



## NATIONAL ASSOCIATION FOR WOMEN'S ACTION IN DEVELOPMENT

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DATE: 23<sup>rd</sup> October 2020

### JOB ADVERT

#### About NAWAD

National Association for Women's Action in Development (NAWAD) is a voluntary non-governmental women's organization that was initiated by a group of women in 2009 and was legally registered in 2010 with the Ugandan NGO board (INDR83662539NB6). NAWAD is committed to promote a stable and peaceful society where women/girls access equal rights in the different spheres of life. The organization focuses on the family and the crucial role women play in their families, their communities and the development of Uganda as a nation. The main goal of the organization is to promote the rights of women and girls especially in relation to sustainable natural resource management and climate change social and economic right and governance, peace and security. NAWAD focus area are; Institutional and Organizational Development, Sustainable Natural Resource Management and Climate Change, Social and Economic Rights and Governance, Peace and Security.

We are seeking to recruit a highly skilled Programs Manager who is highly organised, motivated and responsible person to help ensure the smooth and efficient delivery of our organisation objectives. She/he must be Passionate about women and girls rights. She/he must be ready to demonstrate integrity by modelling the NAWAD's values and ethical standards while Promoting its vision, mission, and strategic goals.

A Program Manager will be responsible for designing, coordinating and improving the internal and external programs of an organization. She/he will work across a range of communities to deliver programs that align to the organisation's strategic vision. She/he will be based at head office with regular visits to the field.

#### Duties and Responsibilities

- In charge of Program development and lead the implementation of all the Programs' projects of the organization.
- Coordinates the development of annual work plans, budgets and progress reports as required for the organization
- Spearhead the fundraising for the organization and ensure that the organization has funds to run it at all time
- Manage and maintain the organizations networking /partner relationship and ensure its good all the time
- Monitor and spearhead the implementation of organization policies and their updates
- Coordinate all the Programs' staff

- Supports the Director in various administrative tasks
- Represent NAWAD on behalf of the Director, to NGO partners, government officials, funding sources, other partners, beneficiaries, and at conferences and other outreach opportunities as may be assigned
- Conduct any other organizational related duties as may be assigned by the executive director

### **Qualifications/competences:**

- Bachelor's degree in a field of study related to environmental management, gender and women studies or a related subject preferred;
- Minimum 8 years of experience working with NGOs preferably women and girls and while working at Management level
- Experience in program design, strategic planning, reporting, monitoring and evaluation;
- Proven ability to manage budgets and to lead and manage staff effectively; familiarity with Quicken preferred;
- Strong interpersonal, communication, and networking skills, cultural sensitivity, and a demonstrated ability to build and maintain professional relationships with all levels of staff, government personnel, members of donor organizations, funders, and policy makers;
- Outstanding ability to effectively transfer skills and experience to others as a trainer, advisor,
- High degree of organization and attention to details;
- Ability to identify, define, and effectively and innovatively resolve problems or respond to opportunities;
- Ability and willingness to travel in-country to locations which are often remote and difficult to reach;
- Fluent in written and spoken English; familiarity with Luganda, Runyankole and Luo and other local languages a plus;
- Working knowledge of computer use, including PC-based word processing, and familiarity with Google software and applications including Google Drive, Calendar, Gmail, etc.

### **How to Apply**

All suitably qualified and interested candidates are encouraged to send applications, a motivation letter, curriculum vitae, copies of academic qualifications and three referees on email; **nawadorg@gmail.com** not later than **Friday 30<sup>st</sup>October 2020 at 5:00 Pm and all these documents must be addressed to the Executive Director**. Interviews will take place in Kampala at NAWAD Secretariat on a date that will be communicated

***GOOD LUCK!!!***