



PLOT 699 OFF KALEMA ROAD, LUNGUJJA, RUBAGA DIVISION

www.him-ug.org

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PROJECT MANAGER

The Organisation

Hub for Investigative Media (HIM) is an organization promoting awareness, knowledge and usage of the Access to Information (ATI) Law 2005 and Regulations 2011 in Uganda.

Job Summary

The position is for a key management leader who shall ensure effective, efficient project delivery, identify and evaluate risks associated with the project, monitor and review performance and review quality of documented reports.

The successful candidate shall among other duties;

1. Lead in the conceptualization, development and monitoring of HIM's programmes/projects in liaison with the Executive Director;
2. Coordinate the development, consolidation and support implementation of projects, programmes and related budgets in line with the HIM strategic plan and donor guidelines;
3. Lead in the documentation and quality assurance of programme and project activities in line with the HIM's specifications, guidelines and templates that may be availed;
4. Identify programme knowledge needs of the staff and partners, in line with the HIM MEL Plan;
5. Manage the performance, motivation and development of policy in line with the HRM policy;
6. Coordinate and account for resource mobilization in the policy unit in line with HIM fundraising strategy; and
7. Perform any other tasks assigned from time to time in the fulfillment of HIM's mandate.

Competencies

- Project development and management;
- Donor and contract management skills;
- People management skills;
- Research and data collection;
- Analytical skills;
- Financial management skills;
- Strong design, planning and management skills and abilities;
- Communication skills, with great attention to detail; and
- Resource mobilization and monitoring skills.

Specifics

Qualifications:

- Post graduate qualification in social sciences, monitoring & evaluation, development studies, project planning or management or any relevant social sciences discipline from a recognized institution desirable.
- Bachelor's degree in social sciences, development studies, project planning, education or related field is a must.

Experience:

Minimum of five years relevant experience in a project /programme development and management role, of which two years should be at a senior management level with a reputable NGO.

If you meet the above requirements, please hand deliver your Application letter and CV at HIM offices on the address above. Please send in your relevant documents not later than 15th March 2019. In case of any other queries, please call 0752-883181.