



FORUM FOR WOMEN IN DEMOCRACY (FOWODE)

VACANCY FOR FIELD OFFICER

Forum for Women in Democracy is a non-partisan women's organization operating in Uganda with its head office in Kampala. FOWODE grew out of the Women's Caucus of the 1994 – 1995 Constituent Assembly (CA) that debated and passed the 1995 Constitution. The organization's mission is to promote gender equality in all areas of decision making through capacity development, community empowerment, policy engagement and strategic partnerships.

FOWODE is looking for a **Field Officer** to lead the implementation of the organization's work in **Lyantonde district**. The Officer will:

1. Be the contact person for FOWODE at the district level.
2. Manage the FOWODE Field Office.
3. Organise and manage FOWODE activities at district level.
4. Prepare project/activity narrative and financial reports.
5. Participate in fundraising through developing concepts and identifying potential partners.
6. Supervise FOWODE resource persons including interns in the district.
7. Represent FOWODE at district and other stakeholders' meetings.
8. Network and collaborate with the local government, other likeminded organisations and partners with the goal of advancing gender equality and women's empowerment.
9. Maintain and safeguard FOWODE property at the district level.

Qualifications

- Minimum of a Diploma in Social Sciences, Social Work and Social Administration, Community Psychology and Development Studies or related field. Must have knowledge of gender and women's rights. Knowledge of Project Planning and Management is an added advantage.
- The individual should be self-driven with an interest in continuous learning.

Experience skills and knowledge

- Minimum of two years working at field level
- Good report writing and communication skills
- Computer skills with knowledge in internet usage

Additional requirements

- Must be resident in Lyantonde.
- Must be able to communicate fluently in the local language
- Must be able to ride a motor cycle.

Interested female candidates are encouraged to send their applications including their curriculum vitae and copies of academic documents to hr@fowode.org or deliver to the address below;

The Executive Director

Forum for Women in Democracy (FOWODE)
Plot 15 Vubya Close, Ntinda - Nakawa Road
P.O. Box 7176
Kampala

Applications should be sent no later than **4th January 2021 at 5.00pm**. *Only short listed applicants will be contacted for interviews.*