

JOB ADVERT

Our Motto: "Women at the Forefront"

About NAWAD: The National Association for Women's Action in Development (NAWAD) is a Ugandan non-governmental organization dedicated to promoting gender equality and empowering women and girls. Founded in 2009, NAWAD focuses on addressing persistent gender-based challenges such as discrimination, lack of access to resources, and violence. The organization works through capacity building, advocacy, research, and service delivery to achieve its mission of fostering social, economic, and environmental justice. NAWAD envisions a society where women and girls enjoy equal rights and opportunities alongside men and boys, contributing to sustainable development.

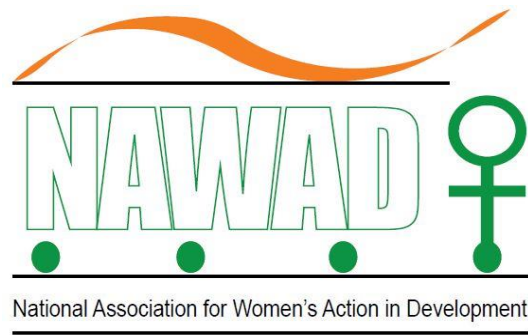
We invite qualified applicants to apply for the following positions:

1. Executive Director (01)

Job Description:

The Executive Director will lead the organization, overseeing the strategic implementation of programs and the management of operations under the direction of the Board of Directors. Responsibilities include:

- To lead the strategic planning and strategy implementation to fulfill the mission of NAWAD and work closely with the Board to develop and implement policy decisions.
- Lead the resource mobilization of the Organisation
- To provide strategic leadership in the development and implementation of policies and programs agreed upon within the key functions of NAWAD.
- To ensure effective development of policies and strategies that ensure the financial health fiscal management and integrity of the NAWAD including submission of the proposed annual budget and financial reports to the Board.
- Keep the Board informed of the activities of NAWAD and provide timely and accurate information to enable the Board to make informed policy decisions.
- Responsible for all contractual obligation of NAWAD.
- Establish and maintain relationships with various stakeholders and utilize them to enhance the mission of NAWAD.
- To serve as NAWAD's primary spokesperson to the NAWAD's Partners, media and the public.
- Managing organizational resources, building partnerships, and representing NAWAD at national and international levels.



- Supervising staff, fostering collaboration, and ensuring compliance with legal and donor requirements.

Education and Professional Qualifications

Minimum qualification master's degree in any of the following fields: communications, economics, Science and technology, finance, law, management, public administration, Gender studies or related fields.

Work Experience

Minimum of seven (7) years of work experience in areas of strategic leadership in the communications, regulatory, policy development, public administration, management, and governance areas of which four (4) years must be in a senior management position in a similar NGO/Corporate environment.

Required Skills and Knowledge

- Strategic thinking, planning, and management
- Resource Mobilization
- Financial and people management skills
- Stakeholder engagement at National and Local Level
- Strong understanding of the working mechanisms of the public sector, MDAs, Parliament, and Local Government
- Astute communication and interpersonal skills
- Strong demonstrable leadership skills
- Dispute resolution skills
- Strategic negotiation skills

2. Finance Assistant (01)

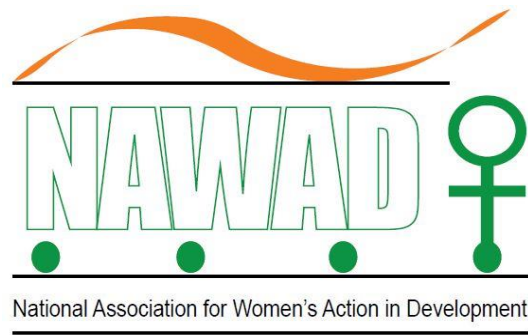
Job Description:

The accountant assistant will support the finance officer in financial planning, management, and reporting.

Key Responsibilities:

Financial Reporting:

- Prepare and review financial statements with precision and compliance with the donor agreements.
- Analyze financial performance, identifying trends for strategic decision-making.
- Budgeting and Forecasting



- Coordinate annual budgeting and auditing, ensuring alignment with organizational objectives.
- Analyze budget vs. actual performance, identifying cost-saving opportunities.

Compliance and Internal Controls:

- Ensure adherence to accounting principles and regulations.
- Implement robust financial policies and procedures for efficiency and risk mitigation.
- Lead treasury management and cash flow policies.
- Follow up all Tax payments and compliance
- Keeping the organizational cash book up to date

Skills and Experience:

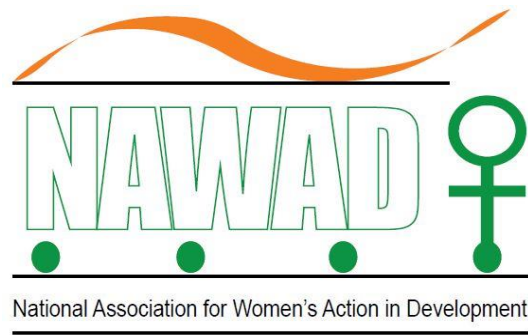
- Minimum qualification: B. Com, Accounting and Finance, BBA
- CCA/CPA/ACCA certification is an added advantage
- 2-3 years' experience in accounting.
- Experience with the NGO industry is an added advantage
- Proficiency in IFRS accounting/reporting and strong analytical skills.
- Experience in implementing accounting policy controls framework.
- Proficiency in Excel, PowerPoint, QuickBooks and S4Hana.

3. Communications and Advocacy Officer (01)

Job Description:

The Communications and Advocacy Officer will manage NAWAD's public relations and advocacy strategies. Responsibilities include:

- Communication strategy development: S/he will work with the project staff to develop, review and revise the organization communications strategy, strategic and annual operational plans
- Produce a wide range of Publications including monthly, quarterly and annual reports, and/or update current communication materials.
- NAWAD Membership focal person: coordinate all the membership activities for NAWAD
- Events planning and production: Organize meetings with high level international, national and other stakeholders, liaise with Organisation staff in organizing dissemination activities, ensure appropriate documentation of events, and wide sharing of products and information
- Media engagement: Plan, organize and direct an effective public information program
- Online publishing: Be responsible for developing and/or updating content for NAWAD online platforms, oversee the production and timely posting of blogs and engage with



relevant knowledge hub websites and online communities to promote the organization work

- Monitoring and evaluation of communication activities
- Carry out any other duties related to this role as may be required from time to time

Qualifications:

- Bachelor's degree in mass communication, journalism, IT or its equivalent
- A postgraduate qualification in Mass Communication or Social Sciences or Gender is an added advantage
- Previous experience with media will be an added advantage
- Minimum of 1-2 years relevant working experience as a communications officer or related position
- Excellent interpersonal and communication skills, written and verbal
- Ability to produce concise, informative and appropriate written documentation
- Ability to communicate on social media to keep the organization visibility high
- Ability annual reports for the organization
- Strong writing and digital media management skills.
- Experience in advocacy campaigns is highly preferred.
- Strong IT Skills

4. Program Officers (04)

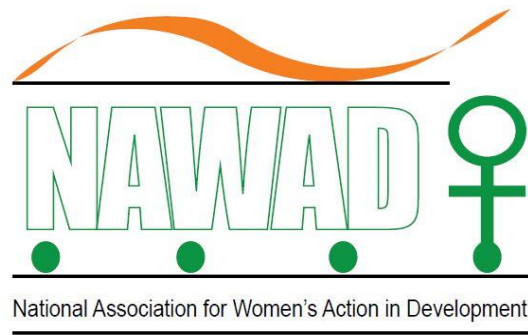
Thematic Areas: Climate Change and Natural resources management, Human rights, health and gender-based violence and Social Justice, Women Economic Empowerment and Organizational Capacity building.

Job Description:

The Programs officer will oversee the implementation, monitoring, and evaluation of organization projects in the respective thematic areas mentioned above.

KEY TASKS AND RESPONSIBILITIES:

- Develop and manage program budgets ensuring that all projects are implemented in line with donor agreements.
- Develop and manage activity plans including setting clear targets and monitoring plans
- Monitor all program implementation and expenditures, managing and tracking expenses on a monthly and quarterly basis.
- Develop and foster local partnerships with other organizations to meet program goals



- Supervise staff assigned fully to the thematic program.
- Take part in resource mobilization for the thematic program.
- Build the capacity of the program team through mentoring and coaching staff in key areas of managing projects
- Implement performance management processes and regularly sets targets
- Identify training needs of program staff to offer or find alternative resources for training
- Participate in grant review meetings as appropriate

Qualification, experience, skills, and abilities required

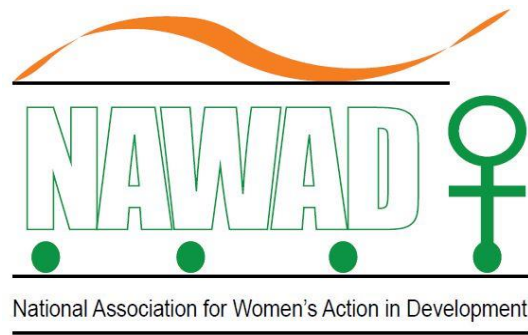
- A minimum of A university degree in the relevant field
- An advanced post graduate diploma is an added advantage
- 2-3 years of professional experience in a similar role managing multiple projects or programs.
- Demonstrated knowledge of project design, proposal development and donor reporting.
- Excellent written and oral communications skills.
- Strong interpersonal skills.
- Computer literate, with working knowledge of Microsoft Office software.
- Ability to plan, manage and deliver results according to specified timelines
- Ability to network effectively, work in teams and influence decisions.
- Willingness to be based in one of the program regions.
- Good organizational and project management skills
- Leading field teams and building capacity among grassroots organizations.

5. Monitoring, Evaluation, and Learning (MEAL) Officer(02)

Job Description:

The MEL Officer will establish systems to track and evaluate the impact of NAWAD's interventions. Responsibilities include:

- Developing MEL frameworks and tools for ongoing and future projects.
- Collecting, analyzing, and reporting data to support decision-making and program improvement.
- Documenting best practices and lessons learned for organizational growth.
- Implementing Monitoring and Evaluation policies, procedures and guidelines
- Support the development and maintenance of a functional Monitoring and Evaluation system
- Carry out performance assessment for implementation and making recommendations for improvement
- Provide technical support and guidance during the monitoring of performance processes
- Evaluate the project in liaison with relevant evaluation activities



- Prepare Monitoring and Evaluation reports on the performance of the project
- Support capacity building of staff in monitoring and evaluation
- Carry out any other duties related to the role

Qualifications:

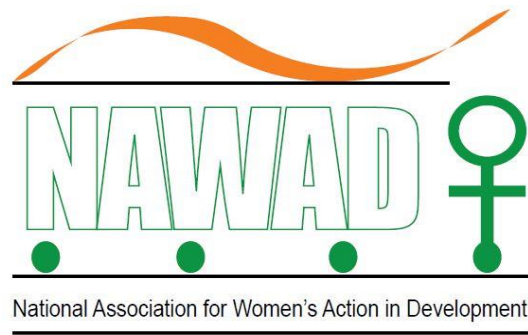
- Minimum of a master's degree in Rural Development, Development studies, social sciences, and project planning and management, or related field.
- A postgraduate qualification in Monitoring and Evaluation from a recognized University /Institution is an added advantage.
- Previous experience working in a similar position will be an added advantage
- Minimum of 2-3 years relevant working experience
- Strong understanding and knowledge of monitoring and evaluation, evaluation design, data collection and analysis, and reporting.
- Good written and oral communication skills is an added advantage
- Experience with data collection tools and analysis software such as SPSS, STATA, EXCEL Power BI, R and python.
- Strong analytical and reporting skills.
- Ability to write annual reports for the organization

Working Hours: 8 Daily

Job application procedure

Suitably qualified persons should submit their application which must include the following:

1. A one-page type written application letter addressed to the Executive Director, National Association for Women's Action in Development.
2. Up-to-date curriculum vitae with a telephone contact and an email address that are functional.
3. Copies of the relevant academic certificates and transcripts.
4. Two (2) letters of recommendation
5. The above application documents must be submitted as ONE PDF file to the email: nawad@nawad.co.ug indicating the position applied for in the email reference. The deadline for submission is 30th January 2025 at 5:00pm.
6. Only short-listed candidates will be contacted.



INTERNSHIP/ VOLUNTEER OPPORTUNITY AT NAWAD

Start your work experience with us!

National Association for Women's Action in Development is always looking for talented, motivated and enthusiastic students and fresh graduate from around Uganda. An internship/ Volunteer work at NAWAD is a great opportunity to acquire practical work experience while contributing to our mission "to empower women and girls to achieve social, economic and environmental justice through capacity building, research, advocacy, and service provision"

Requirements

Students: Recommendation letter from your university and a student ID

Graduate: A 2-pager resume, cover letter, LC1 letter, Academic document or an equivalent. Months experience is an added advantage.

Areas of interest: Programs assistants, finance, procurement, communications, IT, administrative assistants, statisticians, M&E assistants, Research fellows, Human Resource, social workers, and Gender specialists.

The interested applicants must submit their documents as ONE PDF file to the email: nawad@nawad.co.ug indicating the position applied for in the email reference.

The deadline for submission is 30th January, 2025 at 5:00pm. Only short-listed candidates will be contacted.

NOTE: NAWAD is an equal opportunity Organisation. Bribery or lobbying for jobs will lead to disqualification, for any bribery or distortion email: concerns@nawad.co.ug indicating the reason in the email reference or call our toll-free number: **0800-365-365**

Join NAWAD and be part of a team driving a society where women and girls enjoy social, economic, and environmental justice!