



FORUM FOR WOMEN IN DEMOCRACY (FOWODE)

VACANCY FOR FIELD ASSISTANTS

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 **Field Assistants** to support the Field Programme Officers in the implementation of the organization's work in **Gulu & Kibuku Field Office**.

Roles and Responsibilities

- Support to prepare project and period specific work plans to guide implementation of activities.
- Support to mobilize and organize beneficiaries, partners and other stakeholders for training and participation in project activities.
- Represent FOWODE at key forums such as sector meetings at district and regional level in consultation with your line supervisor.
- Support the Field Officer in the preparation and provision of project reports in a timely and accurate manner including monthly reports, quarterly reports, donor reports and annual reports.
- Promote the organization's visibility in the print and electronic media including social media.
- Ensure cost effective use of all FOWODE's resources in line with the national laws, organizational policy and values.

Qualifications

- Minimum of a Diploma in Social Work and Social Administration. Bachelor's degree in Social Sciences, Community Psychology, Mass Communication and Development Studies. A certificate or Post Graduate Diploma in Project Planning and Management and knowledge in Gender Studies is an added advantage.

Experience skills and knowledge

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

Additional requirements

- Must be residents in Gulu and Kibuku.
- Must be able to communicate fluently in the local language.
- Must be able to ride a motorcycle.

FOWODE is an equal opportunities employer. Ladies in their diversity are especially encouraged 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 not later than 6th June 2024 at 5.00pm.** Please ensure that your attachments do not exceed 5 MB Interested individuals should send their applications including their curriculum vitae and copies of academic documents to hr@fowode.org addressed to:

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

The above advert can also be found on our website www.fowode.org using the link below;
<https://fowode.org/our-vacancies/>

Only short-listed applicants will be contacted for interviews.