



VACANCY ANNOUNCEMENT

CEEWA-Uganda is desirous of immediately employing a hardworking, analytical, innovative and committed lady for the post of **COORDINATOR**

Duties

1. Maintain an Effective and Efficient Secretariat of CEEWA-Uganda
2. Implement the decisions of the Board of Directors and the Working Committee of the Board – Executive Committee.
3. Provide Technical expertise to support Programme Implementation.
4. In charge of overall administration of the Secretariat including staff supervision, staff appraisal and development.
5. Financial Accounting officer for the organisation; Submission of regular Financial Statements, routine supervision of the Accounts section and involvement in budget development and management.
6. Fundraising for the organisation's sustainability.
7. Coordination of Expert Groups and Project Committees to implement programme activities.
8. Monitor CEEWA-U's programmes for impact.
9. Preparation of Reports to the Board, Executive Committee and the Expert Groups
10. Promote good public relations and Networking opportunities between CEEWA-U, Development Partners and other Organizations.
11. Develop policy documents for the Board's approval; such as Human Resource Manual, Financial Manual.

Personal Specifications

- Masters degree in Gender.
- Experience of at least 5 years in Policy Advocacy and research
- Skills in Report writing, computer, and management.

The ideal candidate should have a working experience of 5 years at management level with interest in advocating for women's economic empowerment.

Mode of Application

Send Hand written application and copies of relevant academic documents addressed to the Coordinator CEEWA-Uganda Secretariat P. O. Box 9063, Kampala, Tel: 041-4269507 / 4269477, Fax: 041-4269469; Email: info@ceewauganda.org, Website: www.ceewauganda.org or bring them to our offices situated at Kasanga, Kiwafu Road opposite Catholic church. Closing date and time is **Friday 11th January 2008, at 5:30pm.**