

PROGRAMME COORDINATOR

Kabalega Foundation invites suitably qualified candidates to express interest in the role of Programme Coordinator.

Reports to: Executive Director

Duty Station: Hoima

Job Type: Full-time

Job brief:

We are looking for a competent Program Coordinator to undertake a variety of administrative and program management tasks. You will help in planning and organizing programs and activities as well as carry out important operational duties.

To be an excellent program coordinator, you must be organized and detail-oriented, comfortable working with diverse teams, and possess skills in proposal writing, budgeting, financial accounting, and human resource support.

The goal will be to facilitate the effective management of programs according to the organization's standards.

Responsibilities

- Support planning and coordination of a program and its activities
- Ensure implementation of policies and practices
- Maintain budget and track expenditures/transactions
- Manage communications through media relations, social media etc.
- Help build positive relations within the team and external parties
- Schedule and organize meetings/events and maintain agenda
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
- Source for calls and write proposals to potential partners and donors
- Prepare monthly and annual reports for management, and other stakeholders
- Keep updated records of operations and activities
- Support growth and programs development within the organization
- Support and mentor junior staff
- Perform any other duties as may be assigned by the Executive Director from time to time

Requirements and skills

- Proven experience as programme coordinator or relevant position
- Knowledge of program management and development procedures
- Knowledge of budgeting, bookkeeping and reporting

- Tech savvy, proficient in MS Office
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- At least a BSc/BA in Business Administration, Management, Social Sciences, or relevant field
- Any other relevant certification or training will be of added advantage

How to Apply:

Interested persons should submit their CVs and other supporting documents to careers@kabalegafoundation.org not later than **05:00 PM 29th June, 2023**.

NOTE: Only shortlisted candidates will be contacted.