



European Union  
Civil Protection and  
Humanitarian Aid



## ADVERT CAREER OPPORTUNITY

Community Empowerment for Peace and Development West Nile (CEPAD-WN) is a voluntary non profit-making organization that works to resist violence, transform conflicts, and build peace in communities. Our vision is a prosperous and peaceful society where every person has access to basic human rights and needs. Founded in 2014 By Ugandan women who have worked in conflict zone for more than a decade and are scholars of peace and conflict management. CEPADWN was registered with the then Arua district local government as a CBO in 2014. In 2019, CEPADWN became a member of Arua district NGO forum, West Nile Humanitarian platform and the charter 4change. This year March 2021, CEPADWN has become a national NGO registered with the NGO Bureau with five years' work permit. CEPADWN also has obtained MOU with OPM to operate in the settlements within West Nile.

CEPADWN as a sub partner of CARE International will be implementing a ten (10) months project in Imvepi refugee settlement in West Nile spanning from July 2021 to April 2022. Access, Protection, Empowerment, Accountability and Leadership (APEAL) III project is funded by ECHO. A consortium led by CARE as technical lead in Protection mainstreaming, GBV prevention, Women lead in emergencies and Gender in Emergencies, in partnership with International Rescue Committee (IRC, Save the Children, Uganda Law Society, Humanity Inclusion, TPO-Uganda, WoMena Uganda and CEPADWN will deliver a comprehensive, evidence-based and people-centred Protection & Gender-Based Violence (GBV) sector response for refugees and host communities in West Nile. CEPADWN therefore is looking for competent, motivated and skilled persons to fill the following positions.

**1. Job title:** Program officer (01 person)

**Organization:** Community Empowerment for Peace and Development West Nile (CEPADWN)

**Duty Station:** Imvepi Refugee Settlement (Terego District)

**Reports to:** The Executive Director

**Supervise:** Program Assistant

**Job Summary;** to manage and coordinate all project related activities of the organization by way of establishing procedures and setting priorities for the achievement of the organization's objectives.

The Program Officer, with support from the ED, is responsible for the day to day planning, and implementation of activities under the specific APEALIII project assigned to him/her. He/she should have high level of integrity and ensures Gender equity, safeguarding and protection in planning and implementation of all project activities and pro-actively monitors and reports (potential) concerns in line with CEPADWN Protection Policy; Ensures high-level implementation of women and girls protection activities and ensures the project builds upon achievements of the APEAL III project funded by EHCO through CARE International in Imvepi settlement. Actively contributes to capacity building of the local community structures and pro-actively coordinates with other Protection partners and stakeholders at all levels in Imvepi settlement.

### **Key Duties**

- Implements project activities in line with the project proposal to achieve optimal project outputs and outcomes in line with CEPADWN/donor procedures and targets;
- Supports program Assistant in day to day implementation
- Develop and manage program budget ensuring that all projects are implemented in line with donor agreements
- Accounts timely for executed project activities in line with and according to relevant donor policies and guidelines
- Ensures project outputs are consistent with project proposals, log frames and in line with quality standards and donor policies
- Oversees and ensures implementation is in line with standards and policies of both CEPADWN, CARE and government of Uganda;
- Prepare implementation plans and activity/monthly reports;
- Identify, document lessons learned and best practices
- Prepare and submit well written success stories
- Actively participate in (technical) working groups and coordination meetings.
- Create a vision that is singular and that provides unity and inspiration within the organization.
- Lead and manage by motivating employees to remain optimistic even in the face of challenges and encouraging good performance and values.
- Implement performance management processes and regularly sets targets for direct reports and conducts effective staff appraisals
- Allocate resources and supplies as to ensure staff and volunteers can complete their responsibilities to their highest potential.
- Ensure that all implemented activities are relevant to the mission and vision of the organization.
- Invest in building relationships, both with the outside community and with the population that the organization is targeting.
- Perform any other duties assigned by the Chief Executive Officer.

## **Qualifications**

Degree in social works, development studies, or any related field, certificate in administrative law is an added advantage. At least 2 – 3 years of successful experience in a similar position implementing related projects.

## **COMPETENCIES**

- High analytical skills, be able to see patterns, be a fast thinker and a good decision maker.
- Excellent communication, networking and Team building skills.
- Results/action-orientation project management skills.
- Organizational and political agility; developed negotiation skills.
- Proven ability to write documents in a concise, convincing manner.
- Ability to operate successfully with a high degree of autonomy.
- Unquestionable personal code of confidentiality, ethics, integrity.
- Should know how to ride a motorcycle and have a valid riding permit

**2. Job title:** Program Assistant (01 person)

**Organization:** Community Empowerment for Peace and Development West Nile (CEPADWN)

**Duty Station:** Imvepi Refugee Settlement (Terego District)

**Reports to:** The Program Officer

**Supervise:** Community based Facilitators

**Job Summary:** The Program Assistant will be tasked with ensuring effective implementation of project activities; in close consultation with leaders of community, local government, and other stakeholders. Under the supervision of the program officer, the program assistant will support in the implementation of activities and supervision of community-based facilitators.

### **Key Duties.**

- Submit monthly field activity reports to the project officer
- Assist in the preparation of quarterly and project work plan as well as monitoring
- Contribute to end of project report as required by the organization
- Assist in project proposal development
- Monitor field activities
- Monitor, supervise and support the community based facilitators

- Evaluate and generate new changes related to project implementation
- Work with the MEAL officer on monitoring of the project activities
- Perform any other duties as assigned from time to time by the project officer
- Coordinate all field activities and report activities and any urgent issues

### **Qualifications**

- Diploma in social works, development studies, public administration and any related field, certificate in administrative law is an added advantage.
- Applicant should be computer literate.
- One year of experience in implementing project in communities
- Native of the area are preferred/should speak the local languages

### **COMPETENCIES**

- Strong organizational skills
- Demonstrated experience of networking and collaboration with civil society and government at district and community level
- Demonstrated ability to work with limited supervision
- Ability to document and communicate in English
- Proven interpersonal and networking skills to build relationships with a wide variety of stakeholders
- Personal integrity and an ethical approach to work
- Knowledge of the local language is an added advantage
- Should know how to ride a motorcycle and have a valid riding permit

### **HOW TO APPLY**

CEPADWN is an equal opportunity and inclusive organization, individuals that meet the above requirements can send a motivation letter, CV to [ed@cepadwestnile.org](mailto:ed@cepadwestnile.org) indicating clearly on the email subject the position. Or hand deliver to CEPADWN office at NACWOLA premise in Arua. The deadline for submission is 30<sup>th</sup>/07/2021 17hours EAT. Only short listed candidates will be contacted. Female candidates are highly encouraged to apply.