



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

12th /June/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 European Union Civil Protection and Humanitarian Aid (ECHO) through Care International is implementing an 11 months project in 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 MHM, CP, MHPSS-specific, and disability inclusion-sensitive services. CEPAD-WN therefore seeks to recruit for the following positions for various field locations;

PROGRAM ASSISTANT-1 Position (Menstrual Hygiene Management)

Duty station: Imvepi Refugee settlement

Reports to: Program Officer

Salary Scale: 500,000 UGX

Position summary: The program assistant will be responsible for supporting project implementation in relation to MHM response related activities, ensuring quality, efficiency and effectiveness. Supports planning, monitoring and

evaluation of activities of the project in articulation with the program officer in the field. She/ he shall also be responsible for educating the community on the basics and best practices of Menstrual Health Management.

Qualification and functional competencies

This position provides support to projects implementation, ensuring quality, efficiency and effectiveness.

Supporting capacity building for community volunteers on MHM. Conduct home visits to assess, inform and motivate families on how to improve MHM practices, maintain full record and reports and update beneficiary lists. 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 and **MUST be able to ride a motorcycle and have a valid riding permit.**

Behavioral competencies

This position requires a flexible and proactive person with awareness and sensitivity regarding Menstrual Hygiene management areas, gender issues, empress 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 quarterly and sector work plan by submitting material as well as monitoring end of year reports as required by the organization.
- iii. Conduct routine (daily) field activities (implementation of activities 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 senior staff.
- 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 CBW 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.
- vi. Timely and accurate monthly reports of the CBW submitted to the MEAL Officer for review

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 16th /6/2023 17 hours EAT. Only short listed candidates will be contacted. Best of luck.