



## **JOB OPPORTUNITY AT BIRUDO**

Buliisa Initiative for Rural Development Organisation (BIRUDO) is a local NGO operating in the Albertine region dedicated to enhancing access to justice for poor and promotion and protection of human rights, good governance and livelihood support. BIRUDO seeks to recruit a competent professional with significant experience of Public Policy and Governance.

**Position:** Voice and Accountability Project Manager

**Report to:** Executive Director

**Dotted reporting to:** Program Manager

**Location:** Buliisa District

**Duration:** 1 year fixed term contract with possible extension (full-time)

**Salary:** Attractive

### **Job Summary:**

The Voice and Accountability Project Manager will technically ensure the effective implementation of Project aim at Empowering Vulnerable Groups, Local Community and Community Based Organizations for equitable Participation in Local Government Accountability and Performance. He/she will also serve as Technical Advisor, Programmatic and Administrative support to BIRUDO and her target Community Members and Partners.

### **Key Duties and Responsibilities:**

- With the support of the Executive Director, s/he will take lead in the provision of technical assistance to and mentoring the target local community and local governments in promoting participation and good governance in planning and implementation of Local Government development programs.
- Support the Sub county Local Government Staff Including Local Councils and Local Community in developing development plans.
- Work closely with the Executive Director and take lead in managing the development and implementation of tools for building the capacity of target local community and local governments to promote good governance, accountability, participation and performance of local government development programs.

**ENVIRONMENT AGRICULTURE AND EDUCATION FOR SELF RELIANCE**

- Work closely with the Executive Director and take lead in managing the development and implementation of tools for monitoring good governance, accountability, participation and performance of local government development programs.
- Conduct awareness and advocacy campaigns related to enhancing good governance, accountability, participation and performance.
- Engage with and conduct capacity building of local government institutions, youths, women, Persons with Disabilities (PWDs) and Community Based Organizations (CBOs)
- Conduct capacity building and mentorship to community based monitors.
- Prepare monthly work plans, budgets, IEC materials, updates and reports on all the activities related to project.
- Provide monitoring reports, other written materials, and data for monitoring and evaluation as required.
- Perform any other duties and tasks as requested by the Program Manager or Executive Director

### **Qualifications, Skills and Experience:**

- The ideal candidate should preferably hold a University degree in Public Policy, Social Sciences, Human Rights, or related field. Postgraduate Diploma in Monitoring and Evaluation, Public Finance or related field will be an additional advantage.
- Three or more years of professional experience providing training and technical assistance to local governments and local community in good governance and accountability.
- Previous project management and implementation experience.
- Past experience in delivering technical assistance to local governments in core areas of local revenue generation and management, planning and budgeting, local councils' development and local government accountability systems.
- Excellent communication, teamwork, interpersonal, and cross-cultural skills.
- Possess the ability to travel frequently among local communities as needed.
- Strong organizational and communication skills with the ability to perform multiple tasks simultaneously, namely the priority activities and ability to work independently.
- Past experience in data analysis and writing of technical reports.
- Excellent interpersonal skills and ability to work successfully in a team environment.
- Demonstrated success managing and leading project.
- Prior experience on USAID or UKaid projects is an added advantage.
- Fluency in both oral and written English and ideally proficiency in at least one of the local language **Lugungu or Alur is an added advantage.**
- High level of computer literacy and competence in Microsoft Office including Word, Excel, and PowerPoint
- 80% of working time within rural local community in Buliisa District is a **must** and **only** 20% working time in office.
- Ability to ride a motorbike is a **must**.

**HOW TO APPLY:**

Interested candidates should send their CV, a Cover Letter, one page statement of your work achievements in relation to the position, photocopies of certificates and transcripts plus one (1) recent passport photo to:

Executive Director

Buliisa Initiative for Rural Development Organisation (BIRUDO)

P.O. Box 534, Masindi – Uganda

Or

Hand delivery at BIRUDO Head Office Buliisa Town Council on Paraa Road Opposite Stanbic Bank Buliisa Branch.

Or

By Email: [birudoug@gmail.com](mailto:birudoug@gmail.com)

Closing date and time: 26<sup>th</sup> August, 2015 at 5:00PM

For more information please call 0772 994 527

Only short listed candidates will be contacted.