

Duties of a Programme Assistant-Financing for Development

- I. Lead in the development of technical proposals for the programme.
- II. Develop programme work plans and implementation strategies that are linked and relevant to the strategy objectives and take advantage of the existing opportunities for influencing policies and negotiations.
- III. Ensure that programmes activities are implemented as per the approved plan and budget.
- IV. Lead in the development of regular programme reports for management and donors, detailing achieved results and outcomes.
- V. Act as the technical contact person for the programme and provide strategic support in the development of the Country Strategic Paper/plan.
- VI. Produce policy briefs, updates and topical articles for influencing policy processes and power centers.
- VII. Manage the program budget and ensure regular communication with the Accountant and Country Director on all budget matters.
- VIII. Initiate and/or support relevant partnership within civil society, parliament, research and academia etc that will advance achievement of the programme purpose and objectives.
- IX. Develop newspaper articles
- X. Develop newsletter articles

Qualification and working experience:

The applicant must have a Minimum Bachelor's Degree in Business Administration, Public Administration or related fields. A Master's Degree is desirable in Humanities, Social Sciences, Development Studies, Gender and Women Studies or Law from a recognized university, a broad knowledge of development issues, especially trade and tax is an added advantage. 3 years' experience in a similar position, preferably in a busy NGO, and skills in project management and proposal writing.

Other Job related experience and knowledge:

Must have strong writing skills, including experience in generation of funding proposals, reports, and other informational documents

- Good grasp of trade, fiscal policies and practices and their implications on the local economy and people's livelihoods.
- Demonstrate working experience in programme management with a reputable institution
- Proven ability to successfully work as a team player and build and maintain a positive work environment within the Organization.
- Thorough knowledge of Labor Laws

Required Competences:

Customer Focus

Integrity and trust

Drive for results

Time management

Multi-tasking

Creativity

HOW TO APPLY

All suitably qualified and interested applicants should address their applications and resumes/CVs including three (3) referees to; The Country Director, Southern and Eastern Africa Trade Information and Negotiations Institute (SEATINI Uganda), deliver them to SEATINI-Uganda Offices on Plot 806, Block 213 Bukoto-Kisaasi Road, P.O Box 3138, Kampala, Uganda.

Please indicate the job title that you are interested in. You can also send your application on email; jobs@seatiniuganda.org, Deadline: 10th August 2018, 17:00hrs

Note: Only shortlisted candidates will be contacted

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