

## **JOB TITLE: PROGRAM OFFICER – EQUATOR SCHOOL FOR ALTERNATIVE DEVELOPMENT MODEL**

### **BACKGROUND**

Globally, since early 1980s, economic development has been characterized by a mismatch between impressive economic growth and the reality of social and human development on the ground. Amidst this impressive growth, there has been increasing income inequalities, violation of human and environmental rights, social inequality and exclusion especially of the most marginalized social groups like women and youth, PWDs, elderly among others even in countries with high economic growth performance.

This has been mainly as a result of the neoliberal development model which advocates for liberalization, privatization and deregulation. This paradigm has been dominant in informing the development agenda, policies and practices especially in Africa and the EAC region.

The SEATINI equator school program aims to propagate the new alternative social justice development model which aims at creating a more egalitarian society that prioritizes social equality and equity, and the enjoyment of economic, social, cultural and environmental rights for all.

### **JOB DESCRIPTION**

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|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position</b>              | <b>Program Officer – Equator school for development policy</b>                                                                                                  |
| <b>Department</b>            | Programs                                                                                                                                                        |
| <b>Responsible To</b>        | Executive Director SEATINI-U                                                                                                                                    |
| <b>Responsible For</b>       | Program, Program Assistants, Volunteers and Interns                                                                                                             |
| <b>Working Relationships</b> | Internal: Line Program Officers, Program Support Staff                                                                                                          |
|                              | External: Donors, Relevant Government Ministries, Departments and Agencies, Institutions of Higher Learning, Partner CSOs, Service providers and beneficiaries. |

### **MAIN PURPOSE OF THE JOB**

To lead program team to deliver program objectives in line with organizational strategy

### **DUTIES AND RESPONSIBILITIES**

Support fundraising initiatives for the program

1. Identify fundraising opportunities for the program and together with the respective program teams
2. Give technical assistance in the development of project proposals

Support program and project planning and management

3. Lead in planning of projects under the program from start to completion involving deadlines, milestones and processes
4. Coordinate the development of periodic program and project work-plans and budgets
5. Ensure alignment of the specific project to program objectives and targets
6. Take lead in developing synergies and linkages across the different projects and programs to contribute to the thematic area

Support networking and partnership arrangements for the organisation

7. Participate in partner meetings and workshops and provide feedback on issues for organizational learning

Support all program and project teams to provide feedback on program/project performance to relevant stakeholders

8. Development of monthly narrative reports from the different programs
9. Analyse monthly reports and budgets from different line programs and projects to generate issues for discussion/action for the Senior Management Team and Country Program Management Board
10. Develop program quarterly reports
11. Ensure timely development of program narrative reports and submission to respective donors.
12. Offer mentorship to staff under his/her supervision

Identify innovations to propel SEATINI programs and ensure it remains current and relevant.

13. Support the development of programs and projects log frames
14. Participate in periodic monitoring and evaluation activities and processes to determine performance and the need for improvement

Discover ways to enhance efficiency and productivity of procedures and people in the organization

15. Support the Senior Management team, the Country Director and the Country Program Management Board to resolve complex problems regarding program/project operations
16. Keep senior management informed with detailed and accurate reports or presentations
17. Participate in monitoring and evaluation of program activities and take appropriate steps to ensure that the program achieves excellent results.

Any other duties as may be assigned by the Country Director.

### **KEY PERFORMANCE INDICATORS**

- Effective program delivery
- Timely reporting of projects to relevant stakeholders
- Vibrant partnership

- Enhanced publicity of

SEATINI

## **PERSON SPECIFICATION**

### **Qualifications**

- Bachelors' degree in Trade, Economics, Development Studies, Business Administration, or any other related discipline.
- Additional qualifications in project management, monitoring and evaluation are an asset.

### **Experience**

At least 3 years of experience in program management 5 of which should be at senior level in the NGO setting

### **Competencies**

- Ability to apply change, risk and resource management principles
- Ability to read reports prepared by program managers to determine progress and issues
- Proven experience as Program Manager or other managerial position in a reputable not for profit organisation
- Thorough understanding of project/program management techniques, methods and principles
- Excellent Knowledge of performance evaluation techniques and key metrics
- Outstanding knowledge of data analysis, reporting and budgeting
- Working knowledge of MS office and program management applications
- A business acumen with a strategic ability
- Excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities
- Excellent communication skills

### **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](mailto:info@seatiniuganda.org) and cc. [communications@seatiniuganda.org](mailto:communications@seatiniuganda.org) with “**PROGRAM OFFICER –EQUATOR SCHOOL FOR ALTERNATIVE DEVELOPMENT MODEL**” 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 12<sup>th</sup> March 2021 at 5:00pm. The applications should be addressed to the Human Resource Manager/Administrator, SEATINI Uganda.