actionaid Job Description and Person Specification

Job Title:	Project Coordinator- Resilient and Inclusive Citizen Participation Project (ReCIPE)		
Department:	Programmes	**Job Family:**	Coordinator
Reports to:	Programmes Coordinator	**Contract Type:**	3 Years
Location:	Kampala, Uganda		
Matrix Reports:	None		
CRB / Police Check:	NA: ☐ Standard: ☐ Enhanced: ☐		
Direct Reports:	Project Officer		

Job Role	
Role Overview:	The Project Coordinator will provide strategic, technical and operational leadership for the implementation of the project. The role will lead the coordination and delivery of interventions that promote inclusive citizen participation, strengthen multi-stakeholder dialogue and foster constructive engagement between citizens, civil society and government institutions.

Accountabilities	
Key Accountabilities / Responsibilities:	**Key Activities**
Project Strategy, Planning and Implementation	• Provide overall strategic and technical leadership in the planning, coordination and implementation of project interventions • Translate project objectives and intended outcomes into realistic annual work plans, activity schedules, budgets and performance targets in consultation with the project team and partners • Ensure project interventions respond to the priorities and lived experiences of young people, women, marginalised communities
Capacity Strengthening	• Lead the strengthening of capacities of young people, civil society organisations, women-led platforms and other civic actors to engage constructively in advocacy, governance and public accountability processes. • Facilitate inclusive learning spaces, peer exchanges and mentorship opportunities that strengthen youth leadership. • Facilitate multi-stakeholder dialogues and structured engagement between citizens, civil society and duty bearers at local, national and regional levels. • Support the development of joint advocacy strategies, policy positions, research outputs, policy briefs and public communication products. • Strengthen collaboration with strategic partners, including anti-corruption and governance institutions, youth platforms, universities and civic technology organisations.
Project Management and Grant Compliance	• Ensure effective management of the project budget and resources in accordance with approved plans, AAIU financial policies, procurement procedures and donor requirements. • Monitor budget utilisation and value for money, identifying variances and recommending timely corrective action • Coordinate timely preparation and submission of high-quality narrative and financial reports, ensuring consistency between reported activities, results and expenditure. • Maintain appropriate project documentation, records and audit trails and ensure timely follow-up on audit findings and management actions. • Identify resource gaps and implementation risks and advise management on appropriate mitigation measures.

Monitoring, Evaluation and Learning	• Coordinate periodic project reviews, reflection sessions and learning events involving staff, partners and project participants • Represent AAIU and the project in relevant coordination forums, policy dialogues, learning events and strategic engagements. • Coordinate research and knowledge-generation partnerships with academia, think tanks, media and civil society actors to produce credible and actionable evidence. • Guide the preparation and dissemination of periodic governance updates, policy briefs, annual reports and other knowledge products. • Foster an inclusive, participatory and feminist leadership culture that values diverse perspectives, shared responsibility and staff wellbeing
Person Specification	
Education & Certifications	• A Bachelor's degree in Social Sciences, Development Studies, Human Rights, Law, Political Science, Governance, Public Administration or a closely related field. • A relevant postgraduate qualification in Development Studies, Governance, Human Rights, Public Policy, Project Management or a related discipline is an added advantage. • Professional certification in project management, monitoring and evaluation, research or a related field is an added advantage. • Relevant training or certification in safeguarding, digital safety, human rights or gender and feminist approaches will be an advantage.
Technical Competencies	• Ability to design, plan, coordinate, implement and review complex development and governance projects. • Strong technical understanding of citizen participation, governance, public accountability and civil society strengthening. • Ability to build, manage and strengthen strategic partnerships, networks and collaborative initiatives. • Ability to facilitate constructive engagement with civil society, government institutions, media, academia and other strategic actors • Ability to identify and manage contextual, operational, safeguarding risks affecting project implementation. • Ability to apply results-based management, performance monitoring, outcome tracking and adaptive learning approaches
Experience	• A Bachelor's degree in Development Studies, Political Science, Law, Social Sciences, or a related field; a Master's degree is an added advantage. • A minimum of 5 years of progressive experience in managing governance, human rights or public policy advocacy projects within a reputable NGO or civil society organization. • Deep familiarity with Uganda's civic space, NGO regulatory environment, and multi-stakeholder policy processes.
Essential Knowledge	• Understanding of anti-corruption, transparency, integrity and social accountability approaches, including citizen monitoring and engagement with oversight institutions. • Understanding of the challenges and opportunities affecting youth participation, women's leadership and the engagement of marginalised groups in governance processes. • Awareness of regional governance trends and opportunities for solidarity in East Africa. • Knowledge of civil society strengthening, coalition building and collective advocacy approaches.
Essential Skills	• Ability to interpret complex developments, identify emerging opportunities and risks, and translate analysis into appropriate project responses • Excellent written and verbal communication skills, including the ability to develop high-quality reports, briefs, presentations and advocacy materials.

	• Ability to facilitate inclusive dialogues, training sessions, stakeholder consultations and constructive negotiations. • Ability to interpret project budgets, monitor expenditure and promote responsible and efficient use of resources. • Strong interpersonal skills and ability to establish and sustain productive relationships across diverse institutions and stakeholder groups.

Competency Profile		
Leading organisation	Strategic perspective	Demonstrate alignment of the Organisation's strategic priorities and goals.
	Change management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment.
Le	Leading Teams	Attracts, motivates, and develops a high performing communication team.

	Building Collaborative Relationship	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AA's values.
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities.