### JOB ADVERT

**Job Title** | Programme Manager (PM)  
**Location** | Head Office, Kampala  
**Type of Job** | Contractual  
**Contract Length** | 2 years renewable  
**Direct Reports** | Project Coordinators  
**Reports to** | Executive Director  

**Organizational Background**  
ACODEV-UG is a national NGO established in 2003 and fully registered by government of Uganda. Initially founded as a self-funded health program to fill service delivery gap in communities during the political insurgency in the Rwenzori region that witnessed human rights abuses, gender-based violence, breakdown in social and health systems; ACODEV-UG has grown and expanded its programs targeting women, children and youth. Today we have presence in more than 28 districts in Western, Central, West Nile and Northern regions of Uganda and are still spreading our wings with different innovative development and humanitarian programs. We envision a society where children, women and men are healthy and economically productive through i) Health Promotion ii) Gender and Human Rights iii) Education iv) Institutional Development and v) Climate Change. We value mutual respect for all, commitment, integrity and excellence.

**Job Purpose**  
The PM heads the Programme department and is a member of the Senior Management Team (SMT) leading in the generating and supervising quality projects and programmes to achieve ACODEV-UG Strategic goals. He/she leads the program and project teams in ensuring effective and efficient planning, implementation and reporting on progress of all ACODEV projects.

**Key Accountabilities**  
1. Support the Executive Director in the development, implementation and supervision of robust public health, Family planning, livelihoods, rights and advocacy programme management frameworks ensuring alignment to the ACODEV-UG Strategic Objectives.  
2. Initiate and lead in the development and marketing of project proposals and budgets to potential ACODEV-UG partners.  
3. Develop the programme implementation strategies in close consultation with key ACODEV-UG stakeholders at all levels.
4. Manage and supervise the development and implementation of programmes and projects charters according to the partner agreements and ACODEV-UG strategic plan.

5. Assist the Executive Director in harnessing, maintaining and sustaining effective collaborative relations with stakeholders and partners through signed agreements and other formal relationships.

6. Provide advice and guidance to programme staff in the application of agreed programme and project implementation and management methodology, approaches, models and techniques.

7. Initiate through different projects new ideas, concepts and Proposals for possible negotiation and funding.

8. Receive, analyze and complete programme reports from various projects and integrate them to meet the ACODEV-UG and partner reporting systems and standards.

9. Offer support supervision to the Project/regional Coordinators and ensure that the projects are implemented in accordance with approved plans and budgets.

10. In close consultation with the Finance and Administration Manager, track and analyze programme budget performance in keeping with timelines and targets.

11. Receive and analyze all concept notes form project/regional coordinators and study them before submission to the Executive Director for approval.

12. Support all field operations by ensuring that all necessary logistics are in place to facilitate smooth implementation of ACODEV-UG projects.

13. Lead the programme teams in the generation and analysis of data in collaboration with the M&E Coordinator and M&E Officers.

14. Take delegated tasks from the Executive Director in times of absence.

15. Attend to any other duties assigned by the Executive Director from time to time.

**Person Specifications**

- A master’s Degree in Public health, a medical field, Population Studies, Social Sciences, or relevant field from a recognized University is required.
- A degree in the relevant public health, nursing, medicine, Social Sciences, or relevant field from a recognized University.
- A minimum of 8 years in middle or senior management in the NGO or public sector focusing in the management of public health, family planning, reproductive health and rights, livelihoods or a relevant field.
- Strong personality and reputation with high level of integrity
- Understanding of issues in public health and rights, family planning, system and institutional strengthening, advocacy and influencing.
- Grounded in both development and humanitarian approaches.

**Relevant Skills and competencies**

- Strong interpersonal, communication, networking, lobbying and advocacy skills
- Excellent leadership, team building, training and facilitation skills.
- Ability to work on own initiative and communicate effectively within a team.
- Excellent proposal writing, negotiation and interactive skills.
- Ability to analyze information and present in a clear and accurate manner both verbal and written.
- Ability to write formal and factual reports, identifying issues and designing recommendations.
- Ability to identify problems, conflicts and prescribe solutions.
- Proven ability to work towards tight deadlines whilst working to multiple and conflicting project/programme deadlines.
- Computer skills in Word, Excel, PowerPoint etc.
Key Performance Areas

- Programme Development and Management
- Support supervision and team building
- Partnerships and relationship building
- Programme Reporting

1. **How to Apply:** Interested and qualified candidates for this position should apply to the Executive Director through the email address: recruitment@acodevuganda.org not later than Wednesday 4th October 2023 indicating the position either “PM” as the subject line. While we thank all applicants for their interest, only those shortlisted will be contacted.

**Disclaimer:** ACODEV-UG does not charge any fees at any stage of recruitment and applicants are requested to desist from any form of corruption during this process.