



JOB TITLE – PROGRAM OFFICER – INVESTMENT FOR SUSTAIBALE DEVELOPMENT BACKGROUND

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 Human Rights 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.

JOB DESCRIPTION

Position	Program Officer – Investment for sustainable development
Department	Programs
Responsible To	Programs Coordinator – Trade, Investment and Development
Responsible For	Program, Program Assistants, Volunteers and Interns
Working Relationships	Internal: Line Program Officer, Program Support Staff
	External: Donors, Relevant Government Ministries, Departments and Agencies, 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

REQUIRED 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 and cc. communications@seatiniuganda.org with “**PROGRAM OFFICER – 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.