



TERMS OF REFERENCE FOR PROJECT OFFICER

Date: 2nd/October/2023

Position Title: Project Officer

Location: Kampala

Duration: 9Months

Reporting to: Head of Programs

Background:

Wezesha Impact is a FOR IMPACT organization that works to improve the employment outcomes of the youth in Africa. Our purpose is to prepare youth to thrive socially and economically. We do this by running an innovative and experiential program equipping out of school youth and youth enrolled in vocational training with entrepreneurship, employability skills and skills in civic engagement.

I-UPSHIFT project will be implemented across the five divisions of Kampala over the next nine months. The i-UPSHIFT project aims to empower young people, including urban refugees and host community youth in Kampala, to develop innovative solutions to social problems in their communities, through targeted outreach, mentorship, and seed funding.

Position Summary:

The Project Officer will play a crucial role in the successful planning, implementation, monitoring, and evaluation of the I-UPSHIFT Project. The incumbent will work closely with the project team, partners, and stakeholders to ensure project goals and objectives are met.

Key Responsibilities:

1. Project Planning and Coordination:

- Assist in developing project work plans, work breakdown structures, and timelines.
- Coordinate project activities, meetings, and workshops.
- Ensure timely delivery of project milestones.
- Support with recruiting project participants



- Providing mentorship and coaching to project participants
- Coordinating the project team

2. *Monitoring and Reporting:*

- Monitor project progress and provide regular updates to the head of programs.
- Prepare and submit periodic progress reports to stakeholders.
- Identify and address any project-related issues or challenges.
- Ensure project activities adhere to quality standards and best practices.
- Conduct quality assessments and implement improvements when necessary.

3. *Budget Management:*

- Assist in budget development and tracking expenditures.
- Ensure project activities are within budgetary constraints.

4. *Documentation and Record-keeping:*

- Maintain comprehensive project documentation.
- Organize and archive project-related files and records.

5. *Stakeholder Engagement:*

- Collaborate with internal and external stakeholders to ensure alignment with project goals.
- Foster positive relationships with project partners.

6. *Risk Management:*

- Identify potential project risks and develop mitigation strategies.
- Implement risk management plans as necessary.

Qualifications:

- Bachelor's degree in social sciences, Social work and Social Administration, Education, Development studies, and business related.
- Certified I-UPSHIFT Trainer
- Proficiency in project management tools and software.
- Excellent communication and interpersonal skills.
- Strong facilitation skills
- Strong organizational and time-management abilities.



- 2 to 3 years' relevant work experience in the same or related field
- [Any additional qualifications specific to the project or organization].

Submit your application letter and CV to: contact@wezeshaimpact.org

Use the subject: Project Officer

Deadline for submission of application: Friday 13th October 2023

Female Candidates are encouraged to apply.