



Job: Project Officer – Multi-Stakeholder Engagement at GRI Kiryandongo, Uganda.

Deadline: 30th September 2020

Global Refugee Initiatives (GRI) is currently seeking applications from eligible applicants for the post of Project Officer - Multi-Stakeholder Engagement in Kiryandongo, Uganda.

The Project Officer will be providing ongoing technical support to GRI team and implementation partners in project planning, monitoring & evaluation, and reporting on activities.

The job is field based with frequent movement within the project Area (Kiryandongo). GRI fulfils its mandate by providing direct assistance to refugees, internally displaced people (IDPs) and host communities in Uganda.

Key Jobs Responsibilities

The Project Officer will perform the following functions:

- **Coordination/ Representation**
 - Under the supervision of the Project Manager, coordinate with stakeholders, GRI education, access to justice, and infrastructure development related linkages representing the organization within its internal guidelines/standards and those of donors/partners in the districts of its operation.
 - Attend and represent the interests of GRI in meetings with the District Local Governments, lower local governments, and other stakeholders.
 - Actively coordinate within the jurisdiction of your responsibility.
 - Contribute and actively participate in internal and sector coordination meetings.
- **Project development, implementation, and reporting**
 - Contribute to concept and proposal development in the designated thematic areas.
 - Contribute to the gap analysis in education and contribute in the development of new thematic areas according to analysis.
 - Technical guidance and leadership in education and infrastructure development projects.
 - Provide key accountability, documentation, and assessments to guide interventions.
- **Monitoring and Evaluation**
 - Lead on assessments, surveys, and other monitoring and evaluation and project reporting needs.
 - Identify, document, and disseminate relevant project successes, challenges and follow up on implementation of project's action points.
 - Work closely with community representatives, undertake detailed situational analysis and propose appropriate project implementation approaches.

- Assist in participatory needs/vulnerability and capacity assessments of affected communities.
- **Staff Management**
 - Supervise and mentor Project Assistants and volunteers in the district of jurisdiction, providing hands-on and real-time training to ensure growth and development in performance of the Assistants.
 - Uphold GRI's code of conduct and principles of accountability.
 - Provide technical and informed programmatic leadership for the project staff members and community-based mechanisms in Kiryandongo operational area as needed.
- **Logistics /Finance**
 - Keenly monitor financial commitments and expenditures against budgets and provide timely feedback on budget follow ups.
 - Plan and coordinate proactively logistics and movements of staff from and to different activity locations.
 - Initiate procurements and ensure their timely execution.
 - Ensure the delivery of supplies in the right quantity and quality.

Eligibility Criteria

Applicants must have:

- A minimum of a bachelor's degree in social sciences and humanities, social administration, education, or a related field.
- Skills and experience in community mobilization, project planning, management, monitoring and evaluation.
- At least 3 years progressive experience in community development work.
- Experience of working with international and local partners, District Local Government in Education, Health, Justice program delivery.
- Competence using information technology including experience with word-processing, spreadsheets, and database software.
- Highly developed analytical and reporting skills.
- Excellent communication skills (reading, writing, speaking).
- High integrity and willingness to conduct her/himself transparently and open to scrutiny.
- Strong empathy skills and genuine care and respect for needs of others especially female refugees and people with special needs.
- Ability to respect and maintain confidentiality.
- Ability to write reports and communication pieces.
- Excellent organizational skills, ability to determine priorities and attention to detail a must.
- Demonstrated interpersonal skills, planning and team building skills.
- Ability to work in a multicultural context as a flexible and respectful team player.
- Willingness and capacity to work in the field and travel frequently to project sites when needed.
- Fluency in English and one of the local languages.
- Nationality of Uganda.

How to Apply

All applicants must submit both a letter of application and their CV to recruitment@griuganda.org
 For more information, please visit our website: www.griuganda.org