

JOB TITLE – PROGRAM ASSISTANT: INVESTMENT FOR SUSTAINABLE DEVELOPMENT

JOB DESCRIPTION

Investment and investment related policies, laws and agreements at national, regional, and global levels have prioritized the rights of foreign investors over citizens, communities' and environmental rights. They don't provide obligations of investors regarding environment and HRs protection or performance requirements. For instance, they focus on attracting, promoting and protecting the rights and interests of investors at the expense of human rights, environment sustainability, and the country's development interests. These legal frameworks have remained silent on the obligations and responsibilities of investors, especially regarding protection of workers' rights, communities' land rights, the right to food, right to a healthy environment, among others. Consequently, host states such as Uganda have become unable to effectively regulate the operations of investors which has resulted into corporate impunity and corporate capture of the state.

The SEATINI investment for sustainable development program aims at promoting investment Policies and practices that support Economic Social and Cultural Rights and environmental rights particularly in communities where these investments are established.

Position	Program Assistant
Department	Programs
Responsible To	Programs Officer – Investment for Sustainable development
Working Relationships	Internal: Line Program Assistants, Program Support Staff
	External: Donors, Relevant Government Ministries, Departments and Agencies, Partner CSOs, Service providers and beneficiaries.

MAIN PURPOSE OF THE JOB

To support the program team to deliver program objectives in line with organizational strategy

DUTIES AND RESPONSIBILITIES

Fundraising

- Identify fundraising opportunities for the program
- Participate in project proposal development processes

Program planning and budgeting

- Participate in the development of program work plans and budgets
- Participate in program and project planning meetings and reviews

Program/project support

- Prepare concept notes for project activities on behalf of program team
- Initiate requisitions for planned project activities
- Undertake data collection during activity implementation
- Provide all necessary accountabilities for completed activities

Media activities

- Develop and publish newspaper articles
- Contribute articles to the quarterly newsletter
- Participate in radio/TV talk shows

Advocacy activities

- Develop advocacy materials/products
- Participate in consultative meetings and symposiums with relevant stakeholders

Strengthening networks

- Initiate correspondences with partners in form of mails and phone calls assigned by supervisor
- Participate in partner meetings and workshops as assigned by supervisor and provide feedback on issues for organizational learning

Procurements

- Initiate hotel bookings for program meetings, workshops and conferences assigned by relevant supervisor
- Make all necessary requisitions for the respective procurements

Program/Project reporting

- Support the development of program monthly, quarterly, donor and annual narrative reports as assigned by the supervisor
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- Collect and document success stories for the respective projects

Program monitoring and evaluation

- Support the development of M&E tools for different projects
- Support the development of M&E tools for different projects
- Participate in periodic monitoring and evaluation activities and processes to determine performance
- Maintain and update databases and records on program activities for M&E processes
- Prepare background information for briefing and review sessions

Strengthening internal processes



- Provide programming and administrative support to the program team

Application Process:

If you are confident that you will fulfil the above minimum requirements and interested in this opportunity, please send your application strictly on email to:

info@seatiniuganda.org and cc. communications@seatiniuganda.org with “**PROGRAM ASSISTANT – INVESTMENT FOR SUSTAINABLE DEVELOPMENT**” in the subject line.

Applications should include a Cover letter (not to exceed two pages), detailed CV, particulars and contacts of 3 referees to be sent to SEATINI Uganda not later than 12th March 2021 at 5:00pm. The applications should be addressed to the **Human Resource Manager/Administrator**, SEATINI Uganda.