TERMS OF REFERNEC FOR A PROGRAMME OFFICER AT COACT

<table>
<thead>
<tr>
<th>Duty Station</th>
<th>Kampala</th>
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<tbody>
<tr>
<td>Number of positions:</td>
<td>2 positions</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>30th July, 2021</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
</tr>
<tr>
<td>Starting Date: (date</td>
<td>1st September, 2021</td>
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<tr>
<td>when the selected</td>
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<tr>
<td>candidates is</td>
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<tr>
<td>expected to start)</td>
<td></td>
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<tr>
<td>Duration of Initial</td>
<td>12 months</td>
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<td>Contract:</td>
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Background
Coalition for Action on 1325 (CoACT) in partnership with UN Women and the International Civil Society Action Network (ICAN) is implementing projects titled “Amplifying Women’s Agency for Peacebuilding” and “Action to increase the meaningful participation of the youth in decision making, governance, conflict prevention and resolution in Uganda” respectively in 9 districts of Uganda.

Under the overall guidance and leadership of the Executive Director, and under the direct supervision of the Programme Coordinator, the Programme Officers contribute to the effective management of CoACT’s programmes by providing substantive inputs to programme design, formulation, implementation, monitoring and evaluation. The project Officers facilitate the delivery of CoACT programmes by monitoring results achieved during implementation and ensuring appropriate application of systems and procedures and develop enhancements if necessary. The programme Officers work in close collaboration with district leadership, structures and networks, civil society and community based organizations, faith based organization and the media to ensure smooth and effective implementation of CoACT programmes.

Roles and responsibilities
Contribute to CoACT’s organizational growth and development.

i. Keep and uphold CoACT’s core values and principles both internally and externally.

ii. Support CoACT in effective and efficient use of resources to support organizational growth.

iii. Contribute to and promote CoACT’s visibility on different fora at local, national, regional and international levels as well as online.
iv. Contribute to the recruitment, development and retention of adequate and competent personnel for efficient Programme implementation and management.

v. Build / strengthen and sustain strategic partnerships to contribute to CoACT’s mandate at local, national, regional and international level.

**Lead the design, implementation, monitoring and growth of highly effective programs to achieve the organizational mandate of promoting and protecting the rights of women and girls.**

i. Design and implement high quality research projects to inform Programme design and contribute to achievement of the objectives of Uganda’s NAP on Resolution 1325

ii. Initiate ideas for new high impact Programmes and projects and develop funding proposals for Programme expansion and development.

iii. Spearhead effective and efficient Programme implementation, monitoring and evaluation while maintaining quality standards and achieving meaningful impact.

iv. Take the lead in monitoring, documenting and communicating program progress, successes and new lessons for optimal program results and impact.

v. Design effective evaluation and reporting processes including documenting success stories and lessons to inform Programme development.

vi. Write high quality project/activity stories and articles for publication in CoACT’s online newsletter, annual report, and website.

vii. Prepare and submit high quality activity, monthly, quarterly and annual Programme reports for accountability.

viii. Maintain an archival system of Programme related reports, stories and pictures for use in the organisations publications.

ix. Effectively participate in the organizations strategic planning processes including annual planning and budgeting.

**Support the organization in building an agile, self-motivated, inspired, competent and transparent team to deliver CoACT’s mandate.**

i. Take an interest in each member of CoACT team to increase interaction, engagement and team growth.

ii. Mentor and coach CoACT team members to promote personal and professional growth.

iii. Organize monthly development one-on-one sessions with Programme staff to increase motivation and ensure personal and professional development.

iv. Initiate team building activities for CoACT team to ensure sustained shared vision.

v. Develop key performance indicators to track and monitor Programme staff performance and growth.

**Lead advocacy, knowledge building and communication efforts**
i. Represent CoACT in meetings and policy dialogues on issues related to women, peace and security and youth peace and security

ii. Manage advocacy strategies and their implementation;

iii. Travel to the field to support CoACT partners in implementing programmes as needed;

iv. Identify best practices to guide programme improvement and strategy planning;

v. Lead the development of knowledge management strategies and methodologies and products on gender equality and women empowerment.

Core Competencies

- **Ethics and Values**: Demonstrate and safeguard ethics and integrity;

- **Organizational Awareness**: Demonstrate corporate knowledge and sound judgment;

- **Development and Innovation**: Take charge of self-development and take initiative;

- **Work in teams**: Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different cultural backgrounds;

- **Communicating and Information Sharing**: Facilitate and encourage in open communication and strive for effective communication;

- **Self-management and Emotional Intelligence**: Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent positive behavior towards others;

- **Conflict Management**: Face conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution;

- **Continuous Learning and Knowledge Sharing**: Encourage learning and sharing of knowledge;

- **Appropriate and Transparent Decision Making**: Demonstrate informed and transparent decision making

Core values

- **Accountability**: We hold ourselves accountable to the highest standard of ethical behavior and responsibility in our actions and in what we speak and have zero tolerance for corruption. In this regard, you must ensure that ALL funds advanced to you for activity implementation are accurately accounted for. All the activity accountabilities must be submitted to the Finance officer in not later than 3 days after completion of the activity.

- **Respect**: We respect each other’s views and contributions. We believe that each individual is uniquely endowed to contribute to the greater good. You are therefore expected to respect each staff at CoACT regardless of their positions and also to respect all CoACT partners.

- **Participation**: We value the participation of each one of us and our partners. We challenge ourselves and each other be more effective participants in each space available to us.

- **Equality**: We treat all persons with fairness and we do not tolerate any form of discrimination
• **Justice:** We hold dear the principle of impartiality in our operations and relations and abhor any form of injustice

**Qualifications**

A Masters’ Degree or equivalent in Social Sciences, Peace and Conflict Studies, Gender and Women's studies, Education, International Development or Law. Professional training in human rights, Peace building,

• Minimum 5 years of progressively responsible experience at national level in the design, planning, implementation, monitoring and evaluation of programmes, preferably with a civil society organization or an academic institution.
• Technical experience in gender, human rights, gender mainstreaming, violence against women prevention and response, and the women, peace and security / youth peace and security agendas
• Experience working with Local Governments, the media, religious and cultural leaders, CSOs an asset;
• Experience in leading and managing a team is an asset.