



## **Vacancies announcement**

Uganda Women's Parliamentary Association established in 1989, comprises of women Members of Parliament and male MPs who are honorary members with main aim of engendering the legislative processes, creating awareness, lobbying and advocating for gender related laws, policies and programmes, providing networking opportunities for its members and ensuring institutional capacity building. It is in line with the UWOPA Constitution and the Human Resource Policy that UWOPA would like to fill vacant positions of the; Program Manager and Finance Officer.

### **1. Position: Program Manager**

Key task of Program Manager will be to write proposals, ensure program planning and management.

#### **Roles and Responsibilities**

- Implement the Board of Directors decisions and ensuring policies, organizational procedures are followed.
- Ensure effective resource mobilization to support overall implementation UWOPA Strategic Plan.
- Ensure adherence to partner obligations; timely submission of financial and narrative reports to Donors.
- Establish and strengthen partnerships with Parliamentary committees and stakeholders.
- Develop and establish effective mechanisms of monitoring implementation of programmes and Strategic Plan.
- Supervise entire staff at the secretariat as well as interns attached to UWOPA.
- Develop gender policy papers, motions for tabling on the floor of Parliament.
- Plan and coordinate activities of the organization, conduct budget sector analysis for strategic Ministries taking in to consideration the gender aspect.
- Ensure visibility of UWOPA on media
- Representing UWOPA on meetings and functions.

#### **Qualification, Experience and Skills**

- Bachelor's Degree in Human Rights, Gender, Development Studies, Social Work & Social Administration or Degree in any other relevant field.
- Post Graduate or Masters in the above areas will be of an added advantage.
- 7 years working experience in an NGO/Project environment.
- Hands-on experience in resource mobilization and proposal writing
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office; word, excel, power point and social media influencing.

## **2. Position: Finance Officer**

### **Roles and responsibilities**

- Processing transactions; manage payments and receipts, coordinate procurement service, verify LPOs and Invoicing.
- Maintaining Proper books of accounts and any other supporting documents.
- Producing accurate useful and timely financial reports for budget holders.
- Ensuring internal control mechanisms and budget management to minimize financial risks.
- Submitting project financial reports as required by donors in a timely manner.
- Assisting in all administrative functions at the secretariat.
- Coordinating activities with all programme staff.
- Keeping an up-to-date property inventory and ensuring proper filing system.
- Ensuring vehicle log book is filled by the transport officer.
- Procuring project equipment according to UWOPA and donor guide lines.
- Maintaining an up-to-date system for signing programme and organization equipment.
- Ensuring effective and consistent filing of annual returns.

### **Qualification, Experience and Skills**

- Bachelor's Degree in Accounting or Business from a recognised University.
- ACCA is of an added advantage
- Atleast 5 years working experience
- Experience in using accounting systems; Quick Books
- Excellent written and verbal communication skills

### **Job Application Procedure**

All suitably qualified and interested candidates should submit cover letter, CV and Academic Documents to; The Chairperson, Uganda Women Parliamentary Association (UWOPA). P.O. Box, 7178, Kampala, Uganda, Parliament Building, Room E2:19 or Email [uwopa.executive@gmail.com](mailto:uwopa.executive@gmail.com) subject line should read position being applied for. Applications will be received not later than 15<sup>th</sup> July 2022, 17:00hrs. Visit [www.parliamentofuganda.go.ug](http://www.parliamentofuganda.go.ug) for more information. Female candidates are highly encouraged to apply.