



Community Empowerment for Peace and Development West Nile (CEPAD-WN)
NACWOLA premise, Abirici Cell, Onzivu Ward, Ayivu East Division
P.o. Box 1020, Arua, Uganda
Email: cepadwestnile@gmail.com

29th /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 supporting all field locations and projects

Reports to: Executive Director

Responsible :All program officers

Position summary:The Programs manager provides program leadership, is responsible for programs growth, quality assurance, timely implementation and documentation of lessons.S/he is incharge 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 Degree in Development Studies , Humanities or any other course that is relevant. 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 organizations structure, adhere to all company policies, guidelines and shall promote organization culture.

Behavioral competences

This position requires a person with un compromised and proven integrity, analytical skills , 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 bin 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.(program officers &MEAL officer).
- xiii. Prepare annual work plans and budgets and annual narrative and financial reports

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

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 6/Jan/2023 17 hours EAT. Only short listed candidates will be contacted. Best of luck.