



Job Description

Title:	Project Officer – Resilience and Climate Change / Environment
Based at:	AWO International's Office in Kampala, Uganda
Reports to:	Country Director (CD) / Head of Program (HoP), AWO International, Kampala Office

AWO International, a German Non-Governmental Organisation (NGO) working in the field of Development Cooperation (DC) and Humanitarian Aid (HA), with an office in Uganda presently plans for project extensions and therefore wishes to on-board a Project Officer for Resilience and Climate Change / Environment.

The task of the Project Officer will be to support AWO International and its implementing partner organisations (PO), local NGOs, to successfully run a food security and nutrition program funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), comprising of four projects in five districts of Uganda and to extend AWO's development and humanitarian portfolio, in context of climate change, disaster risk reduction, and emergency relief.

Project Officer (Full-time)

Duties and Responsibilities:

Project Management (programmatic and financial) for both, DC and HA:

- Guidance for the POs on planning, implementing and monitoring processes and technical aspects (incl. adherence to AWO-standards and formats), regular communication and follow-up with the POs
- Performance monitoring and Capacity Development of the POs through desk work, field visits and occasional partner workshops facilitating knowledge exchange in the areas of food security, nutrition, gender equality, family planning, counter trafficking and disaster risk reduction.
- Quality assurance of all PO-reports (narrative, log frame and activity monitoring)
- (Supporting) reporting to the respective donor on program and project activities
- Project budget and expenditure monitoring against the Financial Guidelines and close coordination with the Coordinator Finance and Administration on all project financial matters (incl. fund requests, mid-year and yearly financial reports) and documentation on Google Drive
- Proper documentation of all project related documents and identification of lessons learned
- Regular participation in relevant INGO groups and coordination with Government Institutions

New funding opportunities for both, DC and HA:

- In HA-Matters: keeping updated about emergencies in Uganda and the region; analysing the emergency and developing response initiatives (jointly with the POs) and providing technical advice in regard of initial/ needs assessments, accountability and compliance
- Strategic portfolio development together with the CD / HOP in Uganda and the region
- Developing/ finalizing initial reports, concept notes, proposals, incl. log frames & budgets
- Identification and assessment of potential new partners
- Capacity development of new partners in alignment with the guidelines and policies of AWO International and the respective donor

Public Relations:

- Contribution to Public Relations of AWO International by compilation of website news, case studies, articles, and other materials in alignment with the Visibility Guideline of AWO International
- Ensuring the compliance of POs with the visibility guideline of AWO International



- Taking photos and videos of distributions and other activities during field trips
- Photo and Document management (high photo quality, database with register for easy tracking and sufficient information for use for PR purposes).

Requirements:

Must-haves:

- University degree in a relevant field, ideally Climate Change or Environmental Management; alternatively Disaster Management, Peace and Recovery, or similar;
- Minimum 3 years of work experience as Project Officer or in a comparable role in the context of DC and/or HA including experience in fund acquisition for an international NGO or another relevant organisation;
- Solid knowledge of results-based, impact oriented project planning, implementing and monitoring;
- Solid knowledge of the donor and (I)NGO landscape in Uganda with a strong donor compliance attitude including full observation of financial regulations and timelines;
- Advanced competences in using MS Office and Google Drive;
- Excellent English skills (speaking, reading, writing) and effective communication skills;
- Willingness for frequent travels across country and in the region for up to two weeks for project monitoring visits in refugee areas and at ultra-poor communities;
- Willingness to be deployed to the field for longer time on short notice in case of emergencies within Uganda and the region.

Considered an asset:

- Post-graduate qualifications in the thematic areas mentioned above
- Work experience with BMZ / ADH / Bengo / BMU IKI funded projects
- Regional work experience
- Work experience in Public Relations
- Photographing skills
- Knowledge to speak several local languages and/or French

Do you match the criteria defined above and consider yourself positive minded, attentive, accurate and with a problem solving aptitude? Do you appreciate working in intercultural, social inclusive teams and are a team worker, yet able to work independently and take on responsibility?

Then we'll be glad to hear from you!

Please submit a motivation letter incl. realistic salary expectations and a CV with 3 reference contacts by latest 14th of July 2021 as soft copies (1 pdf-file) to the following E-Mail Address: recruitmentuganda@awointernational.de. Please note that applications without a CV, salary expectations, references or a motivation letter will not be taken into account. Successful candidates will be invited for an interview, scheduled for the last week of July with the exact dates to be communicated with the invite for the interview.

The assignment is planned to start on September 13, 2021 and is tied to the BMZ program and as such limited to 16 Months, i.e. will end on 31.12.2022. An extension is possible and will be decided upon at the end of the project. A probation period of 6 months will apply.

The work place is AWO International's Office in Bukasa – Muyenga, Kampala, Uganda with regular travels to our project districts (currently Isingiro, Lamwo, Nabilatuk, Napak, and Yumbe), and possibly neighbouring countries in future.

For more information, please consult: <https://www.awointernational.de/en.html>