



P.O BOX 7326-Kampala

www.yadnet.org

ABOUT YADNET UGANDA

Youth Advocacy and Development Network (YADNET) Uganda (www.yadnet.org) is an organization/coalition registered in Uganda with registration number **INDR153454304NB** that brings together partners/CSOs that work with and for young people on SRHR, Economic Empowerment and Environment. The membership organization has coordination structures of members in all regions of Uganda with regional coordination offices in Arua, Lira, Mbale, Hoima, Mbarara, Kamuli and Moroto with National office in Najeera, Kampala.

SHE LEADS PROJECT 2021-2025

She Leads is a programme developed for the Power of Voices Strategic Partnerships with the Ministry of Foreign Affairs of the Netherlands. The programme focuses on strengthening capacity of civil society organisations in the field of lobby and advocacy, with a specific focus on strengthening lobby capacity of young women and girls (GYW) and the civic space wherein they operate. Consortium partners are Terre de Hommes, Defence for Children-Ecpat and FEMNET. The number of targeted groups are; 28 girl – led groups, 35 CSOs. In total 3000 girls and young women will benefit. The districts to be covered are **Kampala, Kamuli and Buyende**. There will be many stakeholders in the project (Government, CSOs), in this regard Plan International Uganda mutually agrees with **Youth advocacy and development network (YADNET)** on how to collaborate in the implementation of the aforementioned project.

JOB DESCRIPTIONS

JOB TITLE: Project Coordinator

Contract length: Three years with possibility of extension depending on the satisfactory performance, meeting the project targets and funding.

REPORTING TO: National Coordinator/E.D

Duty Station: Kampala head office with constant travels to project sites

Project coordinator Duties and Responsibilities

- Ensure the project is implemented as planned and reported on time.
- Design, develop and implement the project workplans, tools and schedules in the 3 project sites of Kamuli, Kampala and Kamuli.
- Establish and strengthen Girls and Young Women groups in the project sites.
- Preparing presentations to update senior management on the project's progress and showcase the project's value.
- Tracking and communicating project risks and opportunities.
- Looking for ways to increase the project's profitability and reduce expenses where possible.
- Ensuring deadlines are met.
- Organizing and attending stakeholder meetings.
- Providing administrative support.
- Organizing project team meetings and recording minutes.
- Liaising with donors to determine and track the project's objectives.
- Handling financial queries and needs

Project coordinator Qualifications and Trainings Required

- Bachelor's degree in Business or related field of study from a recognized university/institution. Having Master's degree in any field relevant to project management or post graduate qualifications, is an advantage,
- At least three years previous experience in project coordination
- Exceptional verbal, written, and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Experience using computers for a variety of tasks
- Competency in Microsoft applications including Word, Excel, PowerPoint and Outlook
- Knowledge of file management, transcription and other administrative procedures
- Ability to work on tight deadlines

JOB TITLE: Project Officer (1)

Contract length: Three years with possibility of extension depending on the satisfactory performance, meeting the project targets and funding.

REPORTING TO: Project Coordinator

Duty Station: Kamuli district

Project Officer Duties and Responsibilities

- On regular basis in liaison with project coordinator to plan, track and assess the progress of the project implementation
- Implement project workplans
- Organize project meetings with stakeholders and Girls and Young Women in the project sites
- Keep and maintain project documents that track project progress.
- Monitor and regularly meet project reporting deadlines

Project officer Qualifications and Trainings Required

- Undergraduate degree, or associated qualifications combined with relevant practical experience from recognized University/institution. Having post graduate qualifications is an added advantage.
- A minimum of 3 years' experience and sound knowledge of project implementation.
- Demonstrate practical skills of applying operational and administrative guidelines to the design and management of projects
- Strong computer skills and good knowledge especially Micro soft and Excel
- Well-developed interpersonal and communications skills, including English language written skills
- Demonstrate exceptional skills in project planning and management and ability to track and monitor targets.
- Computer literate in MS, internet, power point, etc

JOB TITLE: Accountant (1)

Contract length: Three years with possibility of extension depending on the satisfactory performance, meeting the organization targets.

REPORTING TO: Finance and Admin

Duty Station: Kampala head office

Accountant Duties and Responsibility

- Preparing accounts and tax returns for the organization in addition to filing returns to URA and NSSF
- Administering payrolls and controlling income and expenditure
- Support and organize the institutional and project specific Audits
- Ensure periodic and annual financial reports are made and submitted to management on time.
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements to senior management.

- Providing tax planning services with reference to current legislation
- Periodically conduct financial forecasting and risk analysis
- Ensure project budgets expenditures are well tracked and monitored

Accountant Qualifications and Trainings Required

- An Honors Degree in Business, Finance or Commerce from a recognized university/institution
- Registered student of one of the professional accountancy body such as ACCA or CPA
- Proven integrity and confidentiality in handling public resources and in executing duties
- A high level of interpersonal, management skills and ability to work with teams
- Ability to work under pressure and tight deadlines.
- Computer literate in MS, internet, power point, etc

JOB TITLE: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer (1

Contract length: Three years with possibility of extension depending on the satisfactory performance.

REPORTING TO: Program Manager

Duty Station: Kampala

MEAL Officer Duties and Responsibilities

The Monitoring and Evaluation (M&E) Officer will be responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of the Project. He/she will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Project. He/she will also provide technical assistance to the implementing agencies, particularly in relation to monitoring, reporting and governance issues.

Other duties and responsibilities include;

- Ensure an appropriate monitoring and evaluation (M&E) system is in place and is functioning satisfactorily. Periodically review and revise the system so that it is adapted appropriately to changing operating contexts.
- Ensure relevant and timely M&E information is provided in user-friendly formats to key stakeholders, including beneficiary communities, CARE senior management and donors.
- Act as a focal point to organize and manage monitoring reviews, evaluations and/or After-Action Reviews
- Provide temporary support to the organization to establish baselines and set up M&E systems suited to the operating context.

- Provide training and mentoring for the organization staff.
- Participate in a monitoring review, and evaluation of the projects

MEAL Officer Qualifications and Trainings Required

- A degree in Statistics, Economics, or other field relevant to Data Management or Monitoring and Evaluation from a recognized university/institution
- Postgraduate studies in M & E shall be an added advantage
- At least three years working experience in MEAL with community settings with proven success in designing, implementing and operating project systems from initiation to close out stages.
- Experience in working with the stakeholders, partners and district teams and building the capacity in data collection, reporting and analysis.
- Experience in data analysis, trend analysis and interpretations.
- Experience in continuous quality improvement.
- Previous experience with an NGO in similar program.
- Strong facilitation skills, and strong understanding of how to safely and accurately collect feedback from all members of a community regardless of their age, gender, or other diversity factors
- Computer literate in MS, internet, power point, etc

JOB TITLE: Information Technology officer (1)

Contract length: Three (3) years with possibility of extension depending on the satisfactory performance.

REPORTING TO: IT Manager

Duty Station: Kampala

Information Technology Officer Duties and Responsibilities

- Ensuring smooth operations of the Information Technology system and the quality assurance of the service provided
- Establish, maintain and constantly update the organization communication and data management platforms and channels such as websites and social media.
- Provides IT support, training, and orientation for new technology users
- Offer troubleshooting, support, and repair when IT equipment or networks malfunction
- Provide phone, live chat, or in-person support, depending on the organization's scope
- Document daily tasks, training, and support sessions to inform the department and organization better regarding IT support needs
- Maintain records of hardware and software inventory

- Assists with maintaining information security through controlled hardware or software installation and staff education

IT officer Qualifications and Trainings Required

- Honors Bachelors' Degree in Information Technology; or Information Systems; or Library and Information Science from a recognized University / Institution.
- At least 3 years' experience in Information Technology/Communication support, telephony systems, wide and local area networks including experience with common-carrier data networks; Microsoft and/or Cisco Network Certification or other network certification.
- Experience in Windows server configurations (ADDS, DNS, Group Policy, DHCP, print server, WSUS, Windows backup, etc), server virtualization, high availability and load balancing configuration and other windows server installations

NOTE: Deadline for receiving applications is **Friday 26th March 2021 at 17:00hours/5:00pm**

Send your application to kyadnet@gmail.com or visit www.yadnet.org for details