

Forum for Women in Democracy

Shaping the future

FOWODE

JOB ADVERT-REGIONAL PROJECT COORDINATOR

Forum for Women in Democracy (FOWODE) is a women's rights organization that was born in 1995 to pursue a vision of "a just and fair society where women and men, in the public and private, participate in and benefit from decision making processes. FOWODE is implementing the Women's Amplified Voice for Accountability (WAVA) Project in five districts of Karamoja: Napak, Amudat, Nakapiripirit, Kotido, and Karenga. **We are looking for a passionate, experienced, and dynamic Regional Project Coordinator to oversee the successful delivery of the WAVA Project in the five districts of Karamoja region.**

Key Responsibilities:

- Take lead of project Planning & Implementation: Assist management in developing project plans, timelines, and budgets.
- Stakeholder & Team Coordination. Serve as a liaison between FOWODE management, the field team in Napak, implementing partners in Amudat, Nakapiripirit, Kotido and Karenga districts, Local Government leaders and beneficiaries.
- Monitoring and Reporting: Work with the Monitoring Evaluation Accountability and Learning (MEAL) at head office to track project milestones, outputs, and outcomes; Prepare regular draft progress reports for management and donors.
- Documentation and Compliance. Oversee documentation of all project activities to ensure accurate records are kept and compliance with donor requirements.
- Capacity Building and Support: Train and mentor field staff and volunteers in the five districts to ensure quality and harmonization of project implementation methodologies, and promotion of best practices.
- Problem-Solving & Risk Management: Identify potential risks, operational challenges and propose mitigation strategies to ensure the project is kept on track
- Community & Beneficiary Engagement: Work closely with target communities, collect feedback and report to management for incorporation of the same into project improvements.

Qualifications:

1. Bachelor of Social Sciences, Development Studies, Public Administration, Project Management.
2. A postgraduate qualification in Project Planning and Management or a related area is an added advantage.
3. At least 5 years of relevant experience in project coordination, preferably in NGO settings or community development projects.
4. Good understanding of the socio-economic context in Karamoja, fluency in the local language.
5. Strong communication and interpersonal skills for program collaboration.
6. Strong organizational and multitasking abilities.
7. Proficiency in data analysis and reporting tools.
8. Proficiency in computer applications (e.g., Microsoft Office suite) to produce reports, manage data, and support program operations efficiently.
9. Ability to ride a motorcycle is essential.

Application Procedure:

All applications should be addressed to The Executive Director at the Forum For Women in Democracy and sent via email to hr@fowode.org **not later than 15th May, 2025 at 12PM.** Applicants are **STRICTLY** advised to apply only with a cover letter, CV and academic documents) combined in one PDF document **labelled with the applicant name not exceeding 7 pages**, quoting clearly the Position only in the subject line **i.e Regional Project Coordinator.**