



KAGUMU DEVELOPMENT ORGANIZATION (KADO)

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JOB DESCRIPTION

Job Title: Project Officers

Area of work: Buyende district

Salary Scale: Negotiable

Reports to: Executive Director

Responsible for: Field staff

Job Purpose: To ensure effective and efficient coordination and implementation of Organization programmes/projects to realize goals and objectives.

Key Outputs:

- Timely project/program reports documented and disseminated to the Executive Director.
- Project/programme work plans are developed and shared with the team
- Ensure project /program results are realized in a specified timeframe.
- Timely feed back to the relevant stakeholders providing feedback to project teams conducted
- Close monitoring of the progress of project against agreed and documented time, budgets and targets, while ensuring appropriate quality standards are maintained.
- Project reviews routinely organized and implemented to enable realization of project/programme results.

Key Functions

- Conduct regular visits to project sites to monitor the implementation of activities, gather feedback from beneficiaries and submit detailed report about the activities and findings
- Assist to develop and strengthen local projects networks.
- Assist to identify needs and opportunities by conducting training needs assessments.
- Collect data on project indicators and maintain an updated database on project progress
- Assist in tracking project performance at community level and report, monitor and follow up on project activities.

- Support the program team to record and analyze monitoring data for reporting and timely communicate the results of analysis to inform programme decision making
- Conduct surveys and analyze data on a quarterly basis and make recommendations to improve the project based on the findings
- Support the Project Manager to prepare periodic project reports based on accurate and evidence-based data/information
- Support the Monitoring and Evaluation team in the tracking of outcome of activities evidenced by accurate data to enhance quality of reporting
- Identify and document human interest stories and case studies based on the successes of implemented projects
- Assist program team in reviewing log frames, M&E work plans and targets at proposal development stage through to project implementation

Person Specifications:

Qualifications

An honors degree in the Development Studies, Arts, Social Sciences, Social work and Social Organization and Management Science from a recognized University or Institution. Master's degree will be of added advantage

Experience and Competences: A minimum of two years' experience working with an NGO as at project officer or in an equivalent position. Experience in managing USAid funded project is of an added advantage

2. Job Title: Assistant Project Officer (Two Positions)

Salary Scale: Negotiable

Reports to: Project officer

Work station A: Kibuku, Pallisa and Tororo districts

Work station B: Buyende District

Job Purpose: To assist the project officer in day to day execution of project activities

Key Outputs:

- Assigned tasks effectively executed and reported
- Project activities are effectively implemented
- Project reports and other documents are organized and safely kept
- Project needs identified and reported

Key Functions

- Communicating with stakeholders regarding project needs and goals.
- Contributing to the planning and development of projects.
- Supporting the coordination and management of projects.

- Researching information as required.
- Performing administrative tasks such as preparing invoices, estimates, scheduling meetings, etc.
- Keeping track of and reporting on project progress.
- Completing any tasks assigned by the Project officer in an efficient and timely manner.

Person Specifications

- Degree in business management or a related field preferred.
- Previous experience in project management or a similar role.
- Proficiency in Microsoft Office and project management software.
- Highly organized and able to multitask.
- Strong attention to detail and problem-solving skills.
- Excellent communication skills, both verbal and written.
- Able to work independently and as part of a team.

Competences

1. Coaching and mentoring;
2. Mobilization skills;
3. Accountability;
4. Concern for quality and standard;
5. Communicating effectively

3. JOB TITLE: ACCOUNTS ASSISTANT

Work area: Head Office in Kibuku District

Salary Scale: Negotiable

Reports to: Financial Manager

Job Purpose: To perform routine accounting activities involving data entry, financial records keeping, sorting and verifying documentations.

Key outputs:

1. Vouchers prepared;
2. Invoice numbers assigned to transactions for further processing;
3. Data recorded and captured on the system;
4. Petty cash accounted in time;
5. Payments to clients made; and
6. Vote books and subsidiary ledgers posted.
7. Statutory obligations filed

Key Functions

1. Preparing vouchers;
2. Assigning Invoice numbers to transactions for further processing;
3. Recording financial data for other administrative purposes;
4. Providing retirement for petty cash seeking re-imburement;
5. Preparing payments and compiling returns; and
6. Posting vote books and subsidiary ledgers.
7. Filling monthly, quarterly and annual URA returns
8. Manage and keep custody of the asset register.
9. Manage initiation of mobile money transactions
10. Agent to the organization bank accounts.

Person specification:

Qualifications

A minimum of a Diploma with a bias either in Accounting or, Financial Management or, Business studies obtained from a recognized awarding Institution.

OR Full a Pre-professional Qualification in Accounting Qualification (ATC or CAT) awarded from recognized Institution is an added advantage.

Competences

1. Book Keeping;
2. Ledger Management;
3. Information Communication Technology;
4. Accountability;
5. Ethics and Integrity; and
6. Time management

Job Title: volunteers

Area of station: Head office with travels to different project sites

Salary Scale: N/A

Reports to: Designated head

Job Purpose: To provide supportive roles to the organization to ensure effective realization of results

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