TERMS OF REFERENCE FOR PROGRAMME ASSISTANT

Duty Station: Kampala
Application deadline: May 19, 2023
Expected start date: June 1, 2023
Duration of contract: 2 years renewable
Language: English

Background
Coalition for Action on 1325 (CoACT) is an alliance of women organizations that work on gender equality and women empowerment, focusing on the implementation of the women, peace and security and youth peace and security agendas, and specifically conflict early warning, conflict prevention, peace building, conflict mediation, and negotiating peace. CoACT envisions a peaceful world where women realize their potential. We exist to inspire women’s leadership, amplify their voices, and coordinate civil society action in building and sustaining peace in Uganda.

Under the overall guidance and leadership of the Executive Director, and under the direct supervision of the Programme Coordinator, the Programme Assistant contributes to the effective implementation of CoACT’s programmes by providing substantive inputs to programme design, formulation, implementation, monitoring, and reporting. The programme assistant facilitates the delivery of CoACT programmes by monitoring results achieved during programme implementation. The programme assistant works in close collaboration with district leadership, structures and networks, civil society and community-based organizations, youth-led organizations, faith-based organization and the media to ensure smooth and effective implementation of CoACT programmes.

The Job functions.
The Programme Assistant performs the following duties:

1. Planning for the implementation of programme activities
2. Organizing events, meetings, and workshops at national and field levels
3. Participates in programme activities in districts and communities.
4. Monitors, documents and communicates program progress, successes and lessons learnt.
5. Write high quality project reports and success stories for COACT’s online platforms.
6. Prepares presentations and training materials for meetings and workshops.
7. Actively participates in COACT’s annual planning and budgeting processes.
8. Represents CoACT in partner meetings and national advocacy events on issues related to women, peace and security and youth peace and security.
9. Identifies and documents best practices to inform continuous improvement.

**Desired Competencies**

- A bachelor’s degree in human rights, law, social sciences, education, women and gender studies, peace and conflict studies or other relevant qualification. A master’s degree would be an advantage but not required.
- A minimum of 2-3 years’ relevant experience in development related work
- Knowledge of gender, peace and conflict, and interest in working with refugees, host communities and other vulnerable groups.
- Knowledge of Uganda’s laws and policies that address gender-based violence.
- Readiness to work with Local Governments, the media, religious and cultural leaders, local level CBOs and communities.
- Good working knowledge of Microsoft Office, Excel, PowerPoint, and social media platforms.
- Excellent writing and analytic skills
- Good people skills
- Must be gender conscious.
- **development and take initiative.**

COACT is an equal opportunity employer. Qualified female candidates are encouraged to apply. Applicants should send a cover letter stating why they are suitable for the [position, a detailed CV with two references to coact@coact1325.org and copy chrisheara@coact1325.org. Deadline is 5.00pm Friday May 19, 2023**