



**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](mailto:cepadwestnile@gmail.com)***

20<sup>th</sup> /4/2023

**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 Imvepi refugee settlement. CEPAD-WN with funding from European Union Civil Protection and Humanitarian Aid (ECHO) through Care International in Uganda is implementing an 11 months project called Access, Protection, Empowerment, Accountability and Leadership (APEAL IV) consortium.

The goal of the project is to engage the refugee and host communities in the settlement across West Nile and western Uganda and ensure they have their basic protection, and mental health needs met. Newly-arrived refugees from DRC and South Sudan, as well as their host communities, receive continuous life-saving and multi-sectorial protection and assistance at all levels through the Access to Protection, Empowerment, Accountability and Leadership (APEAL) action. This includes GBV, CP, MHPSS-specific, and disability inclusion-sensitive services. CEPAD-WN therefore seeks to recruit for the following positions for various field locations;

## **PROGRAM OFFICER (GBV prevention and case management experience) - 2 Positions**

**Duty station: IMVEPI refugee settlement**

**Reports to: Program Manager**

**Position summary:** The Program Officer is responsible for implementing 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. She /he is expected to work independently with limited supervision, be proactive and innovative.

### **Qualification:**

This position requires a minimum of a University degree or post graduate Diploma in Social sciences, development studies, social work and social administration etc with at least 3 years of experience in a relevant field of development and humanities. This position requires at least 3 years' experience in program implementation specifically GBV background. She /he must be knowledgeable and skilled in computer, proposal writing, planning, budgeting, report writing, leadership and riding of motorcycle and must have 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 manager 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 as 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.
- (xii) Provide GBV survivors with comprehensive, timely and quality GBV/protection case management services in compliance with best practice and international standards in GBV response.

- (xiii) Conduct referrals for GBV cases and ensure appropriate follow up and case closure when appropriate.
- (xiv) Support women lead in emergencies to respond to GBV and protection needs of refugee persons.
- (xv) Develop response protocols to gender based violence and case management.
- (xvi) Develop preparedness action plans in gender based violence and case management.
- (xvii) Any other duties assigned by management and Board.

### **Key Performance Indicators**

- (i) Timely and accurate project reports and work plans submitted to the program Manager.
- (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(GBV prevention and case management experience) -2 Positions**

#### **Duty station: Imvepi Refugee settlement**

Reports to: Program Officer

**Position summary:** The program assistant will be responsible for supporting project implementation, ensuring quality, efficiency and effectiveness. Supports planning, supervise the community base workers and develop activity reports, monitoring and evaluation of activities of the project in articulation with the program officer in the field.

#### **Functional competencies**

The Program Assistant will be expected to spend most of his time in the Refugee Settlement and will work hand in hand with the Project officer. He shall be responsible for the implementation and success of all project activities, coordinating with all consortium partners, completing narrative and financial reporting and other tasks related to the successful implementation of the project.

#### **Qualification**

The position requires a person with a Diploma in development studies, social science, social work and social Administration, humanities or any other equivalent course to project management. A bachelor's degree will be an added advantage. An experience of at-least 2 years in related field. Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internet, power point. Able to work under pressure and proactive. Must know how 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, embrace diversity. Be of high integrity, flexible approaches to work coupled with enthusiasm, commitment and positive energy, excellent organizational and planning skills. Excellent interpersonal skills, proven networking, team building, organizational and communication skills

#### **Duties and responsibilities**

- i. Submit monthly field activity reports to the program officer.
- ii. Assist in the preparation of monthly and quarterly work plans as required by the organization.
- iii. Developing reports of all field activities.
- iv. Conduct routine (daily) field activities (implementation of activities of project activities).
- v. Assist in project proposal development.
- vi. Monitor field activities
- vii. Evaluate and generate new changes related to project implementation
- viii. Inform the program officer on the direction of project implementation
- ix. Liaise with stakeholders on project coordination and represent CEPAD-WN.
- x. Maintain a thorough working knowledge of all of CEPAD-WN programs practice, ensuring knowledge is shared throughout the organization.
- xi. Ensuring project plans are implemented, projects are in track, within budget and are achieving deliverables.
- xii. Identify needs, gaps in current service offerings and resources, and potential risks and develop contingency plans (at a project level).
- xiii. Any other assignment given by management and board.

### **Key performance indicators**

- i. Timely and accurate work plans, activity reports submitted to the program officer.
- ii. Timely reports for community based workers submitted for approval.
- iii. Project visibility is noticeable at community level.
- iv. Improved relationship with communities and or beneficiaries and new networks created
- v. All project activities accomplished on time
- vi. Beneficiary satisfaction and impact noted.

### **FINANCE ASSISTANT-1 Position**

**Duty Station: Arua office (Frequent travels to the field)**

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**

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.

### **Functional competencies**

The finance Assistant will be expected to spend most of his/her time in the head office with frequent visits to the field office and will be responsible for processing payments, updating financial records coordinating, completing financial reporting and other tasks assigned for the successful implementation of the project.

**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 (documentation) are obtained 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 filing .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 as one attachment to [fao@cepadwestnile.org](mailto:fao@cepadwestnile.org) copy [joko.fiona@cepadwestnile.org](mailto: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 28<sup>th</sup> /4/2023 17 hours EAT. Only short listed candidates will be contacted. Best of luck.



**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](mailto:cepadwestnile@gmail.com)***

20<sup>th</sup>/04/2023

## **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 the German Federal Foreign Office through **IFA – Institut für Auslandsbeziehungen** (zivik Funding Programme) is implementing an 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 position of Program Assistant Imvepi field location.

### **PROGRAMS ASSISTANT-1 Position**

**Duty station: Imvepi (or any other settlement in West Nile)**

Reports to: Program Officer

**Position summary:** The program assistant will be responsible for supporting project implementation, ensuring quality, efficiency and effectiveness. Supports planning, monitoring and evaluation of activities of the project in articulation with the program officer in the field, supervise the community base mobilisers and develop activity reports.

### **Functional competencies**

The Program Assistant will be expected to spend most of his time in the Refugee Settlement and will work hand in hand with the Project officer. He shall be responsible for the implementation and success of all project activities, coordinating with all partners, completing narrative and financial reporting and other tasks related to the successful implementation of the project.

### **Qualifications**

The position requires a person with a Diploma in development studies, social science, social work and social Administration, humanities or any other equivalent course to project management. A bachelor's degree will be an added advantage. An experience of at-least 2 years in related field. Able to work under pressure and proactive. Must know how 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, empress diversity. Be of high integrity, flexible approaches to work coupled with enthusiasm, commitment and positive energy, excellent organizational and planning skills. Fully proficient in computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internet and power point. Excellent interpersonal skills, proven networking, team building, organizational and communication skills

### **Duties and responsibilities**

- xiv. Submit activity and monthly reports to the program officer.
- xv. Assist in the preparation of monthly and quarterly work plans as required by the organization.
- xvi. Developing reports of all field activities.
- xvii. Conduct routine (daily) field activities (implementation of project activities).
- xviii. Assist in project proposal development
- xix. Monitor field activities
- xx. Evaluate and generate new changes related to project implementation
- xxi. Inform the program officer on the direction of project implementation
  - i. Liaise with stakeholders on project coordination and represent CEPAD WN.
  - ii. Maintain a thorough working knowledge of all CEPAD WN programs, practice, ensuring knowledge is shared throughout the organization.
  - iii. Ensuring project plans are implemented, projects are in track, within budget and are achieving deliverables.
  - iv. Identify needs, gaps in current service offerings and resources, and potential risks and develop contingency plans (at a project level).
  - v. Provide technical oversight support to community based mobilizers and review their monthly reports
  - vi. Build capacity and mentor community based mobilizers and coordinate with them to ensure effective implementation of activities
  - vii. Identify and document potential impact success stories from the beneficiaries and any other relevant feedback and inform the program officer about it.
  - viii. Any other assignment given by management and board

### **Key performance indicators**

- vii. Timely and accurate work plans, activity and monthly reports submitted to the program officer.
- viii. Timely and accurate activity and monthly reports of Community Based Mobilizers submitted to the program officer and MEAL officer for review.
- ix. Project visibility is noticeable at community level.
- x. Documentation of success stories
- xi. Improved relationship with communities or beneficiaries and new networks created

- xii. All project activities accomplished on time
- xiii. Beneficiary satisfaction and impact noted.

## **HOW TO APPLY**

CEPAD WN is an equal opportunity and inclusive organization, Individuals that meet the above requirements can send a motivation letter, CV and copy of academic documents as one attachment to [fao@cepadwestnile.org](mailto:fao@cepadwestnile.org) copy [joko.fiona@cepadwestnile.org](mailto:joko.fiona@cepadwestnile.org) or hand deliver to the head office to the address above. The deadline for receiving applications is 28<sup>th</sup> /04/2023 17 hours EAT. Only short listed candidates will be contacted. Best of luck.