



Job Vacancy Announcement

Position:	Project Assistant – KAS (full time)
Reports to:	Project Manager
Duty Station:	KAS offices, Kampala, with frequent travels upcountry

Background

Konrad-Adenauer-Stiftung (KAS) is a German political foundation working worldwide in the areas of civic and political education. KAS has been working in Uganda for over thirty years in the promotion of democracy, human rights and rule of law. In its programmes, KAS cooperates with indigenous organisations including Action for Development (AFODE), a women's NGO focussing on the promotion of women empowerment, gender equality and equity.

KAS and ACFODE have received funding from the European Development Fund (EDF) as part of the Democratic Governance and Accountability Programme (DGAP) for the project "Action for Strengthening Good Governance and Accountability in Uganda", to be implemented over a period of 24 months. Applications are invited from suitably qualified and immediately available individuals to fill the position of Project Assistant at KAS within the project. This will be a contract position for 24 months, including two months of probation. KAS and ACFODE are equal opportunity employers, qualified female candidates are particularly encouraged to apply.

Responsibilities:

- Assist the Project Manager in the day-to-day running of the project
- Plan and organise project activities including preparing activity schedules in coordination with the Project Manager
- Manage finances advanced for project activities and any other related logistics
- Conduct follow-ups and liaison with consultants, facilitators, and target groups in the districts to ensure that all activities meet the highest KAS/ ACFODE standards, as well as delivering on the project's intended goals
- Prepare activity reports (narrative and financial) as per project guidelines
- Travel to the districts for co-ordination, implementation and monitoring of project activities
- Assist the project accountant in the preparation of accountabilities for project activities and expenses
- Co-ordinate media coverage of project activities to ensure maximum visibility

- Write briefing articles about project activities for the KAS website or any other media
- Any other duties that may be assigned from time to time by the Project Manager

Required Qualifications, Experiences and Skills:

- University degree in education, political, legal, social or other related sciences
- Minimum of 2 years of related work experience
- General project / contract management ability
- Good analysis and report writing skills
- Identification with the background and values of KAS and ACFODE
- A high measure of independent working, responsibility, integrity, teamwork, good interpersonal skills and flexibility; preparedness to work off-time
- Preparedness to travel upcountry including to remote areas
- Competent with Microsoft Office applications
- Good communication skills, both oral and written
- Knowledge on key democracy and governance issues will be an added advantage
- Experience in implementing EDF funded projects will be an added advantage.

Application Procedure

Interested candidates should send: a motivational letter, a detailed CV naming two referees with their telephone contacts and emails, and copies of relevant documents (i.e. academic qualifications, employers' certificates etc.) by email or hand delivery to KAS offices on the address below or to ACFODE offices on Plot 623/624, Dan Murika Road, Bukoto. Applications should be addressed to:

The Project Director

Konrad-Adenauer-Stiftung,

Plot 51.A Prince Charles Drive – Kololo

P.O. Box, 647, Kampala

Email: Peter.Girke@kas.de, cc: Yusuf.Kiranda@kas.de and rbafaki@acfode.org

Application deadline: not later than 17:00 hours on Thursday 18th, August, 2011. Email attachments should not exceed 2MB. Candidates who do not receive a response by 29th August 2011 should consider their applications unsuccessful.

Any form of canvassing will lead to automatic disqualification.

Peter Girke, KAS Country Representative