



## JOB ADVERTISEMENT

### ABOUT US:

Windle International Uganda (WIU) is a registered INGO whose mission is to promote peace and development in communities through the provision and coordination of education and training for refugees and people affected by conflict.

WIU won a new grant and thus its scope of Programs expanded. The organization, therefore, seeks to recruit a suitably qualified person to support a new project that will be running in **Rhino Camp, Imvepi and Palabek Refugee Settlements**.

**POSITION: Project Coordinator**

**LOCATION: Field Based**

### Overall Job Purpose and Scope:

The Project Coordinator (PC) will be responsible for the coordination, monitoring and evaluation of all project activities.

He/She is responsible for consolidating the project donor reports, participating in budget reviews and reallocations, monitoring the progress of project implementation vis-à-vis the agreed donor timeline, as well as offering critical support to the field teams.

### Duties and Responsibilities:

#### **1. Management, Coordination and implementation of the Project**

- Supervision: Provide oversight to all staff on the project
- Coordinate and implement activities in line with the approved project proposal and budget within the agreed timeframe.
- Ensure compliance with all WIU, donor and Ministry of Education and Sports policies, procedures, guidelines and education standards that relate to the implementation of the education project with limited supervision.
- Ensure project deadlines, quality standards and targets are met.
- Conduct regular on-site field visits in all the settlements to provide technical back-stopping
- Prepare and submit quarterly and annual work plans to the Program Manager.
- Ensure project staff have clear work plans and objectives
- Document the progress of the project activities and ensure comprehensive reports are submitted to the Program Manager.
- Guide, train and mentor Project Officers to be able to perform their roles.

## **2. Reporting**

- Ensure proper documentation is in place for all project activities and ensure comprehensive reports are submitted as per agreed timelines.
- Maintain a schedule of donor reporting timelines for all projects, ensuring project staff and Programme Manager are reminded of impending due dates per project
- Analyse all reports from the Project Officers and provide a framework for dealing with emerging issues.
- Compile monthly reports for submission to the Programme Manager adhering to the agreed work plan and dates. Timely reporting is critical.
- Report any child protection and safeguarding risks or incidents during the project life and project area.

## **3. Networking**

- Liaise and communicate effectively with District officials, learning institutions and other implementing partners including the community in their assigned regions.
- Represent WIU at inter-agency coordination meetings whenever called upon and provide an update of key issues to Program Manager and Senior Management Team.
- Promote community participation in project activities.
- Engage with other stakeholders including private sector actors, community-based organizations and other key partners.
- Maintain strategic alliances to the advantage of Windle International Uganda.

## **4. Monitoring, Evaluation and Learning (MEAL)**

- Develop M&E tools and ensure they are utilised when collecting data
- Work collaboratively with M&E Teams to put in place effective monitoring and evaluation systems.
- Support collection and compilation of change stories, best practices and lessons learned
- Document lessons learned that are worth publishing, and transfer learning to future activities and projects for continuous improvement.

## **5. Financial backstopping**

- Ensure the presence of records of good financial management evidenced through low or no risk audit reports
- Ensure that all project funds are requisitioned on time, utilized adequately and accounted for on time
- Pursue/ follow up on the progress of requisitions at HQ to ensure a quick turnaround time between request and disbursement of funds
- Support the project to adhere to financial and procurement rules and regulations (policies)

## 6. Child Protection & Safeguarding

- Ensure that the Child Protection and Safeguarding policy is adhered to during project implementation
- Support Child Protection focal person to conduct capacity building sessions for teachers, support staff, School Management Committees (SMCs), Parent Teacher Associations (PTAs) including conducting awareness sessions/ dialogues in communities as per approved work plan.
- Adequately document, report and follow up on concerns regarding a safe and secure learning environment for children to ensure friendly structures for Persons with Special Needs (PSNs).
- Support the formation and strengthening of school-based clubs.
- Coordinate and collaborate with other partners (as guided by Supervisor) in the provision of psycho-social support to children, teachers, school structures, parents and other stakeholders.
- Report/ provide immediate information to Safeguarding focal persons and Supervisors when safeguarding incidents or concerns are raised in schools.

### 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.
- 👉 Experience in dealing with donors

### Required Skills, Knowledge and Personal Attributes

- 👉 Proven knowledge of the Ugandan education systems and standards with wide networks with key Education institutions
- 👉 Excellent command of the English language, (written, oral, comprehension) including high report writing skills, communication and presentation skills
- 👉 High level of integrity, commitment and professional responsibility.
- 👉 Strong analytical and documentation skills in project management
- 👉 Able and willing to travel frequently to rural areas and work in a 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)
- 👉 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 workplace
- 🇺🇬 Capacity to work under pressure.

**HOW TO APPLY:**

- All interested applicants who meet the required competencies and wish to apply should visit our website at <https://windleuganda.org/careers/> for instructions on how to apply.
- Only applications submitted through the recommended link on the website will be accepted **from 19<sup>th</sup> April up to 31<sup>st</sup> May, 2022 by 17:00hrs.**

**NOTE:**

- Windle International is an equal opportunity employer; Women and Persons with disabilities who qualify are encouraged to apply.
- Windle International Uganda does not charge a fee at any stage of the recruitment process. WIU will not be held responsible if a candidate pays money to any person who claims to act on behalf of or for WIU. Report to the number 0800-111-428 or email [wiu.integrity@windle.org](mailto:wiu.integrity@windle.org) if you are asked to pay a fee by any individual for this purpose.
- No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and blacklisted.
- WIU works with children and takes seriously the responsibility to Safeguard her beneficiaries. Therefore, applicants must have no history of violation of children's rights or SEA (Sexual Exploitation & Abuse) infractions or offenses.