



## JOB DESCRIPTION

National Union of Disabled Persons of Uganda

Job Description

**Job Title:** Programme Assistant

### Relationships:

**Reports to:** Programme Officer

### Other key relationships:

- Support All Programme Managers, Officers & Colleagues within NUDIPU
- External relations Beneficiaries/clients, Members, Civil Society/ Private Sector,  
Development Partners and Government

### Job Purpose

To support the livelihood programme team implement Livelihood activities in line with NUDIPU's strategy and policies to realise NUDIPU's goal.

### Job summary

The jobholder is responsible for the day to day direct implementation of field activities as assigned by the Programme Officer in Livelihood Programme, taking lead in the implementation of isave inclusive livelihood programme activities in the district.



## JOB DESCRIPTION

### **Main Tasks and Responsibilities**

#### **1. Programme Planning and development**

- 1.1 Support in the development of the livelihood programme
- 1.2 Develop periodic work plans for activity implementation and write reports.
- 1.3 Make appropriate arrangements and prepare logistics for meetings, trainings and other activities.
- 1.4 Collect and share relevant project information and data in accordance with the Programme/project M&E frameworks
- 1.5 Support M& E processes.
- 1.6 Participate in preparation (content) and conducting of trainings.

#### **2 Implementation of Isave programme activities**

- 2.1 Take lead in the implementation of I save inclusive economic empowerment program activities in the district.
- 2.2 Supervise and appraise district based staff.
- 2.3 Preside over community sensitization meetings, Support program wide progress and impact assessments.
- 2.4 Carryout technical capacity assessments of the district and establish district unions' specific work plans.
- 2.5 Be an agent to the EE-P bank account and the district union accounting person in regards to the project.
- 2.6 Train community mobilizers / field promoters in the program models.
- 2.7 Champion the collection of data under the programme
- 2.8 Closely monitor the programme and ensure quality control.
- 2.9 Network with other organizations in the field of economic empowerment in the district



## JOB DESCRIPTION

- 2.10 Provide advice and trainings of the field promoters and focal persons according to agreed schedules and on demand basis
- 2.11 Provide regular technical oversight of the district union in regard to activity planning, implementation and program performance.
- 2.12 Document lessons learnt and success stories to facilitate learning.
- 2.13 Write develop and submit monthly and quarterly progress financial and MIS reports to supervisor

### **3 Other tasks and responsibilities**

- 3.1 Participate in the organisation's key events and represent the organisation in relevant foras.
- 3.2 Provide technical guidance, coaching and mentoring to staff and volunteers.
- 3.3 Support and participate in other programme area activities when required.
- 3.4 Ensure that resources under his/her care are properly deployed and utilised.
- 3.5 Ensure vulnerable people (aged, youth, women & children) participate in NUDIPU activities.
- 3.6 Undertake all necessary actions to protect and promote the image and brand of NUDIPU
- 3.7 Carry out own administrative functions including timely filing and the use of Word for the production of own correspondences and reports.

### **In addition to individual respective tasks, all NUDIPU employees are expected:**

- To adhere to our organizational values and to actively promote their application.
- To undertake tasks in a creative, self-driven and innovative fashion.
- To identify and implement new ideas/concepts and additional tasks for the benefit to the organization (whether directly linked to one's job or not).



## JOB DESCRIPTION

The attainment of the above will be reflected in the employee's appraisal, as well as the achievement of outputs, as described in above key responsibilities.

### **Person Specifications**

#### **Education**

Minimum of a Degree in Social sciences, Community Development Business Studies or related field is desired

#### **Technical Skills**

Community development. Livelihood empowerment. Training and research skills. Administrative and coordination skills and motivational skills

#### **Industry experience**

1 year experience in implementing livelihood interventions and community savings schemes.

#### **Personal qualities**

Open to change. Keen sense of ethics, integrity and commitment to NUDIPU's mandate. Able to multitask. Ability to work under pressure. Team player with positive attitude and flexible mind.

#### **Communication and Interpersonal skills**

Ability to understand new issues quickly and make wise decisions. Ability to provide effective feedback. Comfortable working in multi-cultural settings. Writing and oral skills. Effective interpersonal skills to work with colleagues, stake holders and donors.



## JOB DESCRIPTION

### **How to apply:**

Qualified candidates should submit their applications, cover letter and detailed CVs including contact addresses of 2 (two) referees through email to [info@nudipu.org](mailto:info@nudipu.org) addressed to the Chief Executive officer, by 9th August 2021 before 5:00PM.

**Qualifying Persons with disabilities are encouraged to apply!**