



COMMUNITY EMPOWERMENT AND REHABILITATION INITIATIVE FOR DEVELOPMENT(CERID)

Transforming the Communities
P. O BOX 241, KOBOKO(UG)

"Transforming The Communities"

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20th April 2021.

Job Title: Project Officer – Volunteer
Sector: Programs
Employment Category: Fixed Term
Employment Type: Full-Time
Open to: Residents
Location: Koboko Uganda

JOB DESCRIPTION

Back ground:

Community Empowerment and Rehabilitation Initiative for Development (CERID) is a non-governmental, non-political, non-profit Local organization that was initiated in 2016 and legally registered in 2017 with the Uganda National NGO Bureau (12951). As a local initiative CERID was formed to focus on the most vulnerable groups in the society especially the Women and Youth. CERID is a community centered organization that is committed to working with disadvantaged communities to pursue her goals and objectives of rural-urban communities in areas of Community health; governance, human rights and Peace; Sustainable Livelihood; WASH and Environment and Natural Resources.

In partnership with Koboko Municipal Council (KMC) and with Funding support from the European Union Trust Fund (EUTF), CERID is implementing a 3-year project "Comprehensive Refugee Response Framework (CRRF): Inclusive Urban Development and Mobility in the Municipality of Koboko",

CERID seeks to recruit a suitable, competent and dynamic person to run the day-to-day activities of the project

JOB SUMMARY:

The Project Officer will provide essential support to KMC/EUTF/CERID project, working with the Executive Director, Program Manager and other team members to achieve project success. To ensure that the primary goal is accomplished, the Project Officer will provide administrative and technical skills to support the project success as will be responsible for monitoring project schedules and budgets, preparing progress reports, and liaising with key stakeholders

PRIMARY DUTIES AND RESPONSIBILITIES:

Organize Project Meetings

On a regular basis, the Project Officer will meet with the Project Manager to review progress and to discuss future steps.

The Project Officer will also arrange and organize for sector meetings with the members of the project, send out any relevant information and attend each meeting of the project.

Maintain Documents

The Project Officer will be responsible for maintaining crucial project documents which track project progress.

S/he will file all project documents in an appropriate database or library, and ensure that all documents are accurate and have been accepted by the Project team.

Identify Problems or Risks

Being so closely involved in the project, the Project Officer is relied upon to identify any potential issues or risks that could affect the progression of the project and communicate these items with the Project team and work to identify potential solutions.

Manage the Schedule

The Project Officer will closely watch the project schedule, monitoring deadlines for each project task. S/he checks regularly that every deadline is still possible, and report any potential delays to the Project team

Other project management support including:

- Support to plan, design and deliver project activities in accordance with the projected documents and work plans.
- Ensure short-term contracts are managed in accordance with their terms of reference
- Monitor activity and budget implementation
- Develop and maintain a sound network of government and other stakeholder counterparts
- Actively contribute to engagement reporting systems
- Support other CERID activities, and represent the CERID in the meetings
- Assist in tracking project performance at community level and report, monitor and follow up on project activities.
- Support the program team to record and analyze monitoring data for reporting and timely communicate the results of analysis to inform programme decision making
- Prepare periodic project reports based on accurate and evidence-based data/information
- Support the Monitoring and Evaluation team in the tracking of outcome of activities evidenced by accurate data to enhance quality of reporting
- Identify and document human interest stories and case studies based on the successes of implemented project
- Perform any other task assign by the line manager.

Qualifications

Education:

Bachelor's Degree in appropriate field of study a degree in Community Development, Project Management, Development Studies etc and a Diploma holder with over 3 years experience will also be considered

Work Experience:

Minimum 1-year experience working with civil society groups preferably in with NGOs.

Demonstrated Skills and Competencies:

- Honesty and strong commitment.
- Accuracy in record checking.

- Ability to work as part of the team.
- Good computer skills in word processing, spreadsheets and database software programs.
- Strong interpersonal and influencing skills
- Excellent organizational and an ability to work under pressure
- Excellent communication skills (written and spoken) • Proven ability to represent the organization in dealings with external clients
- Strong team-working skills

NOTE:

Interested candidates should submit their expression of interest including CV (Curriculum Vitae), Academic documents, relevant professional training and other experience documents to the **EXECUTIVE DIRECTOR CERID** located in Gbukutu Cell, South Division Koboko Municipality–Koboko District **or** send via email to ceridngo.2017@gmail.com/info@ceriduganda.org copy tabanidavid87@gmail.com or david@ceriduganda.org

Applications should reach the office not later than Wednesday **30th April 2021 at 5:00 PM.** Please include your telephone contact.

NB: Due to the urgency, applications will be reviewed on a rolling basis. In case of need for more information, visit CERID website at www.ceriduganda.org or contact us via the e-mail address provided above.

Only successful candidates will be contacted.