



Call for Job Applications

With the support of the Democratic Governance facility (DGF), the Makerere University School of Women and Gender Studies (SWGS) in collaboration with the University Forum on Governance (UNIFOG) are set to implement the Gender Equality Project (GEP). GEP aims to contribute towards the deepening of gender equality in Uganda through research, capacity building for civil society actors and fostering participation of marginalized communities in the gender equality legislative reform discourse. The project is scheduled to run for 18 months with the possibility of extension depending on the availability of funding.

The SWGS is a unit of Makerere University (MU) established in 1990 to forerun teaching and research in the fields of gender and women studies, as well as to lead the University's outreach on gender and development. UNIFOG is a Public Policy Think Tank at Makerere University that aims to harness the outstanding expertise of universities and academics in contributing to development action in Uganda and Africa.

Thus, the SWGS and UNIFOG are seeking qualified and highly competent individuals to fill the following positions under the Gender Equality Project.

1. Programme Officer (1)

Reports to: Project Director

Role:

The Programme Officer will coordinate the delivery of project activities, ensuring timely planning and implementation of the activities in line with the project schedule and budget. The office holder will also be responsible for project reporting, monitoring and evaluation.

Specific duties

- Manage the implementation of the project activities, including activity conceptualizing, planning and budgeting.

- Managing activity assigned resources efficiently and in close collaboration with the Project Director and the Project Officer, ensure regular and timely budget revisions and approval exercises and contribute to meeting the quarterly programme resource expenditure targets.
- Ensure quality control of project activities, including leading field teams, reviewing work deliverables, and providing value-additional feedback.
- Develop tools, framework and procedures for the monitoring and evaluation of project activities.
- Perform the monitoring and evaluation of the project and reporting on progress through quarterly reports.
- Ensure the integration of cross-cutting issues, such as age, religion and culture into project implementation, monitoring and evaluation.
- Support the Project Director to oversee and ensure timely submission of all project reports, including technical reports and other reports as may be required by project steering committee and donors.
- In close collaboration with the Project Director follow up on project consultants and ensure they deliver according to their contracts of service.
- Perform any other duty that may be required of the office bearer during the project implementation period

Qualifications and skills

- A master's degree from a recognized University in relevant fields of study such as; Gender Studies, Gender and development, Development Management, International Development, Development Studies.
- At least five years' experience in project implementation and management especially dealing with marginalised groups such as women and youth.
- Sound understanding of the current domestic and global legal frameworks and debates on gender equality
- Proven knowledge in project monitoring, evaluations and data analysis methods
- Proven experience in facilitating trainings and capacity building workshops
- Excellent research, analysis and writing skills
- Ability to meet deadlines
- Team work skills and self-motivation
- Fluency in spoken and written English

2. Project Officer (1)

Reports to: Programme Officer

Role

The Project Officer will support the Programme Officer in the implementation of project activities including management of project logistics, communication, on-site management during activities and prepare requisite reports. The Project Officers will be responsible for the horizon scanning and preparation of scanning reports.

Specific duties

- Work collaboratively with the Programme Officer to ensure successful implementation of project activities.
- Ensure timely and effective communication with activity participants, making sure they get all the required information about the project and specific activities.
- Coordinate the provision of logistical requirements for field activities.
- Perform required administrative functions and office and during field activities.
- Work closely with the Programme Officer and the Project Accountant to ensure timely development of financial reports and narrative reports.
- Ensure proper filing of the project documents and reports both in soft and hard copies.
- Participate in the review of the work plans, resources and the implementation schedules for the different project activities.
- Participate in regular online research, literature review and current affairs in relation to gender equality legislations and provide quarterly reports.
- Maintain an up to date project website and other social media platforms.
- Perform any other function as required by the project management team.

Qualifications and skills

- A bachelor's degree from a recognized University in the relevant fields of study such as; Social Sciences, Gender Studies, Gender and development, International Development, Development Studies
- At least two-years' experience in project implementation and management especially dealing with marginalised groups such as women and youth.
- Sound knowledge of the current domestic legal framework and debates on gender equality.
- Demonstrable experience in project reporting
- Good research and writing skills.

- Team work and self-motivation skills.
- Fluency in spoken and written English

3. Project Accountant (1)

Reports to: Project Director

The **Project Accountant** will be responsible for the day-to-day book keeping and budget monitoring under the project. The Project Accountant will perform bank agent functions for the project, manage the project inventory and logistics and offer accounting and financial management support to the project team. The office holder will prepare the project financial reports for approval by the Financial Manager.

Specific duties

- Manage the day to day accounting and operations of the project
- Ensure statutory compliance by filing VAT, PAYE, NSSF etc
- Maintaining accounts and financials as per accounting standards
- Perform budget monitoring and provide regular updates to the team
- Verify financial transactions by auditing documents
- Manage office petty cash and office procurements and ensure reconciliations are done at the end of each month
- Prepare accounts for internal and external reporting audits
- Follow up on external and internal audit recommendations
- Document all financial transactions by entering account information
- Ensure all filing is done accurately and on a regular basis
- Prepare management Accounts/Reports
- Prepare quarterly finance reports
- Prepare the monthly payroll journal

Qualification and skills

- A bachelor's degree in accounting, business administration, finance from a recognised institution in addition, a professional accountancy qualification e.g. CPA, ACCA is desirable.
- Minimum three years profession experience in accounting work in a busy environment with good financial analytical skill.
- Familiarity with accounting software particularly QuickBooks.
- Knowledge of generally acceptable costs and procurement rules

- Experience in managing finances for large budgets, in particular donor funded projects, including the reviewing and preparation of financial reports.
- Sound knowledge of administration and HR systems.
- Excellent interpersonal and communication skills.
- Strong work ethics, high level of reliability, confidentiality and honesty
- A self-motivated achiever with excellent leadership, teamwork, communication, analytical and organisational skills.
- Ability to meet deadlines.
- Accuracy/attention to details.
- Computer literacy, proficient with MS Word, Excel and financial applications.
- Good command of English language

4. Project Driver

Reports to: Project Accountant

The **Project Driver** will be responsible for the safe movements of the project team as well as management and maintenance of the Project Vehicle.

Specific duties

- Providing driving services for the project staff and others involved with the project as instructed by line manager
- Checking basic maintenance of the project vehicle (oil, coolant, water, tyre pressure, battery water) regularly.
- Maintaining a daily log book for all trips, mileage and fuel consumption and completing information required for monthly vehicle reports
- Ensure all major incidents are reported to the Project Accountant immediately.
- Ensure the vehicle is taken to the garage when faults emerge and maintained clean all the time.
- Assist in coordination and management of necessary logistics during field activities.
- Any other duties as instructed by line manager

Qualifications and skills

- Minimum qualification of a Uganda Advanced Certificate of Education (UACE) or its equivalent.
- Must hold a clean professional drivers' license
- Ability to drive long distances and in some cases in rough roads
- 5 years' experience as a driver for a reputable organization

- Knowledge of delivering mail and correspondence and submitting/collecting documents to and from other organisations
- Previous experience in organising vehicle usage reports
- Experience in coordinating vehicle maintenance.
- Ability to communicate in English is essential.

All Interested candidates are invited to submit their applications (**motivation letters and CVs only**) with two referees including their day time telephone contact and email address. All applications to be sent by email to gep.makerere@gmail.com. Applications should be addressed to the following

**The Principal Investigator
Gender Equality Project (GEP)
School of Women and Gender Studies
Makerere University**

The deadline for submission of applications is Friday 27th April 2018 at 5:00pm. **Only short-listed candidates will be contacted.**