



## VACANCY FOR PROGRAM OFFICER, GENDER AND ECONOMIC JUSTICE PROGRAM

Forum for Women in Democracy (FOWODE) is a national women's non-governmental organization based in Kampala. FOWODE seeks to recruit a Programme Officer in the Gender and Economic Justice Program stationed at FOWODE Head Office in Ntinda, Kampala.

**Job purpose:** The Program Officer will implement and support FOWODE's policy work on Gender and Economic Justice.

### Roles and Responsibilities

- Participate in and ensure effective planning, implementation and management of projects.
- Prepare periodic specific work plans, reports and budgets to guide project implementation.
- Contribute to the organisational framework for policy formulation, analysis and strategy.
- Support the implementation of policy analysis/decisions of the GEJ program and develop conceptual and methodological frameworks and detailed implementation plans for policy decisions emanating from the organisation to external/internal parties.
- Co-ordinate research and analysis of existing and emerging program and policy areas at both national and local government level related to gender equality and economic justice.
- Based on research findings and sound analysis, contribute to regional/national policy discourse.
- Play a role in advocacy on issues arising from research and policy analysis and on the broad organisational areas of governance and economic policy.
- Coordinate policy engagement activities with government stakeholders, at the national and local levels.
- Contribute to the development of indicators for assessing progress of projects and the programme and participate in monitoring and evaluation of programme activities.
- Develop program, progress, donor and other reports.
- Generate ideas and fundraise for the organisation including development of concept notes and proposals.
- Take part in the development of partnerships and alliances relevant to the program in particular and the organisation in general.
- Work with the Communication unit to develop and disseminate a collection of good practices of our work.
- Supervise and support Field Officers (FOs) to effectively carry out their duties.

### Experience, Skills & Competencies

- At least 3 years' working experience in a non-governmental organization preferably in policy advocacy work.
- Keen understanding of the country's macro and micro economic dynamics; analytical and conceptual skills and ability to translate these into program development.
- Substantive knowledge and understanding of economic governance and development issues.
- Track record of effective research in the field of policies and laws.
- Substantial experience in policy formulation, advocacy and advise in the areas of gender budgeting.
- Experience of influencing state actors on policy issues.
- Ability to complete succinct policy briefs as well as lengthy reports.

- Excellent public speaking skills.
- Computer literacy with working knowledge of Microsoft word, excel and power point.

**Educational requirements**

- A Bachelors' degree and/or Master's degree in Economics or Statistics with a background in gender, development and /or public policy, from a recognized University.
- A Masters' degree in a related field is 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 Monday, 26<sup>th</sup> September 2022 at 5.00pm. Please ensure that your attachments do not exceed 5 MB.*

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