



NATIONAL ASSOCIATION FOR WOMEN'S ACTION IN DEVELOPMENT

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Background

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. NAWAD is committed to promote a stable and peaceful society where women and 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 therefore seeks to recruit a highly skilled Communications and Monitoring and evaluation Officer who is highly organized, motivated and responsible to help ensure the smooth and efficient delivery of the Organizational programs. 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. The Communications and M&E officer will be based at head office with periodic visits to field offices under the leadership of NAWAD executive Director. Receives project M&E & Knowledge Management framework and develops a Communication and Documentation activity plan that is regularly updated

DUTIES AND RESPONSIBILITIES

COMMUNICATION

- Lead the communications of the organization and develop and execute an efficient internal communication strategy/policy
- Produce communication resources and pursue media opportunities and exposure.
- Co-ordinates the production of internal and external communications, editing and proof reading of communications products including but not limited to success stories, photographs, video and social media.
- In accordance with program team, prepares newsletters, brochures and other publicity materials.
- Supports program team in development and printing of training material and training guide.
- Manage the organizational email, website and all social media accounts/groups

MONITORING AND EVALUATION

- In charge of M& E and Ensure monitoring and evaluation of activities and reporting are of standard and are completed on schedule
- Take lead in the developing of the M&E plan for the Office and ensure the implementation of outcome and project evaluations.
- Lead the development of annual work plans, budgets and progress reports as required for the organization including monthly, quarterly and annual reports and ensure that project deadlines are met
- Monitor and advise on the compliance of the NAWAD with the corporate planning and performance monitoring tools including the periodic monitoring of dashboards and exceptions, and identifies the remedial actions.
- Develop suitable and innovative solutions and tools for improving project implementation;
- Perform quality control of project documentation, strategic products developed by projects and midterm and final evaluation reports.
- Assess projects risks and lead the development of the organization risk management plan

QUALIFICATIONS, SKILLS AND EXPERIENCE

Degree in Communications, Social Sciences/Development Studies or equivalent from a recognized University; 3-5 years working experience in Communications, Monitoring and Evaluation or related field; Experience in women and gender programs; Ability to multi-task and manage priorities, meeting deadlines as required; Excellent interpersonal and communication skills; NGO experience will be an added advantage.

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 by email to: nawadorg@gmail.com not later than **Friday 5th October 2021 at 5:00 Pm**. Only shortlisted applicants will be notified. Interviews will take place in Kampala at NAWAD Secretariat