

Programme Assistant – MHM (Advocacy, Stigma& Education) - May 2019

Back ground:

Our vision is **an Africa where every child has equal access to education**, as we believe education is the key to overcoming poverty. Known for our holistic approach, we have worked with primary and nursery schools in Uganda, Zambia & South Sudan since 2005 – to allow every child to fulfil their potential.

We don't just build infrastructure, we empower whole communities – pupils, teachers and parents – to transform government-run and parent-run schools into thriving learning environments that build brighter, better futures.

Job Description:

This document is intended to provide an outline of the key tasks and responsibilities of the post holder. It is not an exhaustive list and the post holder will be expected to carry out other duties relevant to the post, as required. African Revival reserves the right to adjust the job description during the contract period, with written confirmation of changes provided to the job holder.

Job Title: Programme Assistant- MHM (Advocacy, Stigma & Education Project)

Reports to: Project officer- MHM (Advocacy, Stigma & Education Project) & Finance and Administration Manager.

Responsible for: N/A

Location: Gulu District with potential travel to the project location – Amuru District.

Duration: 12 months only

Job Summary: The Programme Assistant will assist the Project Officer -MHM, Project Officer- G&S and FAM/CD in project, administrative, logistical and financial tasks at project locations to ensure effective and efficient implementation of activities associated with the programme.

African Revival employees must observe our mission and core values, along with demonstrating a quality and passion for education.

Tasks & Responsibilities:

Responsibilities:

1. Project Management and Administration

- Assists the Project Officer (PO) and management team in overall implementation and financial management of the project.
- Prepares operational plans and activity budgets together with the PO as well as the rest of the project team with cost effectiveness.
- Communicate with various local partners, under direction from the PO.

- Represents AR in the project location and relevant forums in the absence of PC/PO.
- Ensures partners and staff are compliant with AR Policies
- Ensure timely completion of project activities
- Ensure effective information and communication project activities
- Plan, coordinate and effectively manage radio talk shows and project communications
- Lead liaison point for gender mainstreaming.
- Ensures proper implementation of AR Program modules and conducting regular project monitoring, review and evaluation
- Ensures accurate collection and timely submission of quantitative monitoring information according to AR monitoring tools.

2. Project financial management

- Undertakes daily accurate recording of cash expenditure and disbursement/income in cash books, bank transactions and bookkeeping according on AR finance management program
- Undertakes routine banking services: collecting bank statements, making bank transfers depositing and withdrawing cash, preparing bank reconciliation statements at the end of the month, etc.

3. Project Administration

- Screening enquiries and requests, and handling them when appropriate
- Responsible for maintaining the projects Finance and HR filing systems under supervision of the Finance and Administration Manager
- Update the Phone lists and Organizational Chart when the need arises
- Responsible for travel arrangements –travel allowances and expenses claims
- Responsible for event and meeting preparation, as well as servicing in-house meetings / trainings - venue and bookings, liaison with external service providers and other travel arrangements

4. Project records

- Maintain accurate and complete records of programme progress and development at the Head Office.
- Filter and maintain project photographs, periodically sharing them with the International Programme Manager

Competencies:

Qualifications, knowledge and experience

- Fluency in spoken and written English and the local language in the project location.

- Proven administrative, finance and logistical experience, preferably in an International NGO.
- Exceptionally strong organizational, interpersonal and communication skills; and demonstrated creativity, flexibility and ability to work within a multi-cultural environment
- Excellent verbal and written communications skills
- Competent in Microsoft computer packages (Word, Excel and others)

Professional attributes

- Good presentation skills and ability to communicate to varied audiences, including those with limited literacy
- Ability to work autonomously and as a member of a team
- Must be a result-oriented person, able to stand above community diversities.
- Ability to plan own work, set priorities and manage time effectively
- Ability to work under pressure and to deadlines
- Patience and tolerance for other perspectives
- Ability to quickly understand local cultural and customary norms
- A commitment to African Revival's values

Essential skills/Experience:

- Knowledge of Luo would be an added advantage though not a determinant in the selection process.
- Fluency in spoken and written English.

How to Apply:

Send applications and attachments to: recruitment_ug@africanrevival.org

Hard copies will not be considered.

Deadline: 01.06.2019

Please note applications will be reviewed on a rolling basis. Start Date for this role is 01.07.2019

African Revival (Uganda)

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www.africanrevival.org

*NB: African Revival is an Equal Opportunity Employer.
Women and those living with disabilities are encouraged to apply.*