Organization Description:
UgWO (the Uganda Women’s Organization) fosters, promotes, and supports promising young Ugandan women from underprivileged backgrounds.

The organization was founded by Eunice Ajambo, a young Ugandan woman who saw many young women like herself in Uganda who had great potential but, for lack of know-how, support and opportunity, were all too often unable to realize their goals.

UgWO uses a two-pronged approach to female empowerment. UgWO works with two groups of young women between the ages of 15 and 30 from underprivileged backgrounds: emerging and gifted students who are preparing to enter the working world, and more established community leaders. In targeting both groups, UgWO links them together to provide those from the first group with role models and those from the second group with a pool of talent.

The primary goal of its work with young women in school (EmW), is to promote empowering mindsets, by supplementing formal education, with other “softer” skills that increase their capabilities. Activities include: training in personal leadership development and civic education; opportunities for job shadowing and placement; mentorship; scholarships and advocacy. These programs help young women bridge the large gap between formal education and other skills needed for survival in society.

The primary goal of its work with women, who are already community leaders (EsW), is the enhancement of their entrepreneurial and business skills so that they may run and manage sustainable, viable projects and businesses (SMEs) that increase their assets and help improve the livelihoods of their families and communities. Activities in this area include entrepreneurship coaching and training to develop and run community projects in high growth sectors of the country’s economy.

UgWO envisions a Uganda in which young women have the skills, resources, and opportunities to maximize their potential to become productive members of society.

Position Description:
UgWO is seeking a Program Development Fellow to strengthen the implementation, monitoring and evaluation of our programs for our growing organization. The Program Development Fellow will have direct contact with our clients including EmW and EsW in the process of developing our training materials. They will work closely with the founder to establish an annual programme work plan and develop a reporting mechanism. The Program Development Fellow will develop program and organizational development skills, while gaining an in-depth understanding of international development.

A successful candidate will embrace the role of Program Development Fellow in support of the mission of UgWO, while handling the details of tasks and projects with an intrinsically and highly-motivated and positive spirit. Flexibility and adaptability are essential as UgWO is in a nascent organization.
Responsibilities:

- Create a programme work plan and reports, contributing to program planning, monitoring and evaluation
- Update training materials for EmW and EsW contributing the implementation of programme activities
- Contribute to facilitation of trainings for EmW and EsW
- Contribute to planning awareness campaigns and advocacy initiatives in partnership with other team members
- Collaborate with founder to develop and establish a program evaluation and reporting mechanism, assisting with measurement of progress
- Develop strategies to stimulate and guide UgWO’s growth as an organization

Required Qualifications:

- Previous volunteer or fellowship program experience preferred
- Strong knowledge of project management and program management
- Skills in developing concept papers and work plans
- Familiarity with training and facilitation
- Experience working on community mobilization and/or awareness campaigns
- Enthusiastic with a strong ability to self-motivate and oversee projects independently from concept to completion
- Strong work ethic, take initiative, and be an enthusiastic team player
- Strong interpersonal skills and attention to detail a must
- Proficient in Microsoft Office (Word, Excel, and PowerPoint); social media networking skills/experience a plus
- Interest in international development and knowledge of women’s empowerment

Preferred Qualifications:

- A liberal arts education with coursework in the social sciences
- Experience in non-profit and international development
- Experience with or knowledge of leading non-profits and international development
- Direct hands-on-experience with the implementation of community development programs

Living Conditions:

Fellows are encouraged to contribute to living expenses including housing, transport, communication and food as this is an unpaid position. They must have health insurance.

How to Apply:
Submit a resume & cover letter via the Tunnel by Thursday, February 20th. Once you login to the Tunnel from the Career Center homepage, search for “UgWO” under the “Employers” tab. The cover letter can be addressed to:
Eunice Ajambo
The Uganda Women’s Organization (UgWO)
P.O Box 12553
Kampala, Uganda