication systems. S/he will train users of the systems to make appropriate and safe usage of the IT infrastructure.

Roles and Responsibilities

- Oversee the implementation of an IT and equipment policy
- Manage and update the organization's website and social media platforms
- Maintain the organisation's IT equipment in good working condition
- Track all IT inventory at Head office and Field offices
- Facilitate the effective sharing of information within and outside the organization through proper management of the Local Area Network (LAN) as well as connectivity to the internet (WAN)
- Ensure proper implementation of the organisation's IT disaster recovery strategy through regular and strategic backup of organisational information
- Keep detailed records of network's configurations, peripheral specifications and solutions for future reference
- Recommend, schedule and perform OC hardware and peripheral equipment improvements, upgrades and repairs
- Provide day to day end user support to FOWODE staff including training and re-training on computer use and specific software packages including the organisation's online M&E system.
- Analyze, evaluate and implement software / hardware installations, updates and upgrades

Qualifications, skills and Experience

- The applicant must hold a Bachelor's degree in information Technology, Computer Science, Engineering or a related degree from a reputable university.
- Knowledge of computer networking systems and computer hardware is essential
- Proven experience as an IT Technician
- Excellent diagnostic and problem solving skills
- Good knowledge of internet security and data privacy principles
- Knowledgeable on recent versions of Microsoft Office software suite
- Ability to work independently and also as a team
- Strong Written and oral communication skills
- At least three (3) years working experience in IT work in an organization

3. Job Title: Front Desk Officer (1 Post)

Purpose of the Job

The Front Desk Officer shall be responsible for overseeing the general ambience at the office reception based at our Head Office in Kampala. She shall be the focal entry point into the organization and charged with promoting FOWODE's image in a professional manner.

Duties and Responsibilities

- Provides efficient administrative support to the management of Head Office
- Maintains an attractive, pleasant and neat front desk area
- Receives and assists visitors to the office courteously, answering queries and providing information while being as prudent as possible.
- Effectively manages office telephone communication in a courteous manner by receiving all incoming telephone calls, recording and distributing incoming messages for staff and making official phone calls on behalf of staff.
- Manages flight and accommodation bookings in a timely manner and coordinates all visitor schedules.
- Provide administrative support to the HR and Administration Officer.
- Ensure appropriate management of incoming and outgoing mail.
- Maintain an updated utility tracking system i.e. telephone, water, electricity etc.
- Monitor visitor access and security at the reception area.

Qualifications and experience

Bachelor's degree in Office Administration and Management or a minimum of a Diploma in Secretarial Studies and or Office Management and Administration. Experience working in a nongovernmental organization will be an added advantage. At least 2 years' relevant experience in a similar position in a busy work setting.

Knowledge, Skills, and Abilities

- Computer literacy, especially with MS Word and Ms Excel packages.
- A team player.
- Pleasant and courteous personality, cooperative and with good public relations skills.
- Good time management, planning and organizational skills
- Able to take initiative and work under minimum supervision.
- Flexibility and ability to work under pressure.
- Good problem solving and multitasking skills.
- Ability to use internet social media platforms.
- Good oral and written English.

4. Job Title: Field Volunteers for Kabale, Kagadi, Mityana and Lyantonde Districts

Roles and Responsibilities:

1. Work with the Field Officers to undertake organizational work at the district level
2. Organize FOWODE activities at district level
3. Prepare project/activity narrative and financial reports

4. Represent FOWODE at district and other stakeholder's meetings
5. Maintain and safeguard FOWODE property at the district level
6. Contribute to the organization's visibility at district level

General requirements:

1. Must have a minimum of a diploma in Social Sciences or Education. A Bachelor's Degree in Social Sciences, Development Studies, Mass Communication and any other related field.
2. Have interest in promoting gender equality and women's leadership in Uganda.
3. Have a strong command of the English language and the local language of the district
4. Must be resident in the respective district
5. Must have computer skills
6. Must be willing to commit sufficient time for organisational activities
7. Prior experience working with an NGO will be an added advantage

Interested and qualified candidates should apply via the email below and submit their cover letters, detailed curriculum vitae and copies of relevant academic documents to: rebecca.kato@fowode.org and copy in patricia.munabi@fowode.org addressed to;

The Executive Director
Forum for Women in Democracy (FOWODE)
P.O. Box 7176
Kampala

Applications should be sent not later than Wednesday, 17th April 2019 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.