



Community Empowerment for Peace and Development West Nile (CEPAD-WN)
*NACWOLA premise, Abirici Cell, Onzivu Ward, Ayivu East Division P.o. Box
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JOB ADVERT

INTRODUCTION

CEPAD-WN (Centre for Peace and Development – West Nile) is a local non-governmental organization established in 2014, committed to fostering peace, empowerment, and development in communities across Uganda, with a particular focus on the West Nile region. Our work addresses critical issues such as peacebuilding, conflict resolution, gender equality, youth empowerment, and community development. With a strong emphasis on inclusion and sustainability, CEPAD-WN collaborates with local communities, civil society organizations, and international partners to create impactful programs that address the root causes of conflict and promote coexistence. To strengthen our operational capacity and ensure the seamless delivery of our programs, we are seeking a highly qualified and experienced Head of Operations to join our team.

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

1. HEAD OF OPERATIONS-1 Position
2. MEAL assistant-1 Position

Title: HEAD OF OPERATIONS (1 Position)

Duty Station: ARUA CITY UGANDA WITH TRAVELS TO THE FIELD

Start Date: As Soon As Possible

Reports to: EXECUTIVE DIRECTOR

Contract Duration: 11 Months with possibility of extension

Key Responsibilities:

The Head of Operations will lead and oversee Administrative, Logistics, Finance and Human Resource functions within CEPAD-WN, serving as a vital member of the leadership team, ensuring operational excellence and efficiency. Core responsibilities include:

1. Finance Management and compliance

- Facilitate and coordinate development and maintenance of a sound financial management system
- Ensure compliance to organisation, donor and regulatory requirements.
- Guide the development of a proper physical and electronic filing system for finance documents
- Assist with the audit process by ensuring that end of year financial accounts are prepared in time for external auditors and responding to internal and external auditors queries or observations.



- Establish and continuously enhance internal financial control systems to ensure proper utilization of funds
- Lead the preparation of the long term, annual, and adhoc CEPAD-WN/donor budgets and ensure exercise of satisfactory budgetary management
- Develop budgetary performance report and monitor budgets to ensure compliance
- Ensure timely compilation of and submission of statutory and required financial returns and the associated management reports and dispatch them to the key stakeholders.
- Ensure prompt and regular reconciliation of accounts with statutory or regulatory bodies.
- Ensure satisfactory liquidity for the organization, by monitoring the liquidity standings
- Ensure training and continuous development of the finance team.
- Ensure timely financial reporting and compliance with financial regulations and policies.
- Provide strategic financial guidance to management for resource allocation/utilisation and financial sustainability.

2. Procurement, Logistics and Asset management

- Lead and manage procurement processes to ensure value for money and transparency.
- Lead the development of procurement plans and cost management/saving strategies
- Oversee logistics and supply chain activities to support program implementation.
- Ensure compliance to organizational and donor procurement policies.
- Ensure the establishment and use of an inventory management system as the custodian of the organization property/assets.
- Lead and recommend assets for disposal
- Develop and implement staff training and development activities

3. Human Resources Management

- Lead human resources planning, recruitment, and capacity-building initiatives.
- Ensure compliance with HR policies and procedures.
- Develop strategies that foster a positive and inclusive workplace culture.
- Assist the Chief Executive Officer in defining the contractual levels relative to local staff.
- Ensure the preparation of pay rolls of the local workers and potential fiscal declarations on work incomes.
- Lead staff development, conflict management and related aspects.
- Guide and advise leadership on any policy related proposals for amendment on addition.
- Ensure payment of salaries and wages, of social burdens/duties and insurance policies foreseen by the law for local staff employed in the coordination office and in projects.

4. Resource Mobilization

- Identify and pursue funding opportunities to support organizational programs and activities.
- Develop proposals and build relationships with donors and partners.
- Ensure proper documentation and reporting to meet donor requirements

5. Leadership and Strategy

- Provide operational leadership to support the organization's mission and vision.
- Collaborate with senior management to align operations with organizational goals.
- Ensure effective communication and coordination across departments.



Qualifications and Requirements:

- Master’s degree in finance, accounting or administration (accounting)
- Or a Bachelor’s degree with 8 years’ experience in a similar role.
- Must be a Ugandan national.
- Certified Public Accountant (CPA) qualification is added advantage.
- A minimum of five (5) years of relevant working experience in finance, procurement, logistics, and human resource management with a nongovernmental organisation.

Other competencies

- Strong leadership, organizational, and problem-solving skills.
- Excellent interpersonal and communication skills.
- Experience in working within non-governmental organizations or similar contexts is an added advantage.
- Strong knowledge of accounting principles, financial regulations, and financial analysis.
- Demonstrated experience in developing and implementing financial and operational policies and procedures.
- Advanced proficiency in financial management software and Quick books.
- Excellent analytical skills with the ability to interpret complex financial data.
- Strategic thinker with a demonstrated ability to drive financial performance and business growth.
- Ability to manage multiple priorities in a fast-paced environment.
- Experience in developing/training and managing a small team of finance and operations staff.
- Knowledge of financial modelling, forecasting, and advanced Excel usage.
- Experience with grant, sub-grant, and accounting procedures in the aid sector.
- Excellent organizational skills with a high level of attention to detail.
- Proven ability to communicate effectively and work well in a team environment

Gender Inclusion:

CEPAD-WN is committed to promoting gender equality and diversity. Female applicants are strongly encouraged to apply.

Title: MEAL ASSISTANT (1 Position)
Duty Station: Palorinya Settlement
Start Date: As Soon As Possible
Reports to: MEAL COORDINATOR
Contract Duration: 11 Months 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, Head of programs, 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.
- Candidates must have the ability to ride a motorbike and hold a valid riding license.
- 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 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 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 February 14th, 2025, at noon EAT .

Only short-listed candidates will be contacted.

Deadline for Applications: .

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CEPAD WN
MANAGEMENT

