



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 Six Districts of Karamoja with Head office in Moroto.

Post:

Learning

Location:

Reports to:

Responsibility for:

Program Officer Monitoring Evaluation

Moroto

Director of Programmes

Monitoring Evaluation Officers and Data Clerks

Contract

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

Key Responsibilities and Tasks

Monitoring and Evaluation

- Design and develop templates for assessments, surveys and data reporting with the program team
- Identify and address training needs for the program staff and member organizations of the network
- Work with program teams and partners to integrate M&E into ongoing project/program planning / Design and implementation systems and ensure adherence to KAWUO M&E minimum standards.
- Lead the development and review of appropriate monitoring, tracking, and reporting systems, tools and templates that enhance monitoring of project outputs and quality, generate quality evidence on project impact and promote and ensure use of data for decision-making processes.
- Support the program in developing and promoting the use of standard indicators, tools, and forms (as appropriate) and M&E practices across the project/program and coordinate the collection of information required for management.
- Lead the development of projects results frameworks and consequently the indicator performance tracking table (IPTT)

Coordinate assessments and evaluations.

- Ensure that monitoring plans are developed for the program and ensure that regular monitoring visits are conducted by MEAL staff to the different project locations, ensure that minimum standards are being met, and that reports are shared with the program teams.
- Work with partners and program team to gather success stories and circumstantial evidence of program impact to share for outreach and with donors.

Data Analysis and Reporting

- Work as part of a broader team to design, facilitate and support data collection and analysis systems including baseline, annual, and end line surveys, regular monitoring, data collection and analysis, feedback, and reporting.
- Generate data reports (tables/graphs/reports) from the database at regular intervals, ensuring reports/information are available for program implementation staff as required.
- Facilitate data analysis with program implementation team as required.
- Conduct regular field visits to ensure all elements of the data system are being utilized effectively, assessing, and identifying breakdowns and areas that require clarifications and improvements.
- Coordinate with field team and partners to implement system corrections and adjustments, solving operational issues and documenting actions taken and next steps.
- Work with program teams to ensure data analysis and reports are integrated into programmatic decision making to improve impact of the program.
- Take lead in Projects report writing (monthly, Quarterly, Annual) reports and other ad hoc reports to meet donor and internal requirements.

Capacity Building

- Conduct needs assessment for the Staff, MEAL team, partners and project participants hence determine a M&E training plan and tools to support staff.
- Conduct needs assessment to implement an induction on M&E and a training plan to inform the importance of M&E and how information feeds into the program.
- Develop appropriate training material and implement training plan based on the assessment needs and gaps of partners and M&E focal persons.
- Build the capacity of all Network members to develop and maintain a robust M&E system.
- Review partner reports and provide feedback and comments to improve reporting quality.
- Adapt existing protocols and plans to mentor and coach colleagues to build their capacity to enable them to develop high quality reports.

Accountability

- Coordinate with the team to build systems that promote beneficiary accountability by ensuring that communities participate in initial assessments and program design.
- Coordinate with program teams to ensure that communities, Network members are informed about our programs and what we do, are aware of their entitlements, are comfortable to give feedback and that feedback is used to improve the quality of our programs.

- Ensure that KAWUO Community Feedback and Accountability Mechanism is clearly communicated to project beneficiaries throughout the program.
- Ensure all activities are gender sensitive and follow KAWUO Gender Policy.
- Apply Do No Harm standards to ensure activities do not have detrimental effects on beneficiaries.

Data Visualization

- ❖ Proficient in applications statistical software like SPSS, Stata, Tableau, MS Excel and Power BI for presenting complex data visually as compelling charts and graphs in interactive dashboards resulting in a 40% boost in data interpretation and use by different stakeholders.

Data Manipulation

- ❖ Proficient in using Power Pivot and DAX to organize datasets making it easier to interpret and calculate KPIs that reveal key insights that can inform business decisions.

Education, Experience, Skills and Knowledge

- Bachelor's Degree in **Statistics, Economics, Population studies or a related Field**
- Minimum of 10 years of relevant work experience in MEAL with Reputable Organisation preferably INGO
- A good grade PGD in M&E is a must
- Knowledge of technical principles and concepts in MEAL and of methods for managing data. General knowledge of other related disciplines.
- Experience in quantitative and qualitative data analysis.
- Good understanding of beneficiary tracking methods.
- Good understanding of Gender Analysis tools
- Knowledge of desktop publishing software (InDesign/Photoshop).
- Proficient in MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, data management systems, knowledge-sharing networks and social media platforms.

Competencies:

- Strong analytical skills with focus on detail
- Ability to work effectively under stressful conditions
- Good technical writing skills
- Presentation, facilitation, training, mentoring, and coaching skills
- Proactive, resourceful and results-oriented

Post: Women Resource Hub Support Assistant

Location: Moroto

Reports to: Communications Officer

Responsibility for: None

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

Job Summary:

The Women Resource Hub Support Assistant will support the effective management and day-to-day operation of the Women Resource Hub, with a primary focus on **library and information resource management**. The role will ensure that women, girls, staff, partners, and community members can easily access relevant books, publications, digital resources, learning materials, and other information.

The Assistant will also provide basic communication, digital, and IT support to improve access to information and enhance the visibility and use of the Hub.

Key Responsibilities:

1. Library & Resource Management

- Manage the day-to-day operations of the Women Resource Hub and maintain a welcoming, organized, and accessible environment.
- Organize, catalogue, classify, label, and maintain books, publications, reports, manuals, training materials, and other information resources.
- Maintain accurate records and an up-to-date inventory of all physical and digital resources.
- Develop and maintain simple systems for borrowing, returning, tracking, and safeguarding library materials.
- Assist users to identify and access relevant information and learning resources.
- Maintain and organize digital resources and electronic information repositories.
- Support digitization and proper filing of important documents and publications.
- Identify gaps in information resources and recommend relevant materials for the Hub.
- Promote the use of the Resource Hub among women, girls, staff, partners, and community members.
- Prepare basic reports on resource use, users, activities, and emerging information needs.

2. Communication & Information Dissemination

- Support the development and dissemination of newsletters, notices, success stories, posters, social media content, and other information materials.
- Document Hub activities, success stories, lessons learned, and user experiences.
- Support workshops, trainings, exhibitions, reading activities, and other Hub events.
- Ensure information displayed and shared through the Hub is accurate, relevant, accessible, and up to date.

3. Basic IT & Digital Support

- Provide basic technical support to Hub users and staff.
- Assist with computers, printers, internet connectivity, projectors, cameras, and other ICT equipment.
- Support basic troubleshooting, maintenance, data backup, and electronic file management.
- Assist users to access digital information, online learning resources, and appropriate digital tools.
- Support the maintenance and updating of the organization's website and relevant digital platforms.
- Promote responsible use of digital resources, data protection, and information security.

EDUCATION, EXPERIENCE, SKILLS AND KNOWLEDGE

- Bachelor's Degree in **Library and Information Science, Information Management, Information Technology, Communications, Journalism**, or a related field.
- Experience in library, resource Centre, information management, documentation, or a related position.
- Knowledge of library organization, cataloguing, classification, records management, and digital resource management.
- Good computer skills, including Microsoft Word, Excel, PowerPoint, internet, and digital information management.
- Basic knowledge of IT equipment troubleshooting and maintenance.
- Strong communication, interpersonal, organizational, and customer-service skills.
- Good written and verbal communication skills in English and local languages spoken in Karamoja.
- Knowledge of social media and digital communication platforms is an added advantage.
- Experience in graphic design, multimedia, or website management is an added advantage.

Essential Skills

- **Library & Information Management:** Ability to organize, catalogue, maintain, retrieve, and disseminate information resources.
- **User Support:** Ability to assist users in finding and effectively using information and learning resources.
- **Digital Literacy:** Ability to manage electronic resources and support users with basic digital tools.
- **IT Support:** Ability to troubleshoot basic computer, printer, internet, and related equipment challenges.
- **Communication:** Strong written, verbal, and interpersonal communication skills.
- **Organization:** Excellent attention to detail and ability to maintain accurate records and well-organized resources.
- **Confidentiality:** Ability to handle information and user records responsibly and professionally.
- **Innovation:** Willingness to adopt appropriate digital and emerging technologies to improve access to information.

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. an up-to-date CV and copies of academic credentials 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; Friday 5:00 Pm **16th October 2026**

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