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VACANCY NOTE

Job Title	Project Officer
Reports to	Program Management Committee
Management Responsibility	Artisans, Volunteers and visitors
Job location	Bufumbo Field Office with frequent travels to Headquarters
Contract Duration	1-year contract with 3 months' probationary period; renewable every year based on satisfactory performance.
Reporting	Immediate

About PCI.

Push Community Initiative (PCI) is a Ugandan local child focused Non-Governmental Organisation (NGO) operating in Eastern Uganda with headquarters in Jinja and field offices in Bufumbo Subcounty, Mbale District. The organization is legally registered by the National NGO Bureau under **Reg No.5101** and permit **No.5491**. PCI operations are guided by the vision “*an empowered community safe for children*” and the mission “*To protect children from all forms of abuse through interventions that overcome poverty, ignorance, disease and social injustice.*” The organization’s work is based on four (04) thematic areas: Child Rights protection and psychosocial support, Livelihoods, Health and Education & Training. Currently PCI runs a skills center in Bufumbo, Mbale District where girls and women are equipped with skills to make reusable sanitary pads and pumpers for children. Besides, selected girls and women are enrolled on a 6 months tailoring training by our community artisan. In collaboration with worship and health facilities, PCI conducts awareness raising on dangers of child sexual abuse, Gender Based Violence, HIV/AIDS prevention and response and community protection of the girl child.

Job Purpose

The position of a project officer is an operational position and the post holder will lead implementation of projects to the four thematic areas of child protection, health (adolescent's reproductive health, HIV/AIDs, menstrual hygiene management and psychosocial support), livelihoods and education in Bufumbo and Jewa Town Council. S/he will report to the Program Management Committee (PMC) and work closely with the Country Manager. The post holder must have a sound knowledge of issues related to community mobilization, child protection and adolescent girls and young women. S/he will ensure thorough project implementation and reporting. S/he must be confident and proactive to interact with a wide audience of government officials, development partners, the private sector and peer organizations and able to build effective external and internal relationships and partnerships to this end.

Duties and Responsibilities

1. Project implementation, monitoring and reporting:

- Develop and implement project work plans
- Develop and manage project budgets
- Provide clear and relevant communications on project activities and progress within PCI and with partners.
- Act as inspiring facilitator to project beneficiaries and volunteers
- Produce short videos and pictures of the work in the field and utilize the social media platforms to market the organization's work.

2. Partnership and relationships management.

- Develop and nurture excellent working relationships critical to ensuring the impact and success of project activities with partners in the project area and District.
- Ensure that necessary Memoranda of Understanding are kept up-to-date and relevant between PCI and District and Sub-County Local Governments where we operate.
- Ensure that the formal and financial partnership agreements with the donor(s) are effectively monitored and reviewed.
- Nurture relationships for effective implementation within PCI, ensuring dynamic interplay with PCI's work in Mbale District; with other team members.

3. Manage internal systems and procedures relevant to successful implementation of the project

- Closely monitor expenditure of relevant activities, ensuring compliance with PCI, donor and government regulations, and identifying periodic budget adjustments that may be required in close consultation with the Country Manager
- Oversee relevant aspects of donor reporting and fundraising, in close coordination with the Country Manager.
- Ensure attentive and supportive line-management of relevant volunteers, in line with PCI's policies and procedures, as well as Ugandan labour laws

4. Contribute to PCI's strategic growth and consolidation; and wider organizational goals and objectives

- Support internal initiatives to improve M&E, knowledge management and staff capacity
- Participate and contribute to PCI's field activities and events including Subcounty and District meetings.

PERSON SPECIFICATION

Understanding of peacebuilding, including its politics and risks	
Strong analytical skills	
Excellent in written and spoken English – well able to present concise analytical reports	

Education and knowledge:

- Minimum of a Diploma in social work, development studies, public administration or project management or any other qualification related to community development.
- Understanding of Bugisu context and local language.
- Excellent in written and spoken English – well able to present concise and logical reports
- Strong mobilization skills.
- Good knowledge of computer use and internet communication

ESSENTIALS:

- Good knowledge project management, including proven track record of successful implementation of a portfolio of projects (including staff and budget management, as well as donor reporting and relationships)
- Demonstrable analytical skills and critical thinking to evaluate best practices, challenges and solutions to improve program monitoring and execution.
- Be willing to work and live in Bufumbo/Jewa community

Personal Qualities

Essential	Desirable
<ul style="list-style-type: none">• Articulate and confident communicator• Problem solving attitude• Respectful approach to human interactions• Capacity for creative thinking	<ul style="list-style-type: none">• Team work• Meeting deadlines• Time keeping

How to apply

All suitably qualified candidates are encouraged to apply and submit their application letters, a detailed curriculum vitae(CV) and copies of relevant academic documents to:

pushcommunityp@gmail.com

Applications should be sent not later than 13TH November, 2021 at 4: 00pm. Or Physically delivered at PCI Bufumbo Field office in Mbale. Please ensure that your attachments do not exceed 5 MB.

We do appreciate your interest to work with PCI. However, we regret that only shortlisted candidates will be contacted. PCI does not solicit money from applicants and please report any person who demands money from you to the above address/telephone.

For further information, check the PCI website at: <http://www.pushcommunityinitiative.org>