

<b>JOB DESCRIPTION – 2 Project Officers</b>	
<b>Location</b>	Lira and Dokolo
<b>Salary</b>	N/A
<b>Benefits</b>	21 days annual leave, contribution to medical, transport as well as meals
<b>Reports to</b>	Project Coordinator
<b>Department</b>	Programs
<b>Context</b>	<p>Wezesha Impact is a for impact social enterprise that works to enable youth to engage in productive employment.</p> <p>Wezesha Impact in partnership with GOAL Relief and Development Organisation is implementing the Young Africa Works in Uganda: Markets for Youth programme. Wezesha Impact through this project will work to ensure that 3,250 rural young women and men have collectively and collaboratively worked together to increase their purchasing and influencing power in the agricultural market system. The project will increase youth’s collective action and voice, improving youth purchasing power and ability to influence key actors in the agricultural market system.</p> <p>The <b>Project Officer</b> will have the following responsibilities:</p>
<b>Programme Implementation, Management and Monitoring.</b>	<ul style="list-style-type: none"> <li>• Mapping and formation of the <b>Transparency, Participation and Accountability Facilitators (TPAFs)</b> groups</li> <li>• Facilitating the process of TPAFs identification and selection by TPA groups</li> <li>• Delivering trainings to the TPAFs</li> <li>• Offering technical support to the TPAFs in their operations</li> <li>• Planning and budgeting for TPA groups’ operations</li> <li>• Coordination of TPA groups and TPAFs’ activities</li> <li>• Monitoring of community conversation sessions and sharing reports on the activity</li> </ul>

<b>Safety and welfare of TPAFs and youth on program.</b>	<ul style="list-style-type: none"> <li>• Support in documentation and filing of all project data using both on and offline systems</li> <li>• Provide discipline, care and guidance in an approachable, supportive and helpful way to all the TPAFs and youth on an equal basis to ensure their safety and welfare</li> <li>• Ensure compliance with all safeguarding and inclusion policies in project implementation by all. Develop and update TPAFs and youth data base and constantly update the Project Coordinator on emerging issues.</li> <li>• Coordinate with Project Coordinator on mobility of youth and agree on the best policy-supported approaches before travels occur.</li> </ul>
<b>Cost-effective and transparent financial management.</b>	<p>Help prepare and manage annual project budgets and work plans Adhere to Wezesha Impact’s financial policies in all aspects of work Manage TPAFs to ensure appropriate use of funds</p> <ul style="list-style-type: none"> <li>• Ensure timely requisitioning and accountability for activity funds as required.</li> <li>• Provide accurate narrative reports of funds spent to allow prompt reporting.</li> <li>• Ensure value for money in all finance transactions.</li> <li>• Ensure fairness and transparency in all financial undertakings.</li> </ul>

<b>Management Sub-County and community Partnerships.</b>	<ul style="list-style-type: none"> <li>• Lead the development of internal project reports as for the district of operation.</li> <li>• Maintaining key partnerships with strategic partners including leading and supporting on communications, reporting and meetings</li> <li>• Ensure that key staff at the District Local Government and sub-county offices have a clear understanding of the Wezesha Impact programmes.</li> <li>• Hold monthly meeting with Key staff at Sub County office to keep them up to date with programme implementation</li> <li>• Support the Project Coordinator to Identify opportunity for joint activities with district government staff with civil society and private sector actors (working group and coalition meetings).</li> </ul> <p>Ensure key District staff are invited to Wezesha Impact’s project activities Submit quarterly reports to the key stakeholders at the district and subcounty levels.</p> <ul style="list-style-type: none"> <li>• Coordinate capacity building and training of civil society and other development partners and district key stakeholders officials.</li> </ul>
<b>Project progress reporting</b>	<ul style="list-style-type: none"> <li>• Compile and submit to the Project Coordinator progress reports on the project as required (weekly, bi-weekly and monthly).</li> <li>• Bring to the attention of the Project Coordinator any implementation issue(s) in update reports or incident reports as and when the urgency occurs.</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>• Safeguarding responsibilities, including support to training, reporting, and responding to incidents.</li> <li>• You may occasionally be required to work on weekends and/or public holidays, for which time off in lieu will be granted</li> <li>• Participate in programme and planning meetings</li> </ul>

**Qualification:**

University degree in a relevant subject (e.g. development studies, Education, social sciences, health promotion) or equivalent experience.

**Experience: Essential**

- ❖ At least two years' experience in relevant field livelihoods projects.
- ❖ Experience working with young people.
- ❖ At least two years' experience in programme development and management.
- ❖ Excellent IT, written and verbal communication skills.
- ❖ Fluency in written and spoken English language and the local language spoken in the project implementation area is essential.
- ❖ A clear understanding of contemporary development issues particularly those related to young people in the field of livelihoods and agriculture.
- ❖ Ability to travel regularly to rural areas and spend nights if necessary.
- ❖ Willingness to work & reside in either Lira or Kiryandongo districts on a full time basis.
- ❖ Good interpersonal and communication skill.
- ❖ Strong computer skills.
- ❖ Ability to analyse problems and make sound operational decisions.
- ❖ Passion, enthusiasm and interest in Wezesha Impact's mission, honest and trustworthy, willing to engage and support non-financial activities.
- ❖ A strong personal commitment to the core values of Wezesha Impact.

**Desired Skills**

- ❖ Experience in rolling out a Program expansion.
- ❖ Experience working in a youthful, multicultural environment.
- ❖ Experience of working with refugees.
- ❖ Knowledge of available safeguarding policies, support services and referral routes.

## Competencies

- ❖ **Strategic Thinking:** Ability to identify and create opportunities to deliver the strategy (goals, model and youth collective) both individually and as a team.
- ❖ **Innovation and Adaptability:** Encourage and recognize a culture of initiative and innovation which focuses on adding value-giving people space and praise for creativity.
- ❖ **Leadership and Management:** Share work with team, ensure completion of roles and responsibilities.
- ❖ **People Management:** Demonstrate behavior such as teamwork, knowledge sharing, maintain relationships, and hold team to account while offering guidance. Take action to address areas for their personal growth and improvement and that of team members they line manage. Distinguish between high and low performers objectively; express encouragement to those who try to develop or show improvement.
- ❖ **Communication:** Adapt communication to the specific audiences, prepare and present reports; understand the Restless Brand and uses it consistently.
- ❖ **Delivery:** Meet goals and timelines for delivery of tasks, embraces expanded responsibilities and challenges self to excel, accepts responsibilities for the outcomes of own work and delivers highlighting any major obstacles, follows policy and procedures and looks for opportunities to improve performance in own specific expertise or span of control.

Send your application letter and CV to [contact@wezeshaimpact.org](mailto:contact@wezeshaimpact.org) with Subject: PROJECT OFFICER

Female Candidates are encouraged to apply.

Deadline for Application: 23<sup>rd</sup> April 2024