



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

NACWOLA premise, Abirici Cell, Onzivu Ward, Ayivu East Division

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VACANCY ANNOUNCEMENT

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. 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. CEPAD-WN 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, CEPAD-WN 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. CEPAD-WN 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 CEPAD-WN has programs in Rhino Camp, Imvepi and Palorinya refugee settlements. CEPAD-WN 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 organization would therefore like to recruit a program officer for the Rhino camp settlement office.

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. CEPAD-WN therefore seek to recruit for the following positions;

PROGRAM OFFICER- 1 Position (Rhinocamp)

Reports to: Program Manager

Position summary: The Program Officer is responsible for assisting the Program Manager 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). 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 work plans 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

HOW TO APPLY

CEPAD-WN is an equal opportunity and inclusive organization and females are highly encouraged to apply. Individuals that meet the above requirements can send a motivation letter, CV to fao@cepadwestnile.org copy

dralega.peace@cepadwestnile.org, indicating clearly on the email subject the position or hand deliver to the head office to the address above. The deadline is 15th /09/2022 17 hours EAT. Only short listed candidates will be contacted.