



Job Vacancy Announcement

Position:	Project Officer – ACFODE
Reports to:	Partner Project Coordinator - ACFODE
Duty Station:	ACFODE 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 Partner Project Coordinator (ACFODE) in the day-to-day running of the project
- Plan and organise project activities including preparing activity schedules in coordination with the Partner Project Coordinator (ACFODE) and the Project Manager (KAS)
- Coordinate the implementation of all project activities with the Partner Project Coordinator (ACFODE) and the Project Manager (KAS)
- Manage finances and any other logistics advanced for project activities
- 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
- Travel to the districts for co-ordination, implementation and monitoring of project activities
- Liaise with the KAS Project Accountant in preparation of accountabilities for activities and expenses incurred by ACFODE in implementation of the project.
- Prepare activity reports (narrative and financial) as per project guidelines
- Co-ordinate media coverage of project activities to ensure maximum visibility

- Write articles about project activities for the KAS and ACFODE website or other media
- Any other duties as deemed necessary by the Partner Project Coordinator (ACFODE) or the Project Manager (KAS)

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 AFODE
- 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 with working with Civil Society and district local governments
- Good knowledge and working experience on gender issues
- A high measure of independent working, responsibility, integrity, teamwork good interpersonal skills and flexibility: preparedness also to work off time.

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