



## **ANTI CORRUPTION COALITION UGANDA**

Plot 9B Vubya Road, Ntinda

P.O. Box 34238 Kampala

Tel: +256-414-535659, Email: [info@accu.or.ug](mailto:info@accu.or.ug), Website: [www.accu.or.ug](http://www.accu.or.ug)

### **JOB OPPORTUNITY**

The Anti-Corruption Coalition of Uganda (ACCU) is the apex civil society anti- corruption body which brings together various Civil Society Organizations, individuals and other key stakeholders in the fight against corruption in Uganda.

#### **Position: Project Manager**

#### **Duty Station: Kampala**

ACCU is implementing the Civic Engagement for Accountability Project (CEAP), which seeks to enhance the capacity of citizens and civil society organisations to demand for transparency and accountability from government. As part of this project, ACCU is seeking to recruit a Project Manager with the following responsibilities;

- Support and oversee the implementation (including planning, organizing and controlling) of the Civic Engagement for Accountability Project.
- Plan the delivery of all project activities in accordance with the approved project documents.
- Develop and implement periodic workplans for the project.
- Develop annual budgets and operating plans to support the project.
- Support the Monitoring & Evaluation Officer in the development and implementation of the project M&E framework to assess the strengths of the project and to identify areas for improvement.
- Ensure that project activities operate within the policies and procedures of ACCU.
- Ensure that project activities comply with all relevant legislation and professional standards.
- Develop forms and records to document project activities.
- Oversee the collection and maintenance of records on the clients of the project for statistical purposes according to the confidentiality/privacy policy of ACCU.
- Establish and implement a performance management process for all subordinate project staff.
- Engage volunteers and interns in appropriate project activities using established volunteer and intern management practices.

- Ensure that all project staff receive an appropriate orientation to the organization and the project.
- Supervise project staff by providing direction, input and feedback.
- Support the Executive Director to communicate with all external stakeholders including donors, members, media and government officials.
- Spearhead the writing of project reports to management, Board of Directors, donors and other stakeholders.
- Support the Executive Director to review and approve activity concept notes and budgets.
- Ensure that the project operates within the approved budget.
- Liaise with the Head of Finance to monitor project cash flow projections and report actual cash flow and variance to the Executive Director on a regular basis.
- Identify and evaluate the risks associated with project activities and take appropriate action to control the risks.
- Monitor project activities on a regular basis and conduct an annual evaluation according to the project evaluation framework.

Relevant Skills and Experience include;

- The applicant should hold at least a Bachelor's Degree in Social Sciences, Social Work, Development Studies, Law, Arts, Project Management or any other related humanities degree.
- The applicant should possess at least 5 years proven-experience working in a nonprofit environment in the areas of national and local level advocacy, research, civic engagement, communications, project management or any related field.
- Possession of post-graduate training and experience managing governance and accountability programmes is an added advantaged.
- Technical skills and knowledge in legislative and budget advocacy, transparency and accountability, research, policy analysis, strategic communication and capacity building.
- Excellent interpersonal and communication skills and strong research, information management and networking skills.
- Well-developed analytical skills and the ability to absorb and process information quickly.
- Experience in conception, design and management of advocacy strategies and initiatives is desirable.
- Excellent analytical, evaluation and report writing skills.

### **Mode of Application**

Applications with a comprehensive CV, motivation cover letter and three references should be sent by email to; [info@accu.or.ug](mailto:info@accu.or.ug) with a copy to [amarlon@accu.or.ug](mailto:amarlon@accu.or.ug)

Applications can also be sent to the address below;

**Executive Director**

Anti Corruption Coalition Uganda

Plot 9B Vubya Road, Ntinda

P.O. Box 34238 Kampala,

Tel: 256-414-535659

Email: [info@accu.or.ug](mailto:info@accu.or.ug)

**Please note:**

Deadline for receiving applications is Thursday May 30, 2024.

Only short-listed candidates will be contacted.

Females are encouraged to apply.