



NUDIPU CALL FOR APPLICATIONS

The National Union of Disabled Persons of Uganda (NUDIPU) is an umbrella organization promoting the rights of Persons with disabilities in Uganda with the vision of having “A Just and Fair Society where Persons with Disabilities live a Prosperous and Dignified life”. We exist to advocate for the rights of Persons with Disabilities in a unified voice for improved livelihoods. NUDIPU seeks to recruit competent and energetic Ugandan to fill the following position:

Job Title: Programme Assistant- Livelihood- iSAVE (1 Position)

Position reports: Programme Officer

Duty station: Jinja district

Job Purpose

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

Duties 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. Participate in preparation (content) and conducting of trainings.

2. Implementation of iSAVE programme activities

- 2.1 Take lead in the implementation of iSAVE 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 union's specific work plans.

- 2.5 Be an agent to the EEP 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.
- 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.

Other tasks and responsibilities

- I. Participate in the organization's key events and represent the organization in relevant fora's.
- II. Provide technical guidance, coaching and mentoring to staff, and volunteers.
- III. Support and participate in other programme area activities when required.
- IV. Ensure that resources under his/her care are properly deployed and utilized.
- V. Ensure vulnerable people (aged, youth, women & children) participate in NUDIPU activities.
- VI. Undertake all necessary actions to protect and promote the image and brand of NUDIPU.
- VII. Carry out own administrative functions including timely filing and the use of Word for the production of own correspondences and reports.

Person Specifications

Education

- Minimum of a Degree in Social sciences, Development studies, social work and social administration or any other related discipline in Humanities.
- Qualification in project planning and management is an added advantage.

Technical Skills

- Community development, Implementation and monitoring skills, Livelihood empowerment and Training and research skills. Administrative and coordination skills and motivational skills. Skills in computer application (excel sheet, MS word and power point).

Industry experience

- At 2 years' experience in implementing livelihood interventions and community savings schemes including VSLAs.

- Relevant knowledge on national and international legal frameworks that protect and promote the rights of Persons with Disabilities.
- Experience in disability, youth and Gender inclusion in programming
- Must have experience of working in the lower local government and ready to work in rural areas of Jinja district.

Interpersonal skills

- He /she should have keen sense of ethics, integrity and commitment to NUDIPU's mandate.
- Able to multitask and ability to work under pressure.
- He/she should have proficient writing /oral skills
- Ability to understand new issues quickly, make wise decisions and provide feedback.
- Applicants should also be fluent in the respective local languages and ready to reside in the project district.
- Effective interpersonal skills to work with colleagues, stake holders and donors.

How to apply:

Qualified candidates should submit their applications, copies of academic transcripts and detailed CVs including contact addresses of 3 referees electronically to; Info@nudipu.org. Hard copies can also be sent through the organizational postal address P.O. Box 8567 Kampala addressed to the Human Resource and Administration officer, by **4th November 2022** before 5:00PM. Only shortlisted candidates will be contacted for interviews.

Note: Qualifying Persons with disabilities are more encouraged to apply, and should specify their type of disability for reasonable accommodation.

For detailed information, please visit us at website: www.nudipu.org.

NUDIPU commits to safeguarding, and therefore zero tolerance on bullying, harassment and sexual exploitation and any other abuse, to the extent that any staff, Board of Directors, volunteers and interns, consultants, contractors or resource persons, donors or stakeholders who work with NUDIPU and other stakeholders associated to NUDIPU MUST commit themselves to non-violation of safeguarding policy.