



## EMPLOYMENT OPPORTUNITY

### Background

**Community Empowerment for Creative Innovation (CECI)** is a registered Refugee-led Organization (RLO) *working to* address the dire relationships and prospects for young people, and respond to the need for resilience activities that increase peace and livelihood prospects to build peaceful, empowered and self-reliant communities. Our mission is to use recreational activities, education and innovations to transform violent conflicts to build peace and facilitate youth engagement and empowerment in refugee and host communities in Uganda.

Our programs are Community-based and focused on: **Peace building and Reconciliation** (focusing on conflict management & resolution, hate speech mitigation & media literacy, trauma healing & peace education), **Livelihood** (focusing on vocational and entrepreneurial skills trainings for youth, income generating activities for youth, and girls empowerment in technology), **Education** (focusing on menstrual hygiene management, advocacy and community education, educational support programs for girls, and children educational programs), and **Environmental Conservation** (focusing on community education on climate change, promote tree planting and use of alternative fuel sources, awareness creation & community training). We use community-centered and participatory approaches and always protects the dignity of the community in programs implementation.

CECI seeks to recruit a Program officer to support project management, implementation, monitoring, evaluation, accountability and learning (MEAL), documentation and reporting as per agreed project timelines.

<b>Title:</b>	Program officer (1)
<b>Job type:</b>	Full time
<b>Duty Station:</b>	Koboko
<b>Reports to:</b>	Programmes' Manager.



### Key Roles and Responsibilities

- Ensure effective planning, implementation and monitoring of project activities.
- Develop concept notes and budgets for respective activities.
- Develop monthly work plans & reports and ensure monitoring, evaluation, accountability and learning.
- Ensure gender and refugees mainstreaming in all activities including EVIs.
- Routine data collection, analysis and reporting using standardized & customized tools.
- Data management and dissemination.
- Ensure project actions are ethically fair and proportionate.
- Liaise with local authorities, partners, persons of concern.
- Promote CECI values and principles.
- Ensure all activities undertaken are properly documented (in text, videos, and photographs).
- Timely develop activity reports for every activity undertaken.
- Timely develop monthly and end of project reports.



**CECI UGANDA**  
Community Empowerment for Creative Innovation

KUWA compound, Gbukutu-Aarua road, Central Cell  
Koboko Municipality.

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P.O. Box 158, Koboko (U) | [www.ceciuganda.org](http://www.ceciuganda.org)

### Key Qualifications

- Bachelor's degree in social sciences, development studies and or related field of study.
- Two years of experience in a related field.
- Peace building, public awareness and protection is an added advantage.
- Exceptional verbal, written, and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Power point, Excel, and Outlook.
- Knowledge of file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.
- Attention to detail and the ability to multi-task.
- Honest and of high integrity.
- Accurate and precise work style.
- Creativity and innovation

### Submission:

Interested candidates who meet the above criteria should submit their application or cover letter and motivation letter with updated CV including at least three referees with their telephone and email contacts.

Address your application to: **The Human resource, Community Empowerment for Creative Innovation (CECI).**

Complete Applications should be submitted to CECI UGANDA Office – KUWA-ALONG GBUKUTU-ARUA ROAD, South Division, Koboko Municipality, or emailed to: [ceciuganda@gmail.com](mailto:ceciuganda@gmail.com).

**Deadline for Submission is (19<sup>th</sup>, August, 2022), at 5:00 PM EAT.**

For more information write to P.O. Box 158, Koboko (U) or call: +256 392986444 or +256 770317810 or email: [ceciuganda@gmail.org](mailto:ceciuganda@gmail.org) or visit: [www.ceciuganda.org](http://www.ceciuganda.org).

NB: Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

