



Community Empowerment for Peace and Development West Nile (CEPAD-WN)
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12th /12/2022

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 is implementing a 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. With the time period July 2022-Dec2023

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 with their various field locations;

PROGRAM MANAGER-1Position

Duty station: Head office(Arua)with 30% time in supporting all field locations and projects
Reports to: Executive Director

Responsible :All program officers



Position summary:The Programs manager provides 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 Bachelors 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 policies, guidelines and shall promote organization culture.

Behavioral competences

This position requires a person with un compromised and proven integrity, analytical , good communicator, time conscious and result oriented person. the person should know how to ride a motorcycle with a valid riding permit.

Duties and responsibilities

- i. Provide leadership and oversight in the development of and adherence to project/program plans as well 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 organisation
- v. Work with the 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 as 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 programming standards by ensuring the implementation of accepted and appropriate project design and monitoring and evaluation protocols and procedures.
- x. Initiate, followup or participate in networking activities necessary for the efficient operation.
- xi. Bring to management lessons learnt and best practices for adoption or scale up.
- xii. Manage and supervise and mentor where required.



Key performance indicators

- i. Funds are 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

PROGRAM OFFICER- 1 Position

Duty station: Rhino camp or any other settlement within west Nile.

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 assistant '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 Degree or advanced Diploma with atleast 2 years experience 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,proposal writing planning budgeting report writing leadership and riding of motorcycle with a valid riding permit among others.

Behavioral competencies

This position requires a flexible and pro-active person with awareness and sensitivity regarding gender issues, embrace 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 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.

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- (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

PROGRAMS ASSISTANT-1 Position

Duty station: Imvepi or any other settlement within west Nile.

Reports to Program Officer

Position summary: The program assistant will be responsible for supporting project implementation, ensuring quality and effectiveness. Supports planning, monitoring and evaluation of activities of the project in articulation with the program officer.

Qualification and functional competencies

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. Must be able to ride a motorcycle with a valid riding permit.

Behavioral competencies

This position requires a flexible and proactive person with awareness and sensitivity regarding gender issues, ethnic 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 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 communication skills

Duties and responsibilities

- i. Submit monthly field activity reports to the program officer.
- ii. Assist in the preparation of quarterly and sector work plan by submitting material as well as monitoring end of reports as required by the organization.
- iii. Conduct routine (daily) field activities (implementation of activities (implementation of project activities).
- iv. Assist in project proposal development
- v. Monitor field activities
- vi. Evaluate and generate new changes related to project implementation
- vii. Inform the program officer on the direction of project implementation
- viii. Liaise with stakeholders on project coordination and represent CEPAD-WN.
- ix. Maintain a thorough working knowledge of all of CEPAD-WN programs practice, ensuring knowledge is shared throughout the organization.

- x. Ensuring project plans are implemented, projects are in track, within budget and are achieving deliverables via regular review meetings with Snr and project managers
- xi. Identify needs , gaps in current service offerings and resources, and potential risks and develop contingency plans (at a project level).
- xii. Any other assignment given by management and board

Key performance indicators

- i. Timely and accurate activity reports and work plans of CBM 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.

FINANCE ASSISTANT-1 Position

Duty station: settlements within westnile

Reports to: Finance and administration officer

Position summary:The finance assistant will provide professional expertise in the conduct of financial and administration affairs related to the projects

Qualifications and functional competence

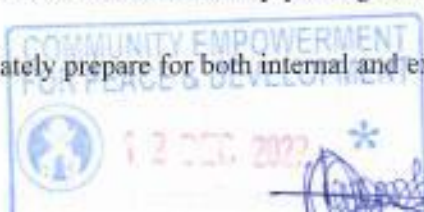
The applicant must hold a Bachelor's degree in Accounting and Finance or any equivalent. Minimum of 2 years' experience of working in a finance /accounts office is desirable, proven track record in sound decision making ,confidentiality, integrity and working independently, proficient in computer skills ,spreadsheet, accounting packages(quick books is desirable):emails and online communications and Ms word and Excel,experience in working with ethnically diverse communities.

Behavioral competencies;

This position requires someone with unproven integrity,highly organized, interpersonal relationship and result oriented

Key duties and responsibilities

- I. Properly file all documents in accordance with FRI set policies and procedures and donor requirements. This includes maintaining financial files (both physical and soft copies).
- II. Implement financial policies and procedures of the financial policy and donors
- III. Carry out weekly cash counts and reconciliations
- IV. Ensure that full accountabilities for all expenditures in order to verify and validate all financial claims.
- V. Prepare weekly cashbooks with complete documentation accurately for review by the finance and administration officer.
- VI. Accurately prepare necessary documents, compile source documents and daily postings of all cash transactions in the cash book.
- VII. Support the finance and administration officer to adequately prepare for both internal and external audits.



- VIII. Scan vouchers and supporting documents for filling .Ensure safe guarding of the available documents
- IX. Prepare payment vouchers and review order requests in accordance with approved authority matrix and running budgets
- X. Assist finance officer in petty cash management and cashbook management including processing of payments
- XI. Assist finance officer in monitoring and forecasting cash requirements to meet administrative and program expenditures
- XII. Assist finance team in implementation of contracts of procurement of goods and services as required by project activities, plan and budget.

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 and copy of academic documents to fao@cepadwestnile.org copy joko.fiona@cepadwestnile.org indicating clearly on the email subject the position of interest(application) or hand deliver to the head office to the address above. The deadline is 24th /12/2022 17 hours EAT. Only short listed candidates will be Contacted. Best of luck.

