

**JOB DESCRIPTION**

*Please Note: This position is only open to Ugandan nationals.*

<b>Job Title:</b>	Project Officer – strengthening inclusive development project
<b>Location:</b>	Gulu
<b>Reporting to:</b>	Project Coordinator - strengthening inclusive development project
<b>Key relationships:</b>	Project manager, project coordinators, project partners; finance and administration team; funding team (Uganda); policy, advocacy and communications team (UK); organisational development unit (UK)
<b>Salary range:</b>	Competitive INGO salary dependent on experience
<b>Contract Duration:</b>	18 months
<p><b>About Saferworld:</b> Saferworld is an independent non-governmental organisation that works to prevent and reduce violent conflict and promote cooperative approaches to security. We work with civil society, governments and international organisations to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others</p> <p><b>Saferworld's work in Uganda:</b> In Uganda, since 2001, Saferworld has worked with local and national government institutions, business actors, other CSOs and local communities to embed conflict-sensitive and rights-based approaches in natural resource governance (particularly on minerals and land). We advocate for the prevention and peaceful resolution of resource-based conflicts, enhance capacity for effective natural resource governance and create spaces for communities to identify and analyse conflicts, and participate in decision making processes.</p>	
<p><b>Job purpose:</b> The Project Officer will support the effective delivery of the project 'strengthening inclusive development and equal access to resources for marginalised groups in northern Uganda', and will be responsible for the regular day-to-day implementation, documentation, and operations of project activities. The project seeks to contribute to greater inclusion and more equitable access to resources, the benefits of development, and realisation of natural resource rights for poor and marginalised youth, women and men in Uganda.</p> <p>This position is based in Gulu with regular travel to Kampala and other parts of the country.</p>	
<p><b>Key areas of responsibility:</b></p> <ol style="list-style-type: none"> <li>1. Support the effective delivery of the project and take responsibility for the regular day-to-day implementation, documentation and operation of project activities;</li> <li>2. Build and maintain effective relationships in support of Saferworld's work in Uganda;</li> <li>3. Ensure regular liaison and information sharing across the organisation;</li> </ol>	

4. Support ongoing monitoring and evaluation and reporting on the project's work.

**Duties:**

**1: Support the effective delivery of the project and take responsibility for the day-to-day implementation, documentation and operation of project activities;**

- Assist the project coordinator in coordinating work with partners to deliver timely and high quality activities, including training, consultation, research and analysis;
- Assist with the delivery of training, including designing, facilitating or co-facilitating where necessary;
- Build and maintain strong relations with staff in partner organisations who are working on project implementation;
- Ensure timely completion of internal reporting requirements and contribute to the completion of donor reports;
- Assist with the development and regular revision of project work plans for Saferworld staff and partners;
- Monitor project budgets on a monthly basis in coordination with colleagues to ensure optimum expenditure of funds and timely and accountable financial reporting by local partners.

**2: Build and maintain effective relationships in support of Saferworld's work in Uganda;**

- Develop and maintain positive working relationships with project partners;
- Contribute to the strengthening of Saferworld's coordination with other civil society organisations, national and international peacebuilding actors in Uganda;
- Represent Saferworld at external meetings, and promote lessons learnt from the organisation's work.

**3. Ensure regular liaison and information sharing with other parts of Saferworld**

- Contribute to cross-organisational learning and sharing, including drafting pieces for the weekly internal news;
- Ensure effective communication of project activities, results and lessons learnt within Saferworld, including contributing to organisational outcome harvesting workshops and biannual reporting.

**4. Support ongoing monitoring and evaluation and reporting on the project's work**

- In collaboration with the research, monitoring, evaluation and learning coordinator, monitor the impact of Saferworld's work in Uganda and participate in regular debriefings and lesson learning sessions with Saferworld and partners;
- Maintain a database of project outcomes;
- Coordinate staff and donor monitoring visits and evaluations as appropriate;
- Write timely and accurate activity reports and support the project manager in the drafting of donor reports.

**Person specification:**

**Knowledge:**

- A recognised first degree or professional qualification in either: peace and conflict studies, social sciences or development studies or equivalent relevant experience;
- A good understanding of peace, governance, and conflict sensitivity, and an active interest in the workings of civil society;
- Knowledge and experience of working on gender-sensitive programming would be an advantage;
- A good understanding of conflict sensitive programming is desirable.

**Experience:**

- 2 -3 years' experience working on peace and/or governance issues in a non- governmental organisation;
- Demonstrable experience of project administration, planning and implementation;
- Experience with peacebuilding and land-related projects would be an advantage;
- Experience in designing and facilitating workshops and seminars is desirable.

**Skills:**

- Excellent communication skills, written and oral;
- Ability to relate sensitively to diverse groups;
- Self-driven and able to deliver results with minimum supervision;
- Good report-writing skills with excellent written and spoken English;
- Demonstrable interpersonal and team working skills;
- Proficiency in Microsoft Office and use of internet for research;
- Skills in participatory approaches to research and programming.

**Other:**

- Flexibility in traveling and working in challenging situations with unpredictable working hours;
- Commitment to and compliance with Saferworld's safeguarding principles.

**Terms and conditions**

**Probation:** There will be a probationary period of three months  
**Holidays:** 28 days per calendar year in addition to agreed Uganda public holidays  
**Salary range** Competitive INGO salary dependent on experience  
**Hours:** 37.5 hours per week

**Application process**

**To apply:** Please complete an application form, a copy of which can be found at [www.saferworld.org.uk/jobs/jobs](http://www.saferworld.org.uk/jobs/jobs) and send to Susan Abok at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) (please use subject heading: Ref: UgPO1)

**Deadline for applications: 24 February 2019.**

We regret that only shortlisted candidates will be contacted