



EMPLOYMENT OPPORTUNITY

The Agency For Accelerated Regional Development (AFARD) in collaboration with six partners (African Agribusiness Incubation Network (AAIN), Omia Agribusiness, Agromax, Tropical Institute of Development Innovations (TRIDI), Uganda Rural Development and Training Institute (URDT) and Gudie Leisure Farm (GLF) and partnership with the Mastercard Foundation will implement a 5-year program, “Sustainable Inclusive Youth Employment Pathways (SIYEP)” in West Nile, Karamoja, Acholi, and Central and Western Uganda as part of the Young Africa Works Strategy to address unemployment challenges faced by young women in Uganda. The program will directly reach 258,000 young women (7% refugees and 5% young women with disabilities (YWWDs)) and transition 90% into work, and 70% into dignified and fulfilling work. This will be achieved through institutional strengthening, market relevant training, skilling, incubation, and access to capital and markets. The program will work directly with Technical, Vocational, Education and Training (TVETs), Local Artisans, and incubation centers and in collaboration with local and central government entities such as Ministry of Education and Sports (MoES), Ministry of Gender, Labour and Social Development (MoGLSD), National Council of Higher Education (NCHE), Uganda Business and Technical, Examinations Board (UBTEB), Directorate of Industrial Training (DIT), Uganda National Bureau of Standards (UNBS), Uganda Registration Services Bureau (URBS), Uganda Revenue Authority (URA), NGOs, CBOs, and existing Young Africa Works partners.

AFARD is seeking competent and qualified persons to fill the various positions shown below. Signed Application and a 2-pager motivation letter plus relevant academic & experience credentials, CV with names and daytime contacts of three referees, and your daytime phone contact numbers in 1-file PDF format should be addressed to “The Human Resources Office” and e-mailed to procurement@afard.net latest on **May 23, 2025 at 5:00PM**. In the **subject area of your email, indicate the position** you are applying for.

Polite Notice.

- Qualified females and refugees are highly encouraged to apply.
- Only complete applications will be accepted and considered for review.
- Only those who are ready to start immediately will be shortlisted.
- Only shortlisted candidates will be contacted.
- Successful applicants will be required to start immediately after appropriate screening checks including criminal records, child and sexual abuse, exploitation and/or harassment. By applying, job applicants consent to these screening checks.

Disclaimer: AFARD does not ask for fees for job opportunities. Whoever pays any such fees does so at their own risk. AFARD shall not be liable in anyway. The public is encouraged to report any such illicit solicitation to the police and AFARD authorities.

S/ No	Positions	No. of Vacancies	Job location
1.	Program Director	1	Kampala
2.	Finance Manager	1	Kampala
3.	Technical Advisor, Youth Skilling & Workforce Development (YSWD)	1	Kampala
4.	Planning, Monitoring, Evaluations & Learning (PMEL) Specialist	1	Kampala
5.	Women Engagement & Advocacy (YEA) Specialist	1	Kampala
6.	Communication & Networking (CN) Specialist	1	Kampala
7.	Gender and Safeguarding Specialist	1	Kampala
8.	Disability Inclusion Specialist	1	Kampala
9.	Administrative Officer	1	Kampala
10.	Driver	1	Kampala
11.	Cleaner	1	Kampala
Total No of Jobs		11	

JOB TITLE	Program Director (1 vacancy)		
Reporting	Executive Director	Duty Station	Kampala
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Responsible for providing overall strategic leadership and management to the program delivery including program planning, implementation, monitoring, learning, reporting as well as representation, coordination and collaboration among consortium partners and with key program stakeholders, S/he is also responsible for the Project Steering Committee (PSC) and Project Implementation Unit (PIU) and the link person between the consortium and the Mastercard Foundation.		
Roles & Responsibilities	<p>Program Leadership and Management</p> <ul style="list-style-type: none">• Lead the strategic program planning, implementation, monitoring and learning with strict adherence to the program goal, outcomes, outputs, and timelines.• Maintain comprehensive annual and quarterly work plans aligned with the program objectives.• Manage human resource and assets of the program.• Monitor and evaluate progress, identifying lessons and areas for improvement.• Ensure effective engagement of the Program Steering Committee. <p>Consortium Coordination and collaboration</p> <ul style="list-style-type: none">• Develop and implement program management guidelines, partnership guidelines, and governance guidelines.• Develop annual terms of reference for technical advisors/experts to ensure achievement of program goal.• Coordinate regular consortium reflection events to review progress, share knowledge and decision-making.• Manage and resolve conflicts and challenges that may arise within the consortium and other stakeholders. <p>Budget and Financial Management</p> <ul style="list-style-type: none">• Oversee the program budget and expenditures, ensuring effective financial management and compliance with the funding requirements.• Work closely with the Fund Manager and Finance Manager to review financial reports and make budget adjustments as needed.• Support the finance team during internal and external audits. <p>Documentation, Reporting and Learning</p> <ul style="list-style-type: none">• Prepare regular progress reports, including narrative and financial reports for the Program Steering Committee and other relevant stakeholders.• Ensure accurate and timely documentation of program activities, achievements versus targets, challenges and mitigation measures, lessons learned, and best practices. <p>Risk Management</p> <ul style="list-style-type: none">• Identify potential risks to the successful implementation of the program and develop risk mitigation plan.• Implement a robust monitoring, evaluation and learning framework to track program performance and address any deviations from the planned outcomes. <p>Stakeholder Engagement</p> <ul style="list-style-type: none">• Develop and maintain strong relationships with key stakeholders including private sector, TVETs, government ministries, departments and agencies and development partners.• Represent the consortium at relevant meetings, events, and fora, advocating for the goals and objectives of the program.		
Person specifications:			
<ul style="list-style-type: none">• A master’s degree in Economics, Development studies, Entrepreneurship, Project Management, MBA (Management), or Technical/ Vocational Education.• Minimum of five (05) years of experience in consortia project management and familiarity with donor and governmental requirements.• Demonstrated experience in managing programs focused on youth empowerment, market systems development, skills development.• Sound knowledge of humanitarian – development – and peace nexus programming and mainstreaming of gender, inclusion, protection/safeguarding, environment, and accountability.• Strong leadership, communication and negotiation skills and excellent interpersonal skills to effectively lead a diverse consortium of partners and engage with stakeholders.• Excellent organizational, analytical, and problem-solving abilities, with the capacity to manage multiple tasks and deadlines.• Proven ability to develop and manage budgets, spending forecast, financial reporting, human resources, and donor compliance.• Ability to work independently, ability to organize and motivate others and to work in a multi-cultural environment.			

JOB TITLE	Finance Manager (1 vacancy)		
Reporting	Program Director	Duty Station	Kampala
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Working closely with the Fund Manager, s/he is overall responsible for effective financial management and reporting by providing consortium partners with oversight of program finance through financial planning, budget monitoring, and adherence to compliance requirements. S/he also serves as the link person between the consortium and the Mastercard Foundation.		
Roles & Responsibilities	<p>Financial management</p> <ul style="list-style-type: none">• Work closely with the Fund Manager to develop and use the program financial and administration guidelines. <p>Budgeting and Planning</p> <ul style="list-style-type: none">• Consolidate and review detailed annual and quarterly budgets aligned with the program outputs.• Monitor budget utilization, track expenditures against approved budgets, and provide regular updates.• Coordinate timely partners accountability to ensure funds are used for the approved program activities. <p>Procurement Management</p> <ul style="list-style-type: none">• Support partners’ procurement processes to ensure transparency and compliance with policies and regulations.• Conducts post procurement audits. <p>Expenditure management</p> <ul style="list-style-type: none">• Apply pre-audit checks on all partners’ Internal Control Systems (ICS) to ensure compliance with applicable financial rules, principles, and regulations and that partners only incur eligible payments. <p>Accounting and Record Management</p> <ul style="list-style-type: none">• Ensure the recording of all transactions are timely and accurate in the books of accounts.• Carry out the monthly reconciliation of expenditure.• Check that proper payroll controls are applied.• Supervise the project’s fixed assets management and maintenance.• Ensure the safe custody of all financial records for review by external or internal auditors. <p>Financial Reporting</p> <ul style="list-style-type: none">• Prepare routine budget variance analysis reports for decision making.• Prepare the annual financial report in accordance with the Foundation’s financial regulations.• Maintain a detailed Assets Register for and safeguard all the program assets.• Ensure that all financial reporting requirements are complied with. <p>Audit</p> <ul style="list-style-type: none">• Coordinate annual external audit.• Prepare and follow up audit response plan with each partner to address issues raised by external auditors. <p>Financial Capacity building</p> <ul style="list-style-type: none">• Conducts financial management risk assessment, develop customized capacity building plan and provide routine mentorship, coaching and training to each consortium partner based on their needs.		
Person specifications:			
<ul style="list-style-type: none">• A bachelor’s degree in Finance, Accounting or Business Administration (Accounting or Finance specialization).• CPA or ACCA or CIMA professional certification is mandatory. Master’s degree is an added advantage.• Minimum of 5 years of knowledge and experience in financial management, budgeting, and reporting involving consortium donor funding.• Knowledge and use of a computerized financial management systems (accounting software and Advanced Excel) is mandatory.• A strong leadership, interpersonal and communication (written and spoken English) skill with a track record of managing large budgets.• Strong financial analytical skills and attention to detail.• Demonstrated ability to work with diverse teams and stakeholders.• Knowledge of financial regulations, compliance, and audit processes.• Familiarity with Ugandan financial and tax regulations.• Ability to work effectively in a fast-paced and dynamic environment.			

JOB TITLE	Technical Advisor, Youth Skilling & Workforce Development (YSWD) (1 vacancy)		
Reporting	Program Director	Duty Station	Kampala
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Responsible for leadership, management and capacity strengthening in workforce development by ensuring an integrated partners skilling strategy, quality assurance, best practices documentation, and partnership strengthening of consortium partners and with relevant key stakeholders.		
Roles & Responsibilities	<p>Leadership and management</p> <ul style="list-style-type: none">• Deputize the Program Director• Develop a harmonized skilling strategy based on partners’ skilling delivery models• Build synergies and learning among consortium partners• Facilitate work planning in close collaboration with consortium partners and ensures implementation of work plan on time, on scope, and within budget.• Contribute to the design and implementation of the learning agenda, knowledge capture and dissemination. <p>In collaboration with the Consortium Coordination Unit Team, s/he will in:</p> <p>Effective, competitive, responsive and innovative YSLOs, and education and skilling institutions</p> <ul style="list-style-type: none">• Oversee organizational capacity assessment for TVETs, incubators, local artisans, and YSLOs.• Review and/or develop training curricula and training guidelines for TVETs, incubators, local artisans, and YSLOs with sensitivity to gender, disability inclusion and safeguarding.• Oversee skilling & upskilling of Instructors on the new gender responsive, inclusive & safe curricula.• Conduct tailored institutional capacity strengthening of TVETs, incubators, local artisans and YSLOs.• Conduct joint coordination meetings between universities, TVETs, business incubators, private sector players, YSLOs and research institutions to forecast labour demands.• Document and share innovative skilling models for scale up. <p>Young women in wage employment</p> <ul style="list-style-type: none">• Conduct gender and disability responsive labour market and livelihoods assessment.• Conduct formal and non-formal, vocational, entrepreneurship, soft and work readiness skills for the young women.• Conduct exchange learning visits.• Support TRIDI to conduct skills competitions for young women in TVETs.• Ensure Childcare spaces at the training centers (TVETs, Incubators, Local Artisans, Farmer field Schools)• Support TRIDI to provide Scholarships for male dominated courses. <p>Young women start and grow their enterprises will liaise with consortium partner Program managers to:</p> <ul style="list-style-type: none">• Form and strengthen young women saving and loan groups (YWSLAs) and federate young women Cooperatives.• Convene meetings of Micro Financial Institutions, government programs and young women to enable young women access financial services and other development programs.• Provide financial literacy education for the young women.• Provide start-up kits to challenge winners in line with the Foundation guidelines.• Provide business development services to young women to sustain and or grow their businesses.• Provide marketing support to young women enterprises.		
Person specifications: <ul style="list-style-type: none">• A bachelor’s degree in education management, management studies, policy development, TVETs, Youth Development. Masters degree is an added advantage.• At least 5 years of experience in the design, delivery and quality assurance of youth skilling, positive youth development and education programming in Uganda.• Knowledge of current best practices in entrepreneurial skilling and workforce development for vulnerable and at-risk youth.• Demonstrated experience in working with government MDAs, TVETs, private sector, local artisans and other humanitarian and development organizations.• Demonstrated experience in capacity development of local implementing partners.• Knowledge of relevant approaches for strengthening learning environments at the community.			

JOB TITLE	Planning, Monitoring, Evaluations & Learning (PMEL) Specialist (1 vacancy)		
Reporting	Program Director	Duty Station	Kampala
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Supported by an independent MERL partner, s/he is responsible for leading the management of innovative Planning, Monitoring, Evaluation and Learning (PMEL) system for evidence-based adaptive management in addition to providing strategic direction and capacity building on the PMEL function to consortium partners. S/he will also serve as the link person with the Mastercard Foundation M&E team.		
Roles & Responsibilities	<p>MEL System Development</p> <ul style="list-style-type: none">Design and implement a comprehensive PMEL framework including PMEL plan, indicators, data collection tools, and reporting mechanisms, aligned with program theory of change and results framework.Develop a digital integrated MIS aligned with the PMEL framework. <p>Data Collection and Analysis</p> <ul style="list-style-type: none">Develop clear guidelines and protocols for data collection, management, and analysis and coach team on its use.Lead data collection across program components, ensuring accuracy, consistency, and timeliness.Conduct data analysis and visualization to track program progress, identify trends, and generate actionable insights. <p>Planning, Monitoring, Evaluation and Learning</p> <ul style="list-style-type: none">Lead periodic planning ensuring output-budget optimization and set targets.Lead the implementation of monitoring and evaluation activities including baseline, mid-term and endline surveys. <p>Accountability and Feedback Mechanisms</p> <ul style="list-style-type: none">Support the establishment and management of the feedback and complaint mechanisms for program participants and partners.Support the leadership team to ensure that feedback is captured, analyzed, and addressed in a timely and effective manner. <p>Learning and Knowledge Management</p> <ul style="list-style-type: none">Facilitate regular learning and reflection sessions with consortium partners to capture lessons learned, best practices, and challenges.Convene annual learning events for knowledge sharing. <p>Reporting and Communication</p> <ul style="list-style-type: none">Develop standard reporting tools and orient program team on reporting requirements.Prepare regular progress reports highlighting key achievements, challenges, and lessons learned.In liaison with CNS, communicate MEAL findings internally and externally. <p>Capacity Building</p> <ul style="list-style-type: none">Train, coach and mentor consortium partners on MEAL methodologies, data collection techniques, and reporting standards.		
<p>Person specifications:</p> <ul style="list-style-type: none">A bachelor’s degree in Statistics, Quantitative economics, and Monitoring and Evaluation. Masters degree is an added advantage.A post graduate diploma in project planning and management is a must.At least 5 years of experience leading PMEL functions at a consortium level managing staffs, consultants and partners.Extensive knowledge and experience in qualitative and quantitative data management software e.g., SPSS, STATA, EXCEL, Power BI.Strong proficiency in quantitative and qualitative research design, data collection methods, analysis, and reporting.Familiarity with designing and conducting surveys, evaluations, and assessments.Strong conceptual and analytical skills and ability to generate insights from data.Familiarity with participatory approaches to MEL and beneficiary feedback mechanisms.Proficiency in English, both written and spoken.Ability to work collaboratively with diverse teams and partners.			

JOB TITLE	Women Engagement & Advocacy (WEA) Specialist (1 vacancy)		
Reporting	Technical Advisor, Youth Skilling & Workforce Development	Duty Station	Kampala
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Responsible for championing youth agency and voice through facilitating consortium partners’ and technical advisors/experts’ productive engagement of young women in all project management stages. She/he will lead the co-creation with young people to develop, implement, and ensure compliance of youth engagement strategy so that the ideas and needs of young people take a center stage into the program. She/he will provide expertise and interact effectively with senior levels of partner organizations and ecosystem stakeholders to advance the development and delivery of the Program with a young people focus and lens. This role will have a dotted reporting line to the consortium lead partner on youth tenement.		
Roles & Responsibilities	<ul style="list-style-type: none">• Conduct partner youth engagement mapping (assessment of policy, systems, structure, and practices)• Develop guidelines and tools and materials for young women participation and engagement (i.e., enrolment, committee representation, training of trainer, safe spaces, curriculum design, internships, apprenticeship, MEL, reporting, upscaling & sustainability strategy development, etc.) and train partner staffs in the effective use of youth engagement guidelines• Support partners in ensuring intentional active engagement of young women in staff employment, enrolment, group formation, work/enterprise selection, curriculum design, review, and implementation, engaging young people as trainers of trainees and monitoring, evaluation and learning.• Conduct regional annual stakeholder experience sharing meetings to strengthen active youth engagement by partners• Support partners in organizing youth events such as exhibitions, exchange learning & exposure visits; and, international youth days (Labor Day & international women’s day)• Conduct regional exchange learning visits for SIYEP program participants and document best practices• Support integration and resource allocation to youth-led enterprises in districts and local government budgets• Together with M&E and Communication leads, document and publish programme lessons, best practices, successful models, innovation & emerging opportunities for upscaling• Hold stakeholder engagements to motivate young people to enroll in TVET. This will include TVET career fares where TVETs engage with their communities (parents, local leaders, and young people).• Support partners to conduct innovation competitions for young people to demonstrate their skills acquired in TVETs at institution, district/ regional and national levels.		
Person specifications: <ul style="list-style-type: none">• A bachelor’s degree in social sciences, development studies, Education or Psychology. Masters degree is an added advantage.• Post graduate Diploma in Project Planning and Management is added advantage• Minimum of 5 years of consortia work experience on youth engagement, empowerment, or youth development programs in a consortium setting.• Demonstrated experience in working with government MDAs, TVETs, private sector, local artisans and other humanitarian and development organizations.• Demonstrated experience in capacity development of local implementing partners.• Experience in designing and implementing youth engagement strategies and activities.• Experience reviewing, analyzing and or developing a diverse range of program operational tools (Curricula, Policies, guidelines with experience in leading best practice across complex and high value grants).• Strong facilitation and communication skills (in English), including the ability to work effectively with diverse groups of youth.• Familiarity with participatory and youth-centered methodologies.• Knowledge of gender-sensitive approaches and inclusive programming.• Ability to work collaboratively with diverse teams and partners.• Flexible, adaptable, and able to execute a range of job duties and changing priorities.• Experience working in refugee-host community settings.• Exceptional skills in report writing and tracking results• Exceptional interpersonal, teamwork and networking skills• Familiarity with work in refugee-host community settings is an added advantage.• Willingness to travel to remote districts of Uganda to support partners as and when required.			

JOB TITLE	Gender and Safeguarding Specialist (1 vacancy)		
Reporting	Technical Advisor, Youth Skilling & Workforce Development	Duty Station	Kampala
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Working closely with the gender and safeguarding partner, s/he is responsible for the mainstreaming of gender and safeguarding in SIYEP program and serves as the link person with the Mastercard Foundation Gender and Safeguarding Lead.		
Roles & Responsibilities	<p>Management functions</p> <ul style="list-style-type: none">• Ensure the gender and safeguarding partner develops an acceptable annual gender and safeguarding TA workplan and budget and put in place adequate competent human resources for the execution of the gender and safeguarding TA services.• Ensure effective coordination between the gender and safeguarding partner and consortium partner organizations.• Establish and coordinate the gender and safeguarding focal point network for the program.• Participate in program planning, implementation, monitoring and learning.• In collaboration with the Foundation’s Gender and Safeguarding Program Lead assure quality of the TA services.• Ensure program gender and safeguarding best practices are documented and shared with partners and stakeholders for learning and adaptation.• Submit timely acceptable reports for delivered work packages. <p>Gender mainstreaming</p> <ul style="list-style-type: none">• Conduct a comprehensive programmatic gender assessment with tailor-made recommendations.• Develop Gender mainstreaming Standard Operating Procedures (SOP) for the program.• Develop a Gender Action Plan for the program and Gender Implementation Plans for downstream partners and oversee its implementation.• Ensure gender is integrated into all training manuals, IEC materials, and MERL system.• Collaborate with the Foundation and consortium to develop the appropriate tools to consistently track and report on the extent to which all program activities are mainstreaming gender.• Conduct annual participatory program gender audit and disseminate the results to partners for action.• Consortium partner boards, staff, gender focal persons and stakeholders are trained on gender awareness and mainstreaming gender in their institutional policies, programs, and practices. <p>Prevention of safeguarding incidents.</p> <ul style="list-style-type: none">• Conduct a programmatic safeguarding risk assessment with tailor-made mitigation recommendations.• Develop Safeguarding mainstreaming Standard Operating Procedures (SOP) for the program.• Develop a Safeguarding Implementation Plan for the program and implementation plans for downstream partners and work closely with the Foundation SAFE initiative team to oversee plan implementation.• Ensure safeguarding is integrated into staff recruitment processes, and all training manuals, IEC materials, and MERL system.• Collaborate with the Foundation and consortium to develop the appropriate tools to consistently track and report on the extent to which all program activities are mainstreaming gender.• Conduct annual participatory program gender audit and disseminate the results to partners for action.• Consortium partner boards, staff, safeguarding focal persons and stakeholders are trained on mainstreaming safeguarding in their institutional policies, programs, and practices. <p>Safeguarding incident management</p> <ul style="list-style-type: none">• Collaborate with consortium and Foundation SAFE initiative to develop, train on use and track safeguarding risks, measures and incidents reported.• Develop incident reporting and management framework for the program including referral and management pathways.• Establish a functional complaints and feedback mechanism in collaboration with the consortium members.		
Person specifications:			
<ul style="list-style-type: none">• A bachelor’s degree in Gender and Women Studies, Development Studies or Social Sciences. Masters degree is an added advantage.• Additional training in project planning, safeguarding, protection and legal matters will be an added advantage.• A minimum of 5 years’ experience cultivating partnerships and gender mainstreaming in a consortium setting• Good understanding of gender transformative approaches, gender mainstreaming, GBV prevention, response, and mitigation as well as protection and advocacy processes.• Demonstrated experience in capacity development of local implementing partners.• Demonstrated experience in developing operational tool (curricula, policies, guidelines) and documenting lessons learned.			

- Familiarity with work in refugee-host community settings is an added advantage.
- Strong facilitation and communication skills (in English), including the ability to work effectively with diverse groups of youth.
- Familiarity with participatory and youth-centered methodologies.
- Knowledge of gender-sensitive approaches and inclusive programming.
- Ability to work collaboratively with diverse teams and partners.
- Flexible, adaptable, and able to execute a range of job duties and changing priorities.
- Experience working in refugee-host community settings.
- Exceptional skills in report writing and tracking results
- Exceptional interpersonal, teamwork and networking skills
- Willingness to travel to remote districts of Uganda to support partners as and when required.

JOB TITLE	Disability Inclusion Specialist (1 vacancy)		
Reporting	Technical Advisor, Youth Skilling & Workforce Development	Duty Station	Kampala
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Working closely with the disability inclusion partner, s/he is responsible for the mainstreaming of disability inclusion in SIYEP program and serves as the link person with the Mastercard Foundation Disability Inclusion Lead.		
Roles & Responsibilities	<p>Management functions</p> <ul style="list-style-type: none">• Ensure the disability inclusion partner develops an acceptable annual gender and safeguarding TA workplan and budget and put in place adequate competent human resources for the execution of the gender and safeguarding TA services.• Ensure effective coordination between the disability inclusion partner and consortium partner organizations.• Participate in program planning, implementation, monitoring and learning.• In collaboration with the Foundation’s Disability inclusion Lead assure quality of the TA services.• Ensure a functional disability inclusive reporting and feedback mechanism.• Ensure program disability inclusion best practices are documented and shared with partners and stakeholders for learning and adaptation.• Submit timely acceptable reports for delivered work packages. <p>Disability inclusion mainstreaming</p> <ul style="list-style-type: none">• Conduct a comprehensive programmatic disability inclusion assessment with tailor-made recommendations.• Develop and disseminate disability inclusion Standard Operating Procedures (SOP) for the program.• Develop a disability inclusion Plan for the program and oversee its implementation.• Ensure disability inclusion is integrated into all training manuals, IEC materials, and MERL system.• Collaborate with the Foundation and consortium to develop the appropriate tools to consistently track and report on the extent to which all program activities are mainstreaming disability inclusion.• Conduct annual participatory program disability inclusion audit and disseminate the results to partners for action.• Support consortium partner boards, staff, disability inclusion focal persons to mainstream disability inclusion in their institutional policies, programs, and practices.		
Person specifications:			
<ul style="list-style-type: none">• A bachelor’s degree in social policy, Special Needs Education, Development studies, Education, Management Highly required.• Additional training in project planning, disability inclusion, protection and legal matters will be an added advantage.• A minimum of 5 years’ experience facilitating disability inclusion in programs in a consortium setting.• Good understanding of transformative disability inclusion approaches as well as protection and advocacy processes.• Demonstrated experience in capacity development of local implementing partners.• Demonstrated experience in developing operational tool (curricula, policies, guidelines) and documenting lessons learned.• Strong facilitation and communication skills (in English), including the ability to work effectively with diverse groups of youth.• Familiarity with participatory and youth-centered methodologies.• Ability to work collaboratively with diverse teams and partners.• Flexible, adaptable, and able to execute a range of job duties and changing priorities.• Experience working in refugee-host community settings.• Exceptional skills in report writing and tracking results• Exceptional interpersonal, teamwork and networking skills• Willingness to travel to remote districts of Uganda to support partners as and when required.			

JOB TITLE	Communications and Networking Specialist (1 vacancy)		
Reporting	Technical Advisor, Youth Skilling & Workforce Development	Duty Station	Kampala
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Supported by an independent Communications expert, s/he is responsible for the effective impact communication & visibility of SIYEP program and serve as the link person with the Mastercard Foundation Communication team		
Roles & Responsibilities	<ul style="list-style-type: none">• Develop a comprehensive SIYEP communication, branding and networking strategy and support downstream partners to develop their organizational communication plans.• Synthesize and share findings and insights from SIYEP with key decision makers including both internal and external stakeholders• Develop and facilitate adoption of innovative multi-channel communications tools/methods among consortium partners• Continually identify, gather and share impact stories and innovations across the program through internal and external channels• Develop program campaigns and messages that are thoughtful and positioned to reach priority audiences including governments, private sector, young people, and other stakeholders.• Develop mechanisms, systems and tools that ensure messaging is consistent across all media, fora and consortium partners.• Build and provide support to program teams around effective internal and external communication as required including resolving issues/crisis.• Develop and manage the program social media channels (Twitter, Facebook, you tube etc.) and webpage, including drafting posts, identifying stories, data analysis, and managing an editorial calendar• Stay up to date with the latest digital trends and technologies and share across the program team.• Support with capacity building of consortium partners through delivering digital/interactive communication trainings• Engage with key stakeholders including new partnerships and outreach especially targeting young women• Work with youth ambassadors and young people in the programs to elevate voices and views of young people• Deliver a regular communication products (newsletter, brochures, video documentaries, social media post, etc.) to the program stakeholders that's concise, engaging and facilitates collaboration and in line with the Foundation's communication guidelines.• Support program promotional events (exhibitions, conferences, youth-related national & international days-women's day, youth day, refugee days) in line with the Foundation's communication guidelines.• Develop program impact reports and end of year impact report to showcase the program's impact and key achievements• Support with ad hoc administrative tasks and requests relating to communications.• Support the program team to mitigate and manage risks and crises including by responding to inquiries in a timely manner, developing FAQs on program initiatives, monitoring and reporting on media coverage and public sentiments, and liaising with internal and external stakeholders to gather feedback on the program.• Strategically manage the program's interactions with the media to enhance its reputation, visibility, and impact.		
Person specifications: <ul style="list-style-type: none">• A bachelor's degree in mass communication, Journalism and media, Communication for Development. Master's degree is an added advantage.• A minimum of 5 years' experience in development communication, impact communication or science communication• A good understanding of multi-partner programming and ability to effectively engage with different stakeholders through tailored communication strategies.• Good leadership, communication and inter-personal skills.• Demonstrated computer literacy skills.• High level of integrity.• Excellent communications skills (both verbal and written) with strong leadership interpersonal and listening abilities.• Willingness to engage in a consultative manner to shape and execute Program Communications, with internal and external stakeholders.• Innovative and entrepreneurial and able to formulate creative approaches to problems.• Able to develop strong partnerships and networks that will advance the program's objectives• Flexible, adaptable, and able to execute a range of job duties and changing priorities.• Experience working in refugee-host community settings.• Exceptional interpersonal, teamwork and networking skills• Willingness to travel to remote districts of Uganda to support partners as and when required.			

JOB TITLE	Administrative Officer (1 vacancy)		
Reporting	Finance Manager	Duty Station	Kampala
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Responsible for the coordination of all administrative and logistical arrangement of the Project Management Unit. Record minutes of meetings and provide any secretarial services for the efficient and effective running of the office		
Roles & Responsibilities	<ul style="list-style-type: none">• Manage the day-to-day operations of the office, including scheduling meetings and appointments, organizing files, and handling correspondence.• Organize and maintain the office filing system, including electronic and hard copy documents.• Assist in Planning and organizing events and submit reports accordingly.• Coordinate travel arrangements for executives and handle related logistics.• Supervise driver, office assistant, and cleaner• Managing office imprest.• Maintains Front Desk, receive phone calls and direct visitors.• Manage inventory of office supplies and equipment and order new supplies as needed• Ensures all utilities (Water, Power, cleaning services, staff refreshments, toiletries, garbage collection etc.) are in place and sufficient to support overall office functioning• Any other duties delegated by his/her supervisor.		
Person specifications: <ul style="list-style-type: none">• Diploma in Public Administration, Business Administration, Procurement, Human resource management.• Knowledge of Accounting and human resource management is an added advantage.• Minimum of 5 years of office administration experience, preferably with an NGO.• Computer literacy is an added advantage.• Strong communication skills, both written and verbal• Good interpersonal skills with the ability to build strong relationships• Should have high integrity.• Ability to multitask and prioritize own workload• Time conscious and self-motivated.• Should have good customer care and public relations.			

JOB TITLE	Driver (1 vacancy)		
Reporting	Administrative Assistant	Duty Station	Kampala
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Responsible for providing safe, secure, timely transportation for program staff and visitors in strict adherence to Ugandan traffic and road safety laws and ensuring general maintenance of motor vehicles.		
Roles & Responsibilities	<ul style="list-style-type: none">• Ensure the full functionality of the vehicle including fully operational repair kit, spare tyres, fire extinguisher, first aid box. etc.• Drives assigned passengers and being on call all the times (night, on weekends and public holidays).• Delivers messages, documents and letters as required.• Liaises with Administrative Assistant on fuel allocation.• Notifies the Administrative Assistant to renew vehicle licenses and insurances.• Maintains a functional and accurate logbook.• Ensure the cleanness of the vehicle both inside and outside.• Reports service and replacement of worn-down vehicle parts to the Administrative Assistant.• Checks the vehicle routinely; compiles service reports and ensures that the vehicle is serviced as scheduled.• Report any accidents immediately to the office and nearest police station• Any other duty assigned and or delegated by the line manager.		
Person specifications: <ul style="list-style-type: none">• A minimum of O’ level certificate with at least a pass in English.• Certificate in defensive driving.• A minimum of at least 5 years of driving experience in an NGO setting.• No more than 30 years.• Must have a National ID.• Should have a valid driving permit of Class B and D1 or DL.• Time conscious and self-motivated.• Should have good customer care and public relations.			

JOB TITLE	Cleaner/Office Assistant (1 vacancy)		
Reporting	Administrative Assistant	Duty Station	Kampala
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Responsible for a clean and orderly office		
Roles & Responsibilities	<ul style="list-style-type: none">• Clean the office, desks and tables, files.• Prepare and serve refreshments.• Open and close offices.• Deliver all outgoing documents.• Registering Mails and documents before delivery• Perform any other duty as assigned by the supervisor		
Person specifications: <ul style="list-style-type: none">• An O’ Level Certificate with a credit in English.• Having additional certificate in office management or secretarial studies is an added advantage• Three (3) years working experience in a reputable organization.• Fluency in spoken English.• Must have a National ID• Be below 30 years at the time of application.• Time conscious and self-motivated.• Should have good customer care and public relations.• Must be a person of High level of integrity.			