



KARAMOJA WOMEN UMBRELLA ORGANIZATION

About KAWUO

Introduction

Karamoja Women Umbrella Organization (KAWUO) www.kawuo.org is a women's network which was formed in 2007 in Karamoja region by grass-root women to build and promote the local women's participation in democratic governance and leadership, women access to justice, women economic empowerment and HIV/AIDS prevention response through Lobby and Advocacy, capacity building, networking and partnership in order to achieve sustainable development in the region. KAWUO is fully registered with Uganda NGO Bureau with a permit to operate countrywide. Currently KAWUO operates in Seven Districts of Karamoja with Head office in Moroto.

Post:	Program Officer Women's Governance & Leadership
Location:	Moroto
Reports to:	Director of programmes
Responsibility for:	Project Officers

Contract 1-year contract with possibility for renewal based on satisfactory performance.

Job summary:

The Programs Officer will be responsible for overseeing the successful implementation, scaling, and continuous improvement of Women's Governance and leadership department. This role leads teams to ensure KAWUO mission is realized through operational excellence, strategic alignment, and community- centered execution.

Roles and responsibilities

The Program Officer will have responsibilities including, but not limited to:

Strategic Implementation Leadership

- Provide executive leadership for the successful delivery of Women's Governance and Leadership ensuring alignment with strategic priorities and organizational scale-up.
- Translate KAWUO strategic frameworks into clear operational plans and advise the Director of Programmes on program performance, growth, and innovation.

Program Delivery & Operational Oversight

- Oversee implementation teams to deliver programs on time, within budget, and with measurable community outcomes.

- Strengthen program governance, accountability, and adoption of core implementation frameworks while coordinating with Director of programmes , Operations, Finance, HR, and other teams.

Advocacy and awareness raising

- Contribute to the advocacy work of the organisation, participating in advocacy meetings and networks as required and influencing government officials and other key stakeholders in line with the organisation's advocacy objectives.
- Build the capacity of partners and networks to raise awareness about women rights Build the capacity of partners and networks to advocate for the rights of women

Programme Development

- Contribute to the development of new projects and lead on the development of new programme plans
- Responsible for the development of project concept notes and applications for funding under the direction of the director of programmes.
- Cultivate partnerships with government, NGOs, women led/focused Organisations and other stakeholders in order to create opportunities for new project partnerships and joint fundraising

Culture of Learning, Innovation & Data Use

- Champion data-driven decision making, embedding learning, evidence, and adaptive management into program design and delivery.
- Collaborate with Applied Learning and other teams to promote knowledge-sharing, continuous improvement, and model refinement based on field learnings.

Monitoring and evaluation

- Together with PMEAL Officer and director of programmes, develop appropriate monitoring tools and systems for each programme and manage the monitoring of outputs, outcomes and impact as per the programme Log frame.
- Coordinate periodic reviews and evaluation of programme implementation, effectiveness, impact and sustainability.
- Collect data on a quarterly basis to measure organisational Key Performance Indicators that measure the achievement of the organization's global strategy

Organizational Leadership & Capacity Building

- Coach and support project officers to build high-performing, impact-driven teams and foster a culture of collaboration, ownership, and excellence.
- Lead talent development, and long-term workforce planning for program implementation functions.

Risk management

- In collaboration with Director of programmes and PMEAL officer, conduct routinely Risk assessment, planning, management and control.
- Undertake assessments of grantees, assessing risks and discussing mitigation and corrective actions

Reporting

- Report regularly on the progress of the programme to the Director of Programmes
- Manage the process of preparing progress reports as per the deadlines.

Education, experience, skills and knowledge

Essential:

- Bachelor's degree in women and gender, development studies, SWASA, governance and any relevant field of study from reputable institution
- Additional Post graduate diploma or Master degree in the similar is an added advantage
- At least 5 years of progressively responsible work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building;
- Experience in the women in leadership and governance is an asset;
- Experience in the local context is an added advantage
- Experience in gender transformative approaches, including specific experience in working with and empowering women and girls in emergency or conflict or disaster settings.
- Experience in program design, proposal writing, and resource mobilization.
- Experience in managing a diverse and complex team of professionals.

Desired:

- Professional training and experience in project management, Monitoring and Evaluation.
- Professional training in budget management, people management and communications.
- Professional training in research, analytical writing, advocacy and policy influencing.
- Professional in Computer basic applications; MS Excel, Word, PowerPoint, Google Spreadsheets, Outlook, email, MS Teams.
- Professional experience in economic empowerment models including financial inclusion.
- Professional training and experience in gender equality women and girls' empowerment

Post: Junior Project Officer-End child Marriage
project (Moroto)
Location: Moroto
Reports to: Project Officer
Responsibility for: Community Structures

Contract 1-year contract with possibility for renewal based on satisfactory performance.

Job summary:

The Junior project officer will implement all project activities and provide technical support to project implementation. He/she will bring knowledge that will contribute to the effective, adaptive and innovative implementation of the project.

Key responsibilities

Roles and responsibilities

The Junior Project Officer-End child Marriage will have responsibilities including, but not limited to:

Program Implementation

- Conduct community dialogue and behavior change sessions with cultural, religious, and community leaders to transform social norms driving child marriage.
- Execute weekly field plans, tracking community awareness campaigns, school-retention initiatives for girls, and safe space mentorships
- Assist in identifying at-risk children or victims, referring them through established legal and psychosocial pathways.
- Identify and document the best practices and failures in the project and provide timely feedback to the Project Coordinator.
- Work with the Finance team to ensure that activity budgets are prepared, and payments are processed promptly
- Ensure timely and consistent submission of project reports, success stories, and other relevant data to the M&E Officer and the Project Coordinator (weekly, monthly, and quarterly reports)

Monitoring and Evaluation

- Oversee the filing system in the project implementation and ensure that information is organized according to the reporting and auditing needs of the project.
- Responsible for data collection including gender and age disaggregated data, data validation, assuring quality control measures, and timely data submission in coordination with the M&E Team Through the field staff, support and mentor community partners and structures on data collection and use.
- Supervise the Project data enumerators in data collection and entry to regularly update the Activity Tracker

Influence and Representation

- Support and coordinate field learning visits from district and sub-county government, partners, and external visitors, such as donors and media, in collaboration with the project officer
- Establish and maintain a productive working relationship with the local Government and Sub Counties, working in unison to develop complementary joint monitoring, evaluation and adaptive management structures where possible.

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Education and certification:

- University Degree or equivalent in social sciences, law, human rights, gender/women's studies, Development studies, international development, or a related field is required
- A first-level university diploma in combination with two additional years of qualifying experience may be accepted in lieu of the university degree.
- A project/programme management certification would be an added advantage

Experience

- At least 3 years of progressively responsible work experience in a similar donor funded environment
- Experience in Women Access to justice is an asset.
- Experience coordinating and liaising with government agencies and communities is an asset.

Functional Competencies

- Good Mobilization skills.
- Good training and mentorship skills
- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Good analytical skills
- Should have computer knowledge and able to ride and navigate field movements
- Good knowledge of technical area
- Ability to identify and analyze trends, opportunities and threats to fundraising

Language

Fluency in English is required and Knowledge of Nga'karimojong

Post: Transport & Logistics Assistant-Driver
Location: Moroto
Reports to: Procurement Officer
Responsibility for: None

Contract 1-year contract with possibility for renewal based on satisfactory performance.

Job summary:

A Transport and Logistics Assistant is to take responsibility for the assigned vehicle and to drive safely and carefully to the destination. In this s/he is to ensure the safety and protection of goods and passengers being carried in the vehicle, Maintain Stores Records, Vehicle cost reports, movement plans, Support in the procurement processes.

Roles and responsibilities

The Transport & Logistics Assistant-Driver will have responsibilities including, but not limited to:

Driving & Transportation:

- Provide reliable and safe transportation for project staff, partners, and visitors as required.
- Ensure timely pick-up and drop-off of staff and deliveries to designated locations.
- Maintain a professional and courteous demeanor while driving.

Vehicle Maintenance & Safety:

- Conduct daily checks on the vehicle (fuel, oil, water, brakes, lights, tires, etc.).
- Ensure the vehicle is clean and in good condition at all times.
- Report any mechanical faults or required repairs to the supervisor immediately.
- Keep track of scheduled servicing and maintenance needs.

Documentation & Compliance:

- Maintain an accurate and up-to-date logbook of trips, fuel usage, and maintenance.
- Ensure compliance with all traffic laws and regulations.
- Ensure that all required vehicle documents (insurance, road licenses, etc.) are valid and up to date.

Support to Project Activities:

- Assist with loading and unloading goods, equipment, and materials.
- Support logistics and administrative tasks when needed, including purchasing and deliveries.
- Provide security and guidance during field visits, particularly in remote or high-risk areas

Logistics and Ware House

- Maintain accurate records of stock levels, ensuring proper tracking of received, stored, and dispatched goods.
- Conduct regular stock audits to prevent shortages, losses, or wastage.
- Ensure proper labeling, categorization, and shelf-life monitoring of items.

- Ensure goods are stored systematically to allow easy access and prevent damage.
- Maintain cleanliness and safety in the warehouse, adhering to health and safety regulations.
- Monitor temperature-sensitive items (such as medicines or food supplies) using appropriate storage conditions.
- Work closely with procurement teams to track orders, verify deliveries, and report discrepancies.
- Collaborate with field teams to understand supply needs and ensure timely deliveries.
- Communicate with transport providers to schedule and oversee logistics operations
- Keep detailed records of inventory movements and generate reports for management and donors.
- Ensure compliance with donor regulations, customs requirements, and KAWUO policies.
- Report any incidents of damage, loss, or theft immediately for accountability and resolution.

Education, Experience, Skills and Knowledge

- Holder of a valid Clean Driving License
- Diploma in Logistics, Stores Mgt, Procurement, Supply chain management is added advantage
- Defensive driving training is an asset
- Experience, Training in First Aid is an added advantage
- Understanding of logistics and vehicle maintenance/repair
- High level driving skills
- Pro-active, instead of reactive
- Flexible conduct
- Good communicator.

Application Procedure:

How to apply:

Submit your application through the email to humanresourcekawuo@gmail.com addressed to the human resource KAWUO include a cover letter clearly stating why you think you are the best candidate for the role, CV and copies of academic qualification/certificates of completion in one PDF or Hand deliver to

Karamoja Women Umbrella Organisation (KAWUO)

Circular road, plot no.41, House no 228

P.O Box 102

Deadline for receiving applications; Tuesday 5:00 Pm **28th July 2025**

KAWUO is an equal-opportunity employer and encourages women to apply.