



Job Vacancy Announcement

Position:	Project Assistant – ACFODE
Reports to:	Project Officer - 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 partners with several indigenous organizations including Action for Development (ACFODE). ACFODE is an indigenous, voluntary, non-governmental women's organization formed in 1985. Its formation was stimulated by the United Nations Third World Conference on Women held in Nairobi in July 1985 and since provides a platform for effective debate and action on issues related to the advancement of women in Uganda. ACFODE was formed to provide this forum. ACFODE envisions a just society where there is gender equality of opportunities in all spheres

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 in 11 districts in Uganda over a period of 24 months. Applications are invited from suitably qualified and immediately available individuals to fill the position of Project Officer at ACFODE 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 Officer in the day to day running of the project
- Plan and organize project activities including preparing activity schedules in coordination with the Project Officer.
- Manage finances and any other logistics advanced for project purposes.
- Assist Project Officer in monitoring of project activities.
- Prepare activity reports (narrative and photographic) as per project guidelines
- Travel to the districts for co-ordination, implementation and monitoring of projects activities.
- Liaise with the Project Officer (ACFODE) and Project Accountant (KAS) in preparation of accountabilities for activities and expenses incurred by ACFODE in implementation of the project.
- Co-ordinate media coverage of project activities to ensure maximum visibility

- Contribute to up date the ACFODE website with relevant information relating to project activities.
- Any other duties as assigned by the Project Officer.

Required Qualifications, Experiences and Skills:

- University degree in Development Studies, Education, or Social Sciences.
- Minimum of 1 year related experience. Experience in working with NGOs or groups that deal with training and research activities will be an added advantage.
- Report writing and logistic management skills.
- Competence with Microsoft Office applications.
- Good communication skills, both oral and written.
- 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
- Ability to work with minimum supervision
- Knowledge on key democracy and governance, and gender issues 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