



JOB ADVERT

Programs Officer

About KAPCDAM:

Kampala Parents of Children with Disabilities Associations Makindye is a parent support group formed in 2012 and registered in 2013 to advance the rights of parents and children with different categories of disabilities including those with physical, visual, hearing, mental and learning disabilities. KAPCDAM operates in Makindye Division and has structures/membership at parish levels – currently in Nsambya, Salaama, Buziga, Makindye I, Katwe, Kibuye, Luwafu, and Makindye II.

We envision a society in which disabled children and their parents are fully integrated into society and enjoy their rights. Our mission is to empower parents of children with disabilities to maximize their potential to improve their standards of living.

Job Summary:

KAPCDAM is seeking to recruit a Programs Officer to coordinate, manage, and support the overall delivery of the organization's inclusive programs. The Programs Officer will report to the Executive Director and will work closely with KAPCDAM's finance department and the social enterprise. The ability to deliver inclusive programs, develop high-quality proposals, and work with a team to establish strong partnerships with organizations and stakeholders is essential for this role.

Key Duties and Responsibilities:

Working closely with the Executive Director, the Programs Officer will:

- Offer support in establishing strong partnerships with stakeholders to ensure inclusive service delivery for children with disabilities and their parents in Makindye Division and beyond.
- Support programs and activities implementation in line with the mission and goals of KAPCDAM.
- Develop new inclusive projects to support the strategic direction of the organization.
- Draft high-quality project concepts and proposals, for funding to guarantee uninterrupted delivery of services.

- Oversee the implementation of the work plans and annual budgets.
- Lead the project monitoring and documentation activities.
- Work with the team to support the development of a marketing strategy for KAPCDAM's social enterprise.
- Produce accurate and timely reporting of programs statuses.

Other duties:

- Execute any other responsibilities, duties and activities as assigned or reassigned at any time.

Qualifications, Skills and Experience:

- Bachelor's degree in Social work, Education, Adult Community Education or a related field.
- Experience in developing fundable Project Proposals.
- Experience in developing and managing partnerships, programs, and projects.
- Proven experience in managing a teams.
- Ability to establish and maintain relationships with various stakeholders.
- Passion for improving the lives of children with disabilities.
- Excellent written communication skills and ability to work under pressure to meet demanding deadlines.
- Competency in Microsoft applications: Word, Excel, PowerPoint, Access and Outlook.
- Experience working with Persons with Disabilities

Additional Information:

Salary, Benefits and other Details: We offer a competitive salary commensurate to experience and qualifications.

How to Apply:

Interested candidates are encouraged to send their applications, updated CVs and three professional referees addressed to Executive Director, P.O. Box 14151 Kampala or email to info@kapcdam.org with the email subject indicated as "Programs Officer"

Deadline: 9th December 2022

Note:

- Persons with disabilities and women are strongly encouraged to apply.
- Only shortlisted applicants will be contacted.
- **No application and interview fees are required.**
- Applications may be reviewed on a rolling basis.