



NATIONAL UNION OF DISABLED PERSONS OF UGANDA (NUDIPU) CALL FOR APPLICATIONS FOR PROGRAM ASSISTANTS

National Union of Disabled Persons of Uganda (NUDIPU) is an indigenous umbrella NGO of Persons with Disabilities that brings together all disability categories with the vision of ensuring that there is **“a Just and Fair society where Persons with Disabilities live a prosperous and Dignified Life”**. Formed in November 1987, NUDIPU exists to advocate for the rights of Persons with Disabilities in a unified voice for improved livelihoods. NUDIPU is hereby seeking to recruit competent and vibrant Ugandan to fill in the following positions:

Job Title: Program Assistants (4 positions)

Duty Station: Kabale, Kibaale, Ntungamo and Luweero

Job Purpose: To support the implementation of the Together for Inclusion (TOFI) Human Rights Advocacy work, implement activities in line with the strategic plan and policies to realize NUDIPU's goal.

Job summary

The Program Assistant is responsible for the day-to-day direct implementation of field activities as shall be assigned by the Program Officer, in line with the organizational policies.

DUTIES AND RESPONSIBILITIES

1. Project Planning and development

- i. Support in the planning and development of project activities
- ii. Develop periodic work plans, budgets, concept notes for activity implementation and report writing.
- iii. Make appropriate arrangements and prepare logistics for meetings and trainings
- iv. Mobilise Persons with disabilities to participate in NUDIPU, and related project activities while putting gender into consideration.
- v. Preside over TOFI HRA activities in the district including: community, dialogues, sensitization meetings, impact assessments, among others.
- vi. Collect and share relevant project information and data in accordance with the project M&E framework.
- vii. Participate in preparation (content) and conducting of trainings and sensitization meetings.
- viii. Network with other organizations in the field of Human Rights Advocacy and disability empowerment at district level
- ix. Document lessons learnt and success stories to facilitate learning
- x. Write and submit activity and quarterly progress reports to the supervisor.
- xi. Submit timely accountabilities

2. Other tasks and responsibilities

- xii. Participate in the organisation's key events and represent the organisation in relevant fora at district level.
- xiii. Ensure that NUDIPU resources under his/her care are properly deployed and utilised.
- xiv. Undertake all necessary actions to protect and promote the image and brand of NUDIPU
- xv. Carry out own administrative functions including timely filing and the use of Word for the production of own correspondences and reports.
- xvi. Writing project articles for publicity purposes.

Education qualifications

Minimum of a Degree in Human Rights, Law, Disability Studies or other related discipline in Humanities.

A post graduate qualification in PPM, PM&E and HRM would be an added advantage.

Technical Skills

Proposal writing, Project planning, implementation and monitoring, administrative and coordination skills, project activity report writing, and computer application skills (excel sheet, MS word and power point)

Industry experience

- i. Two to three years' experience of human rights advocacy activities including
- ii. Some knowledge on national and international instruments like; 1995 Constitution of Uganda as amended, SDGs, CRPD, UDHR, ICCPR, ICESCR and implementation of disability inclusion in community development programs.
- iii. Experience in disability & and Gender inclusion based violence and also knowledge of national policies that guard against abuses of rights of Persons with Disabilities.
- iv. Must have experience in coordinating activities at the lower local government and ready to work in rural areas of Kabale, Kibaale, Ntungamo and Luweero Districts.

Applicants should also be fluent in the respective local languages and ready to reside in the respective districts.

How to apply:

Qualified candidates should submit their applications, copies of certified academic certificates and transcripts and detailed CVs including contact addresses of 2 referees in hard copy to the organizational postal address P.O.

Box 8567 Kampala or the NUDIPU Head Offices- Plot 530 Bukoto Kisaasi Road not later than 4th June 2021.

These should be addressed to the Chief Executive Officer, National Union of Persons with Disabilities, Uganda. Please clearly indicate the position you are applying for (eg Program Assistant, Kibaale) on the envelope.

NUDIPU is an equal opportunity Organization. Women and Persons with Disabilities are encouraged to apply.

For more clarifications, you may contact please contact: **+256 414 540 179 and +256 700 540 179.**