



**Community Empowerment for Peace and Development West Nile (CEPAD-WN)**  
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## JOB ADVERT

### INTRODUCTION

Community Empowerment for Peace and Development West Nile (CEPADWN) is a voluntary nonprofit-making organization that works to resist violence, transform conflicts, and build peace in communities. Founded in 2014 as a CBO by Ugandan feminist women who have worked in conflict zone for more than a decade and are scholars of peace and conflict prevention. CEPADWN was registered as a Local NGO in 2021 with National NGO bureau with five years operation permit to work anywhere within the country. CEPADWN is a member of West Nile CSO Network, West Nile Humanitarian platform, Feminist Humanitarian Network and the Charter 4change.

CEPADWN also has renewed her MOU with the office of the Prime Minister to operate in the refugee settlements. CEPADWN has started the process of getting the QuAM certification to enable CEPADWN to register with the National NGO Forum. 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 and other Feminist and democratic Principles. Based in Arua, Uganda, CEPADWN 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 in a prospective Partnership with WAR child Alliance with funding from European Union Humanitarian Aid (ECHO) will Implement a 12 months project called **Access, Protection, Empowerment, Accountability and Leadership (APEAL V)** as a consortia with CARE international as the lead partner in Palorinya settlement, Obongi district.

The aim of the project is to deliver life-saving protection services to extremely vulnerable individuals such as separated and unaccompanied children, adolescent girls, women-headed households, individuals at risk of suicide and persons with disabilities. This action will primarily address urgent needs under Gender Based Violence, Child Protection, and Mental Health and Psychosocial Support.

CEPADWN is looking for hardworking, dynamic and enthusiastic people to fill the positions below;

1. Project Coordinator-1position
2. Case workers-CP AND GBV-2 positions
3. Counselor-Mental Health -1 Position
4. Ease Project officer-1 position
5. BeThere Project officer -1 position
6. MEAL assistant-1 Position

**Title: Project Coordinator (1 Position)**  
**Duty Station: Palorinya Settlement**  
**Start Date: As Soon As Possible**



**Reports to: Program Manager**

**Contract Duration: 1 year with possibility of extension**

### Purpose

The Team Leader will coordinate the programmatic and operational implementation of all activities of the protection action in the settlement(s). The position involves planning and managing the implementation of project activities, monitoring of the progress and achievements of the project goals and objectives, managing the project team, networking with partners and stakeholders, representing the partner and reporting.

### Objective of the job

1. Supporting daily planning of project activities, reviewing and updating plans
2. Responsible for the implementation of the protection project activities.
3. Monitoring of the progress and achievements of the project goals and objectives.
4. Manage and guide the staff under his/her responsibility.
5. Liaise and work with partners and stakeholders in the settlement
6. Manage project assets
7. Write project reports.
8. Ensuring project expenditures monitored regularly to achieve timely budget performance

### Position in organisation and essential functional relations

The Team Leader reports to the Program Manager and is the focal person of the protection project.

S/He **supervises** Social Workers, BeThere and EASE project officers, Counsellor, and works closely with the project volunteers, M&E and Finance Teams.

Essential functional relations: As per the CEPAD Structure (eg.HR, logistics, etc) and relevant partners, OPM, UNHCR and district officials.

### Roles and Responsibilities

#### 1. Responsible for effective and quality implementation of GBV, CP, MHPSS components of the project

- Prepare and implement project monthly -work plans and budgets, in line with the donor requirements, CEPADWN and WCA quality standards.
- Coordinate with the partners, OPM and UNHCR to accelerate project activities in zones and reception centers.
- Organize and coordinate trainings for staff, volunteer and key community structures.
- Process timely and quality monthly project reports according to the reporting requirements of the project
- Ensures that the project team communicates effectively with children, caregivers and other stakeholders of the project.
- Ensure adherence to minimal standards for all project activities.
- Coordinate with OPM, UNHCR and District stakeholders to gain their understanding of the project mandate and their contribution.

#### 2. Monitoring, Documentation and Reporting

- Ensure timely and quality reporting of project processes and outcomes
- Facilitate collection of qualitative data on the progress of the project
- Monitor, keep track and report on activity implementation and progress towards output
- Collaborate with the M&E team to ensure high quality implementation of activities.
- Keep files of collected data and evidence of activities implemented.
- Ensure project visibility in line with the Donor, CEPADWN and WCA compliance guidelines

#### 3. Manage and guide the staff under his/her responsibility

- Deploy project staff and volunteers rationally and supervise their work.



- Coordinate with WCA technical team to organise trainings on thematic areas and follow-up on mentorship and support plans.
- Provide structured feedback to staff on progress of their performance and areas that require further improvements.
- Conducts performance appraisals of direct reports based on partner Performance & Development system.
- Actively monitors the work of the project team at field level.
- Coaches and motivates the team on the project mandate

**Safeguarding and Confidentiality**

- Conduct safety audits to ensure spaces for sessions and community meetings are safe.
- Ensure that safeguarding and protection procedures are understood and adhered to.
- Report all safeguarding, GBV and protection concerns on time to facilitate timely management.
- Provide Psychological First Aid (PFA) to identified cases before referral
- Ensure all data of each CP and GBV case is securely kept and confidentiality maintained

**4. Other**

- Participate in district and settlement-level meetings and front the interests of CEPAD, WCA and the donor.
- Manage project assets in line with CEPADWN, WCA and donor policies
- Perform any other duties as assigned by line manager in fulfillment of the protection project tasks.

**Other Areas**

**Knowledge and Experience**

- Degree in Community Development, Child Protection, Psychology, Social Sciences or equivalent demonstrable experience in relevant fields (MHPSS, Child Protection, GBV).
- At least 5 years of relevant field work experience
- Experience as team leader focusing at least one of the following areas: child protection, Gender-based Violence, Psychosocial Support.
- Understanding of the context of West Nile and Northern regions of Uganda and refugee settlements.
- Experience with managing teams and working in partnerships

**Skills and Competencies**

- Strong social and communication skills for team management as well as for liaising with external stakeholders.
- Fluency in English, ability to speak in one of the local refugee local languages
- Problem solving skills, able to deal independently with field work related issues
- Result oriented
- Strong computer, documentation and report writing skills
- **MUST have knowledge on how to ride a motorbike and have a valid license class A.**
- **S/he must be resident as the role is field based.**

*"Commitment to the vision and goals of CEPADWN and War Child Alliance in Uganda, including adherence to the Child Safety Policy, is essential"*

**Title: Case Worker-CP (1 position) &GBV (2 Positions)**

**Duty Station: Palorinya Settlement**

**Start Date: As Soon As Possible**

**Reports to: Team Leader**

**Contract Duration: 1 year with possibility of extension**

The case worker-GBV & CP will coach and mentor Child Protection and GBV Committees to: disseminate Child protection, and GBV messages in the communities; identification and triaging CP and GBV cases; undertake proper documentation, male referrals and taking responsibility of ensuring that all referrals are followed and closed in accordance with protection project case management process. S/he will also ensure GBV and CPC are supervised, coached and mentored and reports provided.

**Objectives of the job**



- 1) Coaching and mentoring of suicide, CPCs, GBV committees and community facilitators.
- 2) Monthly meetings with the CPCs and GBV committees
- 3) Triage all reported cases, and make internal referrals to counsellor or external referrals to other partners for relevant services
- 4) Document/ record cases and ensure each case has a file
- 5) Conduct/coordinate case conferences and support OPM, CDO and probation officer to participate
- 6) Conduct home and follow-up visits
- 7) Coordinate with partners, community services department of district and OPM for case closure among others.
- 8) Participate in Protection and GBV working group meetings at settlement/district and provide reports

#### Position in the organisation and essential functional relations

- The Case worker (CP & GBV) reports to the Team Leader.
- S/He supervises Community Facilitator/volunteer-CP & GBV and CP and GBV committees.
- Other essential working relations include; Counsellor, OPM, UNHCR and other collaborating partners

#### Roles and responsibilities

The Case Worker CP & GBV will carry out the following duties:

##### Effective delivery of Child Protection and CP Case Management activities

- Organize and conduct trainings for Child Protection Committees
- Support CPCs in identification of cases and ensure timely assessment and case plans
- Provide timely support to CP cases to access services
- Coordinate involving internal and external actors' relevant protection partners to facilitate/support case conferences for Children at Risk (CAR) that required multi-agency support.
- Provide support to families fostering CAR
- Assess needs related to Core Relief Items (CRI) and ensure timely supplies are provided to CAR and child mothers at reception centers.
- Assess cases that are at high risk and support them with cash to access urgent support
- Support CPCs to conduct community awareness in their respective communities and ensure documentation on awareness is done appropriately.
- Conduct monthly supervision meetings for CPCs and provide feedback to enable them improve

##### Effective delivery of Gender-Based Violence activities

- Organize trainings for GBV committees at the Women and Girls Friendly Spaces (WGSS) and in zones.
- Support Facilitators (CP and GBV) to deliver sessions at the WGSS using the comic book approach
- Support GBV committees at zones to deliver for adolescent girls at the WGSS using the comic book approach.
- Identify cases through the GBV structures and make appropriate referrals to counselor or relevant service points.
- Conduct community barazas for community leaders four times a year in the respective settlement/zones.
- Support community GBV structures and trained community leaders to conduct awareness on GBV in communities.
- Report on all GBV work done using relevant project reporting tools

##### Report on activities implemented and concerns identified

- Collect information and data from all activities for reporting
- Prepare and submit quality and timely reports using relevant project reporting tools

##### Safeguarding and Confidentiality

- Conduct safety audits to ensure spaces for sessions and community meetings are safe.
- Ensure that safeguarding and protection procedures are understood and adhered to.
- Report all safeguarding, GBV and protection concerns on time to facilitate timely management.
- Provide Psychological First Aid (PFA) to identified cases before referral
- Ensure all data of each CP and GBV case is securely kept and confidentiality maintained

##### Others

- Attend GBV and Protection working group meetings and represent the organisation
- Responsible and accountable for assigned project assets and supplies during the project life span.
- Perform any other duties as assigned by CEPAD in fulfillment of the tasks.



**Qualifications, Experiences**

- A minimum of a Bachelor's Degree in Community Development, Social Work or any other relevant related field.
- Experience in Case Management is a strong requirement
- Ability to write and speak English is a must.
- At least 3 years of field work experience, preferably with an (i) NGO in the area of child protection and GBV.
- Good understanding of development themes such as child rights, protection, gender, and SRH.
- Good understanding of dynamics in context, politics, and culture of the West Nile
- Willing to live in remote areas.
- Know how to ride a motorbike and in possession of a valid riding license is a **MUST**
- **S/he must be resident as the role is field based.**

**Skills**

- Coaching skills, Strong facilitation, Teamwork (team oriented), Strong social and communication skills  
Affinity with children, Good observation skills, Willingness to work and live in remote areas, Creativity

**Title: Mental Health Counsellor (1 Position(Female candidate Required))**

**Duty Station: Palorinya Settlement**

**Start Date: As Soon As Possible**

**Reports to: Team Leader**

**Contract Duration: 1 year with possibility of extension**

The Mental Health Counsellor will serve as the point of entry into the Women and Girls safe spaces to get information and counselling so as to access care and support services, in line with CEPAD, War Child Alliance quality standards and Donor compliance requirements.

**Objective of the job**

To offer counselling services to women and girls at the WGSS.

**Position in the organization**

- The Mental Health Counselor reports to the Team Leader and she is part of the protection project team
- She supervises the counseling translator and has a working relationship with project officers and social workers, as well as the GBV structures at the WGSS.

**Roles and responsibilities**

The mental health counsellor will carry out the following duties:

**Project Implementation**

- Provide for one on one consultations at the WGSS and any identified space within the zones, where services may be in high need.
- Provide counselling services for women and girls in need of mental health services at the safe spaces.
- Provide appropriate referral to all individuals who need extra and specialized care and support; both MHPSS and non MHPSS.
- Provide accurate information to all individuals, presenting all possible alternatives within the spectrum of care and allow beneficiaries to make informed choices to address the challenges they are facing.
- Identify and document key issues arising among project beneficiaries using the safe spaces/risks to young people with mental health challenges and propose strategies to mitigate them to ensure proper functionality of the safe spaces.



- Maintain proper and updated records (data) on all people accessing the safe space facility.
- Ensure services offered at the safe spaces are offered in a professional and ethical manner
- Follow-up cases of beneficiaries referred to other service providers for additional support.
- Ensures that safeguarding and protection procedures are understood and adhered to.
- Network and maintain useful linkages and dialogue with relevant stakeholders including partners, government and local structures to ensure collaboration, synergy and sharing of experiences at the settlement level.

**Monitoring, Evaluation and Reporting**

- Participate in organizing and facilitating project reviews with project beneficiaries
- Document the best practices implemented and success stories for sharing and learning.
- Prepare and submit timely monthly work plans and reports to supervisor.
- Support preparation and dissemination of information related to mental health concerns at the safe spaces
- Participate in assessments/ specific research exercises to inform the project from time to time.
- Perform any other duties as assigned by CEPAD in fulfillment of the tasks.

**Qualification and Experience**

- A bachelor's degree in community psychology, development studies, Gender and Development Studies (GAD), Social Work and Social Administration, Social Sciences and or any other related studies.
- Post graduate counselling and guidance qualification will be an added advantage.
- Previous experience providing counseling services and working on advocacy or rights for marginalized groups and empowerment issues in safe spaces is an added advantage.
- Understanding of and experience working in a humanitarian context is an added advantage
- Should be computer literate
- The position holder will be a female of 21 years and above with demonstrated maturity in behavior and reasoning
- Have a clean criminal record.
- Know how to ride a motorbike and in possession of a valid riding license is a **MUST**

**Skills**

- Strong communication skills.
- Ability to communicate (both speak and write) in English and location language is required
- Understanding of ethics and a high level of confidentiality.
- Good observation skills
- Willingness to work and live in remote areas

**Title: Ease Project Officer (1 Position)**

**Duty Station: Palorinya Settlement**

**Start Date: As Soon As Possible**

**Reports to: Team Leader**

**Contract Duration: 1 year with possibility of extension**

The EASE Project Officer will deliver EASE intervention as part of the protection packages aiming to improve the wellbeing of adolescents in distress and their caregivers. The EASE Project Officer will exclusively schedule and implement the EASE intervention for adolescents and their caregivers in line with CEPADWN, War Child Alliance quality standards and Donor compliance requirements.

**Objective of the job**

To plan, facilitate and assess EASE sessions for adolescents and their caregivers according to EASE methodology quality standards. The EASE Project Officer will also assess, refer and follow-up adolescents requiring more Mental Health and Psychosocial Support (MHPSS) or other forms of support.

**Position in the organization**



- The EASE Project Officer is part of the partner staff and the protection project team
- S/he reports to the Team Leader and manages EASE translators
- S/he is mentored by the EASE Coach

#### Roles and Responsibilities

##### **Plan, organize, conduct and document EASE sessions for young adolescents according to the methodology quality standards.**

- Work with local authorities to identify and enroll adolescents and their caregivers based on an inclusion criteria.
- Develop weekly plans for sessions with adolescents and their caregivers
- Mobilize adolescents and caregivers to attend weekly sessions.
- Facilitate and assess weekly sessions with different groups of adolescents and caregivers in local language.
- Ensure sessions are conducted in line with the EASE methodologies and quality standards
- Ensure attendance is being recorded as per EASE standards
- Manage EASE session resources well and use them for the intended purpose

##### **Support and coach-mentor EASE translators to learn on the job**

- Identify gaps among translators and support/mentor them to improve
- Enable translators to acquire facilitation skills for group sessions.

##### **Report on activities implemented and concerns identified**

- Collect information and data from sessions for reporting
- Timely project activity reports and recording
- Submits regular and timely reports to the Team Leader on progress towards outputs as well as challenges and successes.
- Documents beneficiary stories of change and takes good quality photos of activities with beneficiary consent.
- Collect feedback from adolescents and their caregivers on EASE activities as needed.
- Maintain a database and attendance trackers of beneficiaries based on EASE cohorts

##### **Child safeguarding and case Management.**

- Conduct safety audits to ensure spaces for sessions are safe for adolescents and caregivers
- Ensure that safeguarding and protection procedures are understood and adhered to.
- Report all safeguarding and protection concerns on time to facilitate timely management.
- Identify, refer and follow-up adolescents and their caregivers in need of additional support to relevant partners
- Provide Psychological First Aid (PFA) to identified cases before referral
- Prepare and submit quality and timely reports as needed by CEPAD

##### **Others**

- Attend stakeholder meetings and represent the organisation
- Perform any other duties as assigned by CEPAD
- Responsible and accountable for assigned project assets and supplies during the project life span.

#### Qualifications, Experiences.

- S/he must be a resident of the **Settlement or District**.
- S/he must have attained a degree or at least a diploma in the fields of, Social Work and Social Administration, Community Psychology, Mental Health and Psychosocial Support, Development Studies, Social Sciences.
- Additional qualification in Child Protection and Gender Based Violence is an added advantage
- Ability to understand, speak and write English.
- Ability to speak the local refugee languages of **West Nile**.
- Understanding of Child Safeguarding and Child Protection Policies is requirement.
- Competent using facilitation and helping skills.
- Good at communicating information in simple, interesting and creative ways.
- Must be child friendly and act in the best interest of children as well as have a volunteer spirit.
- Demonstrated planning, implementation and time management skills.
- A background or hands on experience in Mental health services is desired
- Have a clean criminal record.
- **Possession of riding skills and a valid driving license is a must.**



**Skills**

- Coaching skills, Strong facilitation, Teamwork (team oriented), Strong social and communication skills, Affinity with children, Good observation skills, Willingness to work and live in remote areas, Creativity.

**Title: BeThere Project Officer (1 Position)****Duty Station: Palorinya Settlement****Start Date: As Soon As Possible****Reports to: Team Leader****Contract Duration: 1 year with possibility of extension**

The BeThere Project Officer will deliver a caregiver intervention (BeThere) as part of the protection packages aiming to improve the knowledge and skills of caregivers to better provide support to their children. The BeThere Project Officer will exclusively schedule and implement BeThere sessions for caregivers in line with CEPADWN, WCA standards and Donor compliance requirements.

**Objective of the job**

To plan, facilitate and report BeThere sessions for caregiver based on the methodology quality standards. The BeThere Project Officer will also assess, refer and follow-up any caregivers requiring other support.

**Position in the organization**

- The BeThere Project Officer is part of protection project team.
- S/he reports to the Team leader and manages BeThere translator
- S/he is mentored by the BeThere Coach

**Roles and Responsibilities**

- **Plan, organize, conduct and document BeThere sessions for caregivers according to the methodology quality standards.**
- Work with local authorities to identify and enroll caregivers based on an inclusion criteria.
- Develop weekly plans for sessions with caregivers
- Mobilize caregivers to attend weekly sessions.
- Facilitate and assess weekly sessions with different groups of caregivers in local language.
- Ensure sessions are conducted in line with the BeThere methodologies and quality standards
- Ensure attendance is being recorded as per BeThere standards
- Manage BeThere session resources well and use them for the intended purpose
- **Support and coach-mentor BeThere translators to learn on the job**
- Identify gaps among translators and support/mentor them to improve
- Enable translators to acquire facilitation skills for group sessions.
- **Report on activities implemented and concerns identified**
- Collect information and data from sessions for reporting
- Timely project activity reports
- Prepare and submit quality and timely reports using relevant project reporting tools
- Documents beneficiary stories of change and takes good quality photos of activities with beneficiary consent.
- Collect feedback from caregivers on BeThere activities as needed.
- Responsible and accountable for assigned project asset during project life span.
- Maintain a database and attendance trackers of beneficiaries based on BeThere cohorts
- Responsible and accountable for assigned project assets and supplies during the project life span.

**Safeguarding and case Management.**

- Conduct safety audits to ensure spaces for sessions are safe for caregivers
- Ensure that safeguarding and protection procedures are understood and adhered to





- Report all safeguarding and protection concerns on time to facilitate timely management
- Identify, refer and appropriately follow-up caregivers in need of additional support to relevant partners
- Provide Psychological First Aid (PFA) to identified cases before referral
- Prepare and submit quality and timely reports as needed by CEPAD

**Others**

- Attend stakeholder meetings and represent the organisation
- Perform any other duties as assigned by CEPAD

**Qualifications, Experiences**

- **S/he must be a resident of the Settlement or District.**
- S/he must have attained a degree or at least a diploma in the fields of, Social Work and Social Administration, Community Psychology, Mental Health and Psychosocial Support, Development Studies, Social Sciences.
- Additional qualification in Child Protection and Gender Based Violence is an added advantage
- Ability to understand, speak and write English.
- Ability to speak the local refugee languages of West Nile.
- Understanding of Child Safeguarding and Child Protection Policies is requirement.
- Competent using facilitation and helping skills.
- Good at communicating information in simple, interesting and creative ways.
- Must be child friendly and act in the best interest of children as well as have a volunteer spirit.
- Demonstrated planning, implementation and time management skills.
- A background or hands on experience in Mental health services is desired
- Have a clean criminal record.
- **Know how to ride a motorbike and in possession of a valid riding license is a MUST**

**Skills**

- Strong facilitation, Teamwork (team oriented), Strong social and communication skills, Affinity with adults, Good observation skills, Willingness to work and live in remote areas, Creativity.

**Title: MEAL ASSISTANT (1 Position)**

**Duty Station: Palorinya Settlement**

**Start Date: As Soon As Possible**

**Reports to: Team Leader**

**Contract Duration: 1 year with possibility of extension**

**Purpose**

The M&E Assistant monitors activities of projects in West Nile Uganda. The M&E assistant is responsible for compiling reports and maintaining updated records of project progress including updated beneficiary tables.

The position involves timely and systematic collection and analysis of data as well as providing accurate information for report writing to the line manager.

The M&E Assistant position is based in West Nile Region of Uganda.

**Objectives of the job**

1. Support in the implementation of M&E tools as per CEPAD Standards at field level.
2. Responsible for monthly/quality data collection/reporting on progress of the projects.
3. Participate in conducting base line surveys for report writing.
4. Maintain project beneficiaries' data base at field level.



## Essential functional relations

The M&E Assistant reports to the MEAL Coordinator.

Essential other functional relations include:

Project Officers, Facilitators, Project Managers, M&E Manager, Programme Development Advisor  
Psycho-Social Support and Education.

## Roles and Responsibilities

### 1. Support in the implementation of M&E tools as per CEPADWN Standards

- Responsible for the effective and efficient implementing M&E policies and strategies according to CEPADWN methodology at field level.
- Responsible for proper and clear dissemination of M&E tools to the beneficiaries and partners and conduct training on them.
- Maintain confidentiality, security of data and ensured strict adherence to ethics of data management as per CEPADWN standards.
- Assist in identifying training needs in the area of M&E at level for the project team.

### 2. Responsible for monthly/quarterly data collection/reporting on progress of the projects.

- Responsible for monthly data collection/reporting on progress of the projects to line manager.
- Ensured data reliability by reviewing, identify possible errors, follow-up and ensure data is cleaned and valid regularly.
- Maintain an accurate and updated database for all beneficiaries at field level.
- Ensure accurate profiling of all beneficiaries is done timely.
- Suggest additional/appropriate methods of data collection when required.
- Backup all M&E databases and results to a database/external hard drive provided on a weekly basis.
- Conduct data quality audit regularly
- Collect quantitative feedback from partners and project stakeholders on implementation.

### 3. Participate in conducting base line surveys for report writing.

- Assist in contributing baseline surveys for new proposals when required.
- Assist in conducting qualitative feedback on project implementation.

Any other duties as assigned by your line manager.

## Requirements

### Knowledge and Experience

- A Diploma in M&E, statistics, social science, or any other related field.
- Knowledge of quantitative and qualitative monitoring & evaluation tools.
- 1 year experience in monitoring and evaluation.
- 1 year experience of working on humanitarian or development projects, preferably focusing on at least one of the following areas: psychosocial support, child protection, education.
- Experience of working with an INGO/NGO is desirable.
- **Know how to ride a motorbike and in possession of a valid riding licence is a MUST**
- **S/he must be resident as the role is field based.**

### Skills and Competencies

- Strong social and communicative skills.
- Fluent in English.



- Good computer skills.
- Strong analytical skills.
- Strong reporting and writing skills.
- Cultural sensitivity.
- Attention to detail with strong follow up.
- Team oriented.
- Ability to work efficiently independently.
- Ability to network, lobby, and advocate on behalf of War Child Holland.

*"Commitment to the vision and goals of CEPADWN and War Child Alliance in Uganda, including adherence to the Child Safety Policy, is essential"*

## HOW TO APPLY

CEPAD-WN is an equal opportunity and inclusive organization, with equitable treatment to all applicants without Discrimination whatsoever.

Individuals that meet the above requirements can send a motivational letter, CV and copy of academic documents as **ONE PDF ATTACHMENT** to [hr@cepadwestnile.org](mailto:hr@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 for all applications is 25/MARCH/2024 at 17 hours EAT.**

Only short-listed candidates will be contacted.

**CEPAD WN  
MANAGEMENT**

