



Project coordinator

Job Advert

Eirene Suisse

Eirene Suisse is an organization that supports human rights and peace building programs in the Great Lake region of Africa, central America and Haïti. Its approach is to collaborate with local organizations mainly through sending qualified professionals from Switzerland in order to support them. The goal is to support civil society initiatives that bring about sustainable development and long lasting peace. In Uganda, Eirene Suisse collaborates with Omoana.

Omoana

OMOANA is a Non-Profit that works in Uganda, a country from East Africa, which has 2.9 million orphans. Several projects have been set up with worthy local partners. We intend to ensure they respond to Ugandan challenges in a way that can ensure dignity for children and promote financial sustainability within their households. We offer long term solutions to the people we support, through integrated programs for children affected by Hiv/Aids in Jinja, and war affected youth in the post conflict area of Northern Uganda. These include a rehabilitation centre for HIV positive and malnourished children, mental health, microcredit and gender based violence prevention and scholarship programs. Our aim is to give them the means to be dynamic participants in the development of their own country. Omoana is looking for a Project Coordinator who will give managerial support to the partner organizations. The person that will be recruited will be mainly dealing with the microcredit and agriculture programs, but will also give a punctual support to the health and education programs in terms of management.

Missions

- Coordinate and follow up projects funded by Omoana within partner organizations
- Ensure a financial and administrative follow up of all projects
- Conduct project evaluations

Duty station

Gulu (Northern Uganda) and Jinja (South East)

Qualifications

- Bachelors degree in social science or related field
- Project management skills

Required skills

- Advanced knowledge of French or German
- Advanced knowledge of English

- Knowledge in Project management
- Knowledge about gender based violence an added advantage
- Good communication skills
- Creativity and initiative
- Analytical capacities

Experience

- Two years work experience with at least one year of experience in working within NGOs/ international organizations

Main Activities

- Provide technical support to social programs
- Conduct project evaluations
- Provide support to managers in project management
- Provide support to managers in Human resources management
- Monitor the Financial management of projects
- Develop partnerships
- Elaborate activity reports and project proposals for the Board and the donors
- Participate in the communication of Omoana (Newsletter, social media...)

Conditions

Full time position, 100%

Fixed term contract of 18 months,
1'000 chf/ month (perdiem included)

Health insurance covered

Accommodation provided

Ideal start date: March 2018

Applications

Please send your application (Cover letter and CV) to [bastien.morard @eirenesuisse.ch](mailto:bastien.morard@eirenesuisse.ch)

No deadline has been fixed and the position will be issued when a suitable candidate has been found.

Applications will be dealt with in complete confidentiality.

Only applications corresponding to the above mentioned criteria will be considered.

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