



Community Empowerment for Peace and Development West Nile (CEPAD-WN)
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VACANCY ANNOUNCEMENT

Community Empowerment for Peace and Development West Nile (CEPADWN) is a voluntary non-profit-making organization that works to resist violence, transform conflicts, and build peace in communities. Founded in 2014 By Ugandan women who have worked in conflict zone for more than a decade and are scholars of peace and conflict prevention. CEPADWN registered entity with Uganda NGO bureau, a member of West Nile NGO forum, West Nile Humanitarian platform. The organization since its inception has worked with civil society organizations, particularly the youth, women, faith-based, refugee and host community population and traditional structures in West Nile to transform conflicts, and to promote nonviolent and democratic principles. Based in Arua, Uganda, CEPADWN works with vulnerable groups and partners across the country to support individuals and organizations to enhance skills needed to transform violent conflicts and build bridges across ethnic, religious, and political divides. CEPADWN is established on the belief and conviction that just, peaceful, and democratic societies can be achieved by people who are conscious and aware of their civil and political rights. Currently CEPADWN has programs in Rhino Camp, Imvepi and Palorinya refugee settlements. The organization would therefore like to recruit

CEPADWN with funding from **ifa – Institut für Auslandsbeziehungen** (zivik Funding Programme) through the German Federal Foreign Office will implement 18 months project, Promoting Inter-community Engagement (dialogue) for Reconciliation, Peace & Social cohesion in Refugee Settlements in Uganda, West Nile; Rhino camp, Imvepi and Palorinya Refugee Settlements.

The goal of the project is to engage the refugee and host communities in the settlement across West Nile in north-western Uganda to promote reconciliation and peace for social cohesion. CEPADWN therefore seeks to recruit for the following positions;

FOR PROGRAM MANAGER- 1 Position (IFA Arua supporting all field locations and projects)

Reports to: Executive Director.

Responsible: All Program Officers.

Position Summary:The Manager Programs provides program leadership, is responsible for programs growth, quality assurance, timely implementation, and documentation of lessons. S/he is in-charge of programmatic deliveries stipulated in Memorandum of Understanding and financial agreements with different development partners.

Qualification and functional competencies.

The position requires a minimum of a master's degree in development studies or humanities. Post graduate diploma in project management /monitoring and evaluation is an added advantage. The position attracts experience of not less than 5 years in program management. He/she shall comply and be accountable to the organization structure, adhere to all company policies, guidelines and shall promote organization culture.

Behavioral competencies

This position requires a person with un-compromised and proven integrity, analytical, good communicator, time conscious and result oriented person.

Duties and Responsibilities.

- (i) Provide leadership and oversight in the development of and adherence to project/program plans as well as associated operational plans and budgets for the project.
- (ii) Provide leadership to program coordinators in ensuring ongoing program development and proactively track and pursue new opportunities.
- (iii) Lead in fundraising for programs
- (iv) Lead the project/program formulation and development process within the organization.
- (v) Working with Monitoring and Evaluation team and ensure all program and projects including the quality of technical inputs and staff performance in meeting program objectives, as well the allocation of resources and ensuring that appropriate controls are maintained at all levels.
- (vi) Monitor budget from all sources to ensure that levels of disbursement are consistent with committed resources and in compliance with contractual obligations.
- (vii) Establish priorities in the development and implementation of program initiatives and ensure that appropriate support facilities and associated standard operations and procedures are established and functional.
- (viii) Ensure timely and appropriate reporting to development partners.
- (ix) Maintain high programing standards by ensuring the implementation of accepted and appropriate project design and monitoring and evaluation protocols and procedures.
- (x) Initiate, follow up and /or participate in networking activities necessary for the efficient operation.

- (xi) Bring to attention of management lessons learned and best practices for adoption or scale up. Manage and supervise and mentor and coach where required.

Key performance Indicators

- i. Funds raised for programs (new project proposals)
- ii. Timely and accurate reports satisfactory to donors
- iii. Project/program reports (periodic and annual) timely submitted
- iv. Efficient project budget utilization.
- v. Networks maintained good local stakeholders
- vi. Functional M&E system.

FINANCE MANAGER- Finance manager - 1 Position (IFA Arua supporting all field locations and projects)

Reports to: Executive Director.

Responsible: Finance officer

Position Summary: The position provides overall financial direction, ensure that the organization's financial and capital resources are well managed, properly utilized and are adequate for effective implementation of planned activities as well as satisfactorily accounted for.

Qualification and experience.

The position requires a minimum of degree in Bachelor of commerce, bachelor's in business administration (Accounting). Affiliate of ACCA/CPA is an added advantage. The position attracts experience of not less than 5 years in accounting. This position requires strong skills in budgeting, auditing planning and procedures, financial reporting, proficiency in accounting packages, risk management and loss minimization, proficiency in internal control systems.

Behavioral and other competencies.

This position requires a person with proven integrity, highly organized, interpersonal relationship and result oriented person.

Duties and Responsibilities.

- (i) Facilitate and coordinate development and maintenance of a sound financial management system.
- (ii) Ensure total adherence to the above system by all finance and accounts personnel, accounting officers at various levels and users of financial resources
- (iii) Ensure that end of year final Accounts for external auditors produced in time and satisfactory responses to internal and external auditors' queries or observations.
- (iv) Ensures Internal Control System.
- (v) Facilitate and co-ordinate the preparation of the long-term, annual, and ad hoc budgets; and ensure exercise of satisfactory budgetary management.
- (vi) Develop budgetary performance report/return.

- (vii) Offer technical and valid advice to management and other authorities and prescribe feasible solutions whenever the need arises.
- (viii) Ensure proper utilization by funds.
- (ix) Ensure timely compilation and submission of statutory and required financial returns and the associated Management Reports and dispatch them to key stakeholders in time.
- (x) Ensure satisfactory liquidity for the organization, by monitoring the liquidity standings
- (xi) Develop period reports as required by the organisation.
- (xii) Ensure that finance team are well managed, trained, adequately equipped and motivated Finance staff. Responsible for monitoring performance of staff under his/ her supervision.

Key performance indicators

1. Updated Financial and Accounting Policies and Procedures Manual.
2. Targeted funds raised.
3. Written and properly maintained Books of Accounts
4. Satisfactory external and internal audit
5. Salaries and tax remittances
6. Consolidated Accounts complied, periodic Financial Statements and derivative management reports complied and submitted in time.
7. annual and ad-hoc budgets as well as budgets analyses.
8. Well, maintained Fixed asset inventory system.

Procurement Assistant- 1 Position (IFA Arua Supporting all projects)

Reports to: Finance and HR officer

Position summary: The Procurement Assistant will be responsible for planning, implementing and managing procurement related activities. S/He will Check quality of deliverables and ensure that procured items are delivered properly as per specification as well as contract agreement and deal with performance evaluation of suppliers, Prepare reports on procurement for project management.

Qualification and functional competencies This position requires a minimum of bachelor's degree in procurement and logistics, supply chain management, business administration, Bachelor of commerce (Procurement option) or an equivalent with 2 years' experience in procurement management, able to uphold and respect procurement ethics and to conduct activities with integrity, a team player who demonstrates patience, flexibility and honesty.

Behavioral competencies

This position requires a person with integrity, good communication skills, openness to change and ability to manage complexities, administrative skills analytic skills along with timely procurement of the goods and services, Ability to maintain records, and presentation skills.

Duties and responsibilities

- (i) Assess procurement requirements, prepare procurement plans, draft specifications and initiate procurement process.
- (ii) Prepare procurement / tender documents for Request For Quotations RFQ, RFPs, etc for upcoming procurement;
- (iii) Check and classify the precedence of the requisition and process as priority setting of the material needed.
- (iv) Arrange meetings to evaluate tenders and quotation documents as and when required;
- (v) Check quality of deliverables and ensure that procured items are delivered properly as per specification as well as contract agreement and deal with performance evaluation of suppliers.
- (vi) Ensure timely procurement of goods/logistical requirement and services through monitoring the procurement progress and follow up with the suppliers.
- (vii) Prepare reports on procurement for project management and others.

Key Performance Indicators

- (i) Contract compliance for all supplies.
- (ii) Timely procurement of goods and services
- (iii) Good supplier relationships created and maintained.
- (iv) Cost reduction and savings realized.
- (v) Good record of all procurement meeting minutes and supplies

Program officer- 1 Positions (IFA Imvepi)

Reports to: Program Manager

Position summary: The Project Officer is responsible for assisting the Program officer to implement the different project activities in the field. This also includes producing technical reports for related activities and accountable for enhancing capacity especially project assistants/Community structures and the beneficiaries at community level. S/he is expected to work independently with limited supervision be proactive and innovative.

Qualification and functional competencies:

This position requires a minimum of a university diploma or degree in a relevant field of development and humanities. (Social sciences, development studies, social work and social administration etc). The position also requires specialized courses such as diploma or Bachelor of Science in Agriculture, environmental health sciences, nurse etc. these are dependent on programs being implemented. This position requires at least 3 years' experience in program implementation. S/he must be knowledgeable and skilled in computer, riding motorcycle among others.

Behavioral competencies

This position requires a flexible and pro-active person with awareness and sensitivity regarding gender issues, empress diversity. Be of high Integrity, flexible approaches to work coupled with enthusiasm, commitment and positive energy, excellent organizational and planning skills.

Duties and responsibilities

- (i) Actively participate in planning and budgeting processes for project activities in the field. including development of Operational Plans, Detailed Implementation plans, Work Breakdown structures, etc.

- (ii) Mobilize and facilitate the engagements of stakeholders during planning and development meetings, project activities and other forums.
- (iii) Monitor and update the program officer on project's progress.
- (iv) preparation of project reports (Activity, monthly, quarterly etc).
- (v) participate in activity planning framework and strengthen the implementation of the target group including work plan preparation.
- (vi) facilitate in trainings of community structures a set by the project
- (vii) Secure community and project stakeholder participation in project activities and monitoring and evaluation activities.
- (viii) Ensure good and close liaison in collaboration with project network, stakeholders and other organization projects
- (ix) Develop and maintain effective contacts with a wide range of external contacts with organizations and individuals who can assist in the project activities.
- (x) Promote the organization's image in the community by attending coordination meetings and related field activities.
- (xi) Provide inputs to communications products, materials, and campaigns to ensure accurate information of the project when required.

Key Performance Indicators

- (i) Timely and accurate project reports and workplans submitted to the program officer
- (ii) Project visibility is noticeable
- (iii) Improved relationship with stakeholders and new networks created
- (iv) All project activities accomplished on time
- (v) Beneficiary satisfaction and impact noted

HR assistant- 1 Position (IFA Arua supporting all field locations and projects)

Reports to: Finance and HR officer

Responsible for: all support staff (Drivers, Security guards, interns, volunteers)

Position summary: The Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the organization's human resource department. S/He is responsible for preparation of files and forms for new employees, update employment status and help new employees get access to the recourses they need to do their job. HR Assistants sort and update records, dispose of old records properly and contact employees to update their contact information and other key documents.

Qualification and functional competencies: This person should have at least a bachelor's in human resource management or an equivalent. Must have knowledge in administration and ability to manage people. An experience of at least 2 years in related field. Able to work under pressure and proactive.

Behavioral competencies: this position requires someone with excellent verbal and written communication skills. A proven interpersonal skill with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy. S/He should also have excellent organizational skills and attention to details.

Duties and Responsibilities:

- i. Maintains accurate and up-to-date human resource files, records, and documentation.

- ii. Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes and refers more complex questions to the program manager
- iii. Maintains the integrity and confidentiality of human resource files and records.
- iv. Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- v. Provides clerical support to the HR department.
- vi. Acts as a liaison between the organization and external benefits providers and vendors, which may include health insurance providers
- vii. Conducts orientation for new staff and also organize schedules for other senior staff to orient new staff.
- viii. Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, end of year parties, farewells, staff events among others
- ix. Appraise support staff and recommend them to management
- x. Responsible for staff welfare
- xi. Conduct exit meetings and organize clearance documentation for staff leaving the organization.

Key performance indicators:

- i. Complete and accurate staff files in place
- ii. Personnel issues forwarded to management and BoD for redress
- iii. Prepare HR reports on monthly basis to update on staff welfare and performance
- iv. Organize and update staff bio data and other details in a single document
- v. Staff leave details UpToDate
- vi. New staff find organization fit and adhere to policies and guidelines in place
- vii. Staff events well organized and timely report emergencies that arise among staff
- viii. Organize and update frequently asked questions, office etiquette and details of administrative decisions on staff
- ix. Staff schedules timely done for any event.

JD: Project Assistant - 1 Positions (IFA Imvepi)

Reports to: Program Officer

Position summary: Assistant will be responsible for supporting project implementation, ensuring quality and results by:

This position provides support to projects implementation, guaranteeing quality, efficiency and effectiveness. Supporting planning, monitoring and evaluation activities of the project, in articulation with the program officer in the field. An experience of at least 2 years in related field. Able to work under pressure and proactive.

Duties and responsibilities

- Submit monthly field activity reports to the program officer .
- Assist in the preparation of quarterly and sector work plan by submitting material as well as monitoring end of year reports as required by the Organization.
- Conduct routine (daily) field activities (implementation of project activities).
- Assist in project proposal development.
- Monitor field activities.

- Evaluate and generate new changes related to project implementation
- Inform the program officer on the direction of project implementation.
- Liaise with stakeholders on project coordination and represent CEPADWN.
- Maintain a thorough working knowledge of all of CEPAD-WN's programs practice; ensuring knowledge is shared throughout the organisation.
- Ensuring project plans are implemented; projects are on track, within budget and are achieving deliverables via regular review meetings with Snr and project managers.
- Identify needs, gaps in current service offerings and resources, and potential risks, and develop contingency plans (at a project level).
- Any other assignment given by management and Board

Behavioral competencies

This position requires a flexible and pro-active person with awareness and sensitivity regarding gender issues, empers diversity. Be of high Integrity, flexible approaches to work coupled with enthusiasm, commitment and positive energy, excellent organizational and planning skills. Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internet, power point and experience in handling of web-based management system. Excellent interpersonal skills, proven networking, team-building, organizational and communication skills.

Key Performance Indicators

- (i) Timely and accurate activity reports and workplans of CMB submitted to the program officer
- (ii) Project visibility is noticeable at community level
- (iii) Improved relationship with communities and or beneficiaries and new networks created
- (iv) All project activities accomplished on time
- (v) Beneficiary satisfaction and impact noted

HOW TO APPY

CEPADWN is an equal opportunity and inclusive organization, individuals that meet the above requirements can send a motivation letter, CV to fao@cepadwestnile.org indicating clearly on the email subject the position. The deadline is 01th /06/2022 17 hours EAT. Only short listed candidates will be contacted.