



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

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JOB ADVERTISEMENT FOR VOLUNTEERS AT CEPAD-WN

7th November 2024

About CEPAD-WN

CEPAD-WN (Community Empowerment Program for Advancing Development in West Nile) is a feminist humanitarian organization dedicated to empowering vulnerable populations in Uganda's West Nile region, especially women, youth, and refugee communities. Our mission is to create sustainable development pathways by addressing social, economic, and educational challenges through collaborative programs and partnerships. Our approach combines advocacy, capacity building, and direct support to foster resilience, social inclusion, and improved quality of life for marginalized communities.

Volunteer Opportunities

CEPAD-WN is looking for passionate volunteers to join our Programs and Operations teams based at our Head Office. Volunteers will gain hands-on experience in a dynamic humanitarian setting, contributing to programs that uplift communities in need. While volunteers will work primarily at our head office, travel to field locations in the West Nile region is expected and fully facilitated by CEPAD-WN.

Positions Available

1. Programs Volunteers (2 positions)

We are seeking dedicated Program Volunteers to support our program teams in the planning, implementation, and monitoring of projects across various sectors, including protection, peacebuilding and conflict prevention, and women and girls' empowerment. Responsibilities will include:

- Engaging with communities to foster relationships and understanding
- Assisting with data collection and reporting
- Supporting the organization and facilitation of workshops and community events

This volunteer role is ideal for individuals who are passionate about humanitarian work, have strong organizational and communication skills, and are committed to advancing CEPAD-WN's mission. Volunteers will gain valuable experience in program management, community engagement, and cross-sector collaboration while making a meaningful contribution to communities in need.

2. Operations Volunteers (3 positions)

- **Finance Volunteer (1 position)**



The Finance Volunteer will support the finance team in budgeting, financial tracking, and reporting. Responsibilities include assisting with bookkeeping, preparing financial documents, and supporting monthly reconciliations. Candidates with a background or interest in finance, accounting, or economics are encouraged to apply.

○ **Human Resources Volunteer (1 position)**

The HR Volunteer will assist in recruitment, onboarding, and staff welfare initiatives, contributing to creating a positive and inclusive work environment. Duties include coordinating volunteer and staff recruitment processes, maintaining employee records, and supporting staff development programs.

○ **Logistics Volunteer (1 position)**

The Logistics Volunteer will support the operations team by helping coordinate field logistics, inventory management, and procurement. This role is ideal for those interested in supply chain management and humanitarian operations, with responsibilities including asset tracking, procurement support, and arranging field travel.

○ **Volunteer Benefits and Expectations**

The volunteer role offers hands on experience, skills development and the opportunity to make a positive impact within our team.

CEPAD WESTNILE does not provide financial support, however volunteers expand their network and may be considered for future funded opportunities within the organisation based on Performance.

Requirements

- A commitment to humanitarian work and CEPAD-WN's mission
- Strong interpersonal, organizational, and communication skills
- Relevant educational background or experience for each position
- Ability to work in a team and handle field assignments when required

How to apply:

Send your CV and motivation letter including copies of relevant academic qualifications to Admin at hr@cepadwestnile.org and cepadwestnile@gmail.com

Deadline to receive application is 30th November 2024 at 2Pm EAT.

You can connect and follow through the following

Facebook: [@CEPADWN](https://www.facebook.com/CEPADWN)

Twitter: [@CEPAD_WN](https://twitter.com/CEPAD_WN)

Instagram: [@cepadwn.official](https://www.instagram.com/cepadwn.official)

YouTube: CEPAD-WN Official Channel

Please explore our website (www.cepadwn.org) for detailed reports, case studies, and testimonials

CEPAD-WN is an equal opportunity organization. We encourage applicants from diverse backgrounds, including those from refugee communities, to apply.

