

Program Officer - Kaabong Office

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Company: Fuzu

Location: Kampala

Category: other-general

Job Summary

Contract Type:

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The Program Officer will be responsible for supporting the implementation of the ADA Project at the community level. S/he will be in constant contact with stakeholders and targeted communities to ensure full participation and implementation. In coordination with the Program Manager conduct regular field visits to ensure that all stakeholders fully understand and utilize ADA approaches and methodologies. Working and building the capacity of the partners, supporting in developing institutional development plans for the local partners. Participate in the peace actor's coordination meetings, and submit work plans, concept notes and budgets for approval to the Program Manager.

Requirements

- Bachelor's degree in the social sciences, rural development, or related field
- Minimum of two years' professional experience in implementing peace and conflict-related projects
- Ability and commitment to teamwork
- Ability to interact effectively with the diverse project stakeholders
- Knowledge of the local languages is an added advantage
- Working experience in conflict or post-conflict settings and conflict-sensitive programming.
- Able to drive a motorbike safely, valid license. Preferred but not required.

Responsibilities

Day to day implementation

- Work with the Community structures to plan and implement effectively the deliverables of the program in line with the targets.
- Represent Mercy Corps at district level forum and coordination meetings
- Working with members of the public, councilors and other stakeholders, presenting information at meetings when required
- In coordination with the Program Manager conduct regular field visits to ensure that all stakeholders fully understand and utilize ADA approaches and methodologies.
- Prepare paper work/ requests for trainings, meetings and workshops related to ADA Project;
- Submit reports as specific events, field trips and meetings attended on behalf of Mercy Corps;
- Participate in ADA partner's community meetings/activities and report to the Manager;
- Support program staff in monitoring and evaluating the progress and impact of work including setting and measuring benchmarks along results chains;
- Manage program data; including information that is collected by programs, this will include database support and design.
- Coordinate program/project lessons learnt and develop key actions of improvement
- Participate in conducting research activities on specific subjects critical to team success and recommend hiring of external support where necessary;

Partner Support and Capacity building.

- Assist in the preparation of files and documents for the smooth running of programmes
- Prepare ADA weekly movement plans and submit to Logistics team;
- Write reports and project documents and submit to Program Manager as required.
- Support in the use of monitoring systems and monitoring tools
- Working and building the capacity of the partners, supporting in developing institutional development plans for the local partners.
- Effectively manage tools and resources for programmes planning and development,
- Ensure that all Partner financial data associated with programs are recorded and documented.

Finance & Compliance Management

- Ensure compliance with donor and Mercy Corps regulations related to peace and conflict programming.

Security

- Ensure compliance with security procedures and policies as determined by country leadership.
- Proactively ensure that team members operate in a secure environment and are aware of

policies.

Organizational Learning

• As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

Accountability to Beneficiaries

• Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.

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