



VACANCY ANNOUNCEMENT

Job Title: Project Officer

Reports to: Program Manager

Duty station: Kampala

Duration: One-year renewable based on performance and availability of funds

Job Responsibilities:

- Coordinate implementation of all project interventions in line with CEWIGO policies and donor requirements.
- Carrying out program beneficiary screening in order to accurately identify eligible project beneficiaries.
- Ensure that relevant team members understand their respective roles and make positive contributions to achieve the planned project results.
- Monitor and report any challenges and/or gaps identified to inform adjustments to implementation schedules and project results at all levels.
- Conduct beneficiary capacity needs assessment and lead technical support for empowerment to ensure effective impact.
- Ensure proper tracking of resources and project results through periodic budget reviews and follow-ups.
- Coordinate logistical and administrative components of the project.
- Ensure effective project documentation as per CEWIGO's reporting guidelines and donor requirements.
- Identify unmet community perspectives and emerging issues and integrate them in funding proposals.
- Execute any other duties as may be assigned by the supervisor or Executive Director

Required Qualifications and Experience:

- A Bachelor's Degree in Development Studies, Social Sciences or in a related field
- A minimum of 2 years Community Project Management work experience
- Additional Post Graduate relevant experience will be an added advantage
- Proven experience working with Local Governments and communities
- Strong aptitude using MS Office packages (Excel, Word & PowerPoint)

Personal Skills:

- Analysis and problem-solving skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local communities and other partners.
- Proactive, results-oriented and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities

DISCLAIMER CLAUSE:

This job description is not an exhaustive list of skills, effort, duties and responsibilities associated with the position.

NOTE:

- To apply, please follow these instructions otherwise your application will NOT be considered: Email a cover letter, CV and scanned copies of academic documents only to info@cewigo.com by 5:00pm on 12th, February 2020.
- The subject line of the email should be **CEWIGO Project Officer**

ONLY SELECTED CANDIDATES THAT MEET ALL THE REQUIREMENTS WILL BE NOTIFIED.