ABOUT US:
Windle International Uganda (WIU) is a registered INGO whose mission is to promote peace and development in communities through provision and coordination of Education and training for Refugees and people affected by conflict.

Windle International Uganda is implementing Education Projects for refugees and people affected by conflict in Uganda with funding from a number of donors and in close collaboration with the Government of Uganda through the Office of the Prime Minister.

With funding from these key donors, WIU seeks to recruit a suitably qualified person for the following position:

POSITION: PROJECTS MANAGER

LOCATION: Kampala

Reports to: Director of Programs

Nature of Employment Contract: Annual

Overall Purpose and Scope of the Job:
The Projects Manager (PM) will be responsible for the timely and professional execution, coordination, monitoring and evaluation of all the auxiliary projects within the Education Management framework.

Key Duties and Responsibilities:
1. Take the lead in providing professional guidance to the project task team for effective implementation of activities under the Auxiliary Projects.
2. Support and promote Child Protection and Safeguarding of the beneficiaries’ rights
3. Monitor the progress of project activities and ensure that targets are met
4. Conduct regular support supervision visits to verify activities at the field stations; provide comprehensive reports on project progress for management and draft donor reports
5. Communicate with Project Coordinators on project strategies and receive progress reports in this regard
6. Competently supervise and monitor activities and performance of the Project Coordinators and Project Officers based at the field locations and at the Head Office
7. Develop suitable and effective educational monitoring and evaluation tools with guidance from the Monitoring and Evaluation team
8. Ensure preparation of quality success stories for all projects to enhance donor and WIU visibility
9. Monitor financial performance of each project and ensure alignment to the project goals and timelines
10. Liaise and communicate effectively with donors and partners and all implementing partners in their assigned regions
11. Represent WIU at inter agency and coordination meetings pertaining to the Auxiliary Projects education programme
12. Document all project activities and ensure comprehensive performance reports are drawn in accordance with set schedules to inform decision making
13. Receive, review and analyze the reports provided by Project Coordinator, M&E Officers for correctness, completeness and verify the data and information therein
14. Advise the Director of Programs on trends emerging from the field project reports

Qualifications and Experience

❖ Degree in Education, Development studies, Social Sciences or any related courses;
❖ A post-graduate qualification in Project Management, Monitoring and Evaluation, Education Management or any related field
❖ Experience in dealing with donors
❖ An advanced degree in any of the above fields of study is an added advantage
❖ At least three (3) years of progressive experience gained within a humanitarian NGO is preferred
❖ Strong analytical and documentation skills in project management

Knowledge Required:

❖ Proven knowledge of Uganda Educational systems and wide networks with key Education institutions
❖ Able and willing to travel frequently to rural areas and work in project environment
❖ Ability to develop and supervise a team of professionals
❖ Ability to work independently within guidelines and clear expectations.

Required Skills:

❖ Excellent computer skills (MS Word, Excel and PowerPoint essential)
❖ Experience of working with multimedia tools (i.e. broadcast and video or radio technology, social media).
Excellent command of the English language, (written, oral, comprehension) including highly developed drafting skills; communication and presentation skills

**Personal Attributes:**

- High level of integrity, commitment and professional responsibility.
- Strong interpersonal skills
- Ability to establish and maintain professional relationships with relevant stakeholders.
- Strong interpersonal and team building skills, including the ability to work in a multi-cultural setting.