

## **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.

With funding from Save the Children, WIU is implementing the Education Cannot Wait (ECW) Project across five Refugee Settlements. The project seeks to provide Education Management Support Project for Refugees and Host Communities in Uganda. WIU therefore seeks to recruit a suitably qualified person to support the project in the following position:

**POSITION: Project Coordinator**

**LOCATION: Field Based**

**Nature of Contract: Annual**

### ➤ **Overall Job Purpose and Scope:**

The Project Coordinator will provide leadership, management and strategic vision to the implementation of the project. He/ She is responsible for ensuring that the project meet targets and deliverables on-time and within budget.

He/ She will also be responsible for the coordinating the entire project and ensuring timely implementation of project activities.

### ➤ **Duties and Responsibilities:**

- 🇺🇬 Oversight and supervision of all staff on the project ensuring that Project staff have clear objectives and work plans.
- 🇺🇬 Coordinate and implement activities in line with approved project proposal, budget and within the agreed time frames.
- 🇺🇬 Ensure compliance to all WIU, Donor and Government of Uganda policies, procedures and guidelines in the implementation of the project.
- 🇺🇬 Ensure project deadlines, quality standards and targets are met.
- 🇺🇬 Take the lead during budget reallocation and project planning activities with the donor
- 🇺🇬 Conduct regular on-site field visits in all the settlements regularly to provide technical back-stopping
- 🇺🇬 Support and promote learner's rights during the implementation of the project.

- 👉 Ensure that Child protection and Safeguarding policy is adhered to during the project implementation
- 👉 Guide and train the Project Officers to be able to perform their roles.
- 👉 Liaise and communicate effectively with District officials, Institutions hosting learners and all implementing partners including the community in their assigned regions.
- 👉 Represent WIU at inter-agency, and coordination meetings.
- 👉 Properly document all the project activities within your jurisdiction and ensure comprehensive reports are drawn in accordance with the schedules set.
- 👉 Analyse all reports from the Education Project Officers and provide a framework for dealing with emerging issues.
- 👉 Compile monthly reports for submission to supervisor adhering to the agreed work plan and dates.

#### **Minimum Qualifications & Experience**

- 👉 Degree in Education, Development studies, Social Sciences or any related courses;
- 👉 A postgraduate qualification in Project Management, Monitoring and Evaluation, Education Management or any related field
- 👉 At least three (3) years of progressive experience in coordination of Education and/ or livelihood Projects in a humanitarian setting.
- 👉 Strong analytical and documentation skills in project management
- 👉 Experience in dealing with donors
- 👉 Experience of working with multimedia tools (i.e. broadcast and video or radio technology, social media)

#### **Required Skills and Knowledge:**

- 👉 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.
- 👉 Excellent computer skills (MS Word, Excel and PowerPoint essential), and
- 👉 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 team building skills, including the ability to work in a multi-cultural setting.
- 🇺🇬 Ability to tolerate educational and religious diversity in the work place
- 🇺🇬 Capacity to work under pressure.
- 🇺🇬 Ability to work comfortably and efficiently with other students and members of the communities within the Refugee settlements