

Project Coordinator At Right To Play

Organization: Right To Play – Uganda Office

Department/Division: Program Development

Reports to: Project Officer

Work Location: Adjumani, Uganda

Authorized to work in: Uganda (Eligible to work legally without visa or work permit sponsorship)

Target Hiring Salary: Starting from UGX. **3,118,817 per month** (before taxes)

Target Start Date: Immediately

Contract Duration: 12 Months Contract with possibility of renewal based on performance and availability of funding

Application Closing Date: March 10, 2025 23:59 EAT

ABOUT US:

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

OUR CULTURE:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

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ROLE SUMMARY:

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WHAT YOU'LL DO:

PRIMARY RESPONSIBILITIES:

#1: Activity planning and implementation (45% of Time):

- Ensures participation of partners, children/young people and stakeholders in the process of project planning and implementation of the proposed activities.
- Supports Teachers and teachers Trainers and teachers' networks in developing their activity plans and schedules, encourages their initiatives while ensuring alignment with project proposal, facilitates their activities and reports to the PO.
- Support schools and partners to organizes and conduct special events activities, play days and sports tournaments.
- In coordination with partners, Teachers, Coaches and Coach Trainers, evaluates events, provides updates of lessons learned and best practices and reports on progress and challenges as they arise.
- Manages the logistical arrangements for training workshops and events.
- Assesses training needs of Teachers, Teacher trainers and Coaches, Junior Leaders, and partners, recommends the suitable intervention and works with them to develop training schedules.
- Organizes and facilitates training workshops conducted by other program staff and participates in the training as required.
- Facilitates the training sessions conducted by District Education Officials, School quality assurers and other stakeholders Trainers, evaluates them and reports to the PO.
- Handles equipment management and distribution in the assigned schools and community.
- Handles advance payments and manages cash money used for the activity implementation.
- Follows up on how partners are spending budget received for project implementation in the location and verifies the accuracy of their financial reports and receipts and reports to the PO.
- Assesses needs for facility repairs and upgrades in the community, facilitates the authorized work and ensures that overall work has been completed in accordance with the approved standards.

#2: Monitoring and reporting (30% of Time):

- Conducts regular field visits with education officials, schools' quality assurers, partners, Teachers Trainers and Coaches to follow up and provide support as needed.
- Participates in workshops/training to partners, Teachers, Coaches and Trainers in the quantitative data collection tools and qualitative monitoring tools and ensures accurate and timely submission of quantitative and qualitative data to RTP team.
- Provides narrative, qualitative and quantitative monitoring information/data to support monthly, quarterly and annual reports to update Country and Regional Office on project progress.
- Submits financial reports related to activity implementation.

#3: Establish and maintain partnerships (20% of Time):

- Identifies schools and community needs, participates in the selection of partner schools, communities and partners to be included in RTP program in the respective Field.
- Represents RTP in the project location and relevant forums and have regular consultations with local partners, stakeholders and key beneficiaries in the assigned community.

#4: Other tasks as assigned (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in Education or any related discipline.

EXPERIENCE:

- 2 years' experience working in project implementation and coordination part of which should have been in leading a team.

COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to confidently represent oneself and Right To Play
- Ability to work appropriately with a variety of populations and stakeholders, including children, youth, parents, teachers and school administrators, government, and other partners.

KNOWLEDGE/SKILLS:

- Effective planning and organizing skills
- Coaching and mentoring skills
- Excellent communication skills both verbal and written
- Strong development and team building skills
- Computer literacy in MS Word, Excel and Internet

LANGUAGES:

- Fluency in spoken and written English
- The knowledge of the local language will be an added advantage

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Experience implementing a development program with local populations in both rural and urban settings.
- Experience in training, leading workshops and teaching.
- Experience with the government education system and curriculum development.
- Personal sport and activity background with coaching experience.
- Experience in riding Motorbike and holds a valid driver's license for a motorbike.

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and "play" is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical insurance – up to 4 dependents, life insurance, group personal accident cover, transport allowance)
- Flexible work arrangements

- 21 days annual leave
- Up to 3 personal days per year
- Up to 5 personal learning and development (L&D) days per year
- Maternity/paternity/parental leave top-up and support
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

How to apply

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application

Link: <https://righttoplay.hiringplatform.ca/203743-project-coordinator-adjumani-uganda-3-positions-2025/902774-application-form/en>

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We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

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Logistics Coordinator At Right To Play

Organization: Right To Play – Uganda Office

Department/Division: Logistics

Reports to: Logistics Officer

Work Location: Obongi, Uganda

Authorized to work in: Uganda (Eligible to work legally without visa or work permit sponsorship)

Target Hiring Salary: Starting from UGX. **3,118,817 per month** (before taxes)

Target Start Date: Immediately

Contract Duration: 12 Months Contract with possibility of renewal based on performance and availability of funding

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ROLE SUMMARY:

The Logistics Coordinator reports directly to the Logistics Officer and in his/her absence in the CO structure, the incumbent reports to the Finance Manager/ Officer and is responsible for procurement and Fleet Management in the respective country. The incumbent also manages stores, inventory and fixed assets, support administration and oversee execution of rehabilitation projects. The incumbent works closely with the Program Manager, and Project Officers as required.

WHAT YOU'LL DO:

#1: Logistics and Fleet Management (30% of Time):

- Ensures all maintenance and control of RTP/donor logistics and procedures are followed.

- Ensures that timely periodic vehicles/generators maintenance is conducted according to specific kilometre coverage and running time.
- Monitors the issuing and use of fuel by maintaining an accurate, clear and transparent record of fuel vs mileage consumption.
- Work closely with the Safety and Security Focal Point in regards to Emergency Cases that might occur inside the office and outside the office; e.g. Field locations and advises on road conditions for country side travel to ensure the safety of passengers.
- Coordinates transportation of staff and goods in the field.
- Ensures in coordination with Finance Manager/Officer to coordinate timely payment of all RTP utility bills, subscriptions and other bills and invoices.
- Liaises with relevant government ministries, customs authorities and other departments for the clearing of imported/exported goods.
- Facilitates arrangements for visitors, meetings, conferences, security check and special events.
- Coordinates and facilitates the procurement requirements of the program office based on the procurement plan and policy guidelines.
- On an annual basis, carries out mapping of suppliers by field office locations and RTP implementation areas.
- Reviews pre-qualification suppliers list against procurement policy.
- Ensures compliance with procurement procedures as per the Field Finance Manual.
- Provides guidance to the CD for the procurement committees' constitution and for arranging meetings to make purchase decisions.
- Prepares purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentation is attached.
- Ensures invoices received reconcile to purchase orders and matched receipts of purchase orders e.g.: GRN, Delivery Notes and others.
- Handles contract management in regard to renewal, payment etc.
- Ensures deliveries are processed in an adequate and timely manner.
- Oversees the management of the store and keeps the store in good condition.
- Checks balances of goods and equipment and reports to Finance Officer/Manager/ PM and CD.
- Keeps and registers returned used projects materials.
- Produces monthly stock reports for Program Managers, Finance Officer/Manager and CD for consideration.
- Develops appropriate systems and procedures for the management of the programme's assets, adapted to the specific needs of each site.
- Follows up on conditions of assets for advice to management on repair, disposal and sale.
- Manages all technical and scheduling project aspects and coordinates with other team members toward an effective and efficient execution of the project.
- Coordinates with RTP hired consultants and specialists to ensure proper and on time implementation of the project.
- Follows up on the implementation of the rehabilitation work and provides Program Manager/Country Director with continuous updates.
- Follows up with contractors on quality of delivery, delivery date, payment and project end.
- Supervises and monitors all Drivers in their daily duties such as daily vehicle inspections, preventative maintenance reporting, logbooks, cleaning of vehicles and adherence to safety.
- Ensures that the direct reporting team are familiar with their roles and responsibilities within their individual job profiles and provides all coaching and support to build their capacity.
- Ensures that Staff who drives RTP vehicles are familiar with RTP Policies in regards to Fleet Management and informs the Logistics of any accident, logbooks, etc.
- Carries out the performance appraisal of the direct reporting team.

#2: Procurement (30% of Time):

#3: Stores, Inventory and Fixed Assets Management(15% of Time):

#4: Rehabilitation project management (10% of Time):

#5: Team management (10% of Time):

#6: Other tasks as assigned (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in Logistics, Management, Administration or related discipline.

EXPERIENCE:

- 2 years' experience in logistics and/or procurement in national.

COMPETENCIES/PERSONAL ATTRIBUTES:

- Excellent interpersonal and communication skills both written and verbal
- Excellent research and negotiation skills
- A solid team player with respect for others
- Effective organization skills
- Ability to manage a team and provide feedback

TECHNICAL SKILLS:

- Computer literacy in MS outlook, MS Word, PowerPoint, Excel
- Ability to use automated procurement systems
- Understanding of fleet management
- Skilled in record keeping and documentation

LANGUAGES:

- Fluency in oral and written English.

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Holding a driving license
- Degree in project management
- Experience in working with NGO or I/NGOs
- Experience of supporting teams in developing countries

WHAT YOU'LL GET:

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where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical insurance – up to 4 dependents, life insurance, group personal accident cover, transport allowance)
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How to apply

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Application

Link: <https://righttoplay.hiringplatform.ca/203740-logistics-coordinator-obongi-uganda-2025/902740-application-form/en>

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Communications Officer At Right To Play

Organization: Right To Play – Uganda Office

Department/Division: Marketing & Communications

Reports to: Country Director

Work Location: Kampala, Uganda

Authorized to work in: Uganda (Eligible to work legally without visa or work permit sponsorship)

Target Hiring Salary: Starting from UGX. **4,463,144 per month** (before taxes)

Target Start Date: Immediately

Contract Duration: 12 Months Contract with possibility of renewal based on performance and availability of funding

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ROLE SUMMARY:

The Communications Officer reports directly to the Country Director (CD) or Head of Office (HOO) in the respective country and technically to the Communications Manager, Country Programs (HQ). The incumbent also works closely with and receives guidance from the Marketing and Communications Team at Right To Play's Headquarters.

The Communications Officer is responsible for leading the Country Office's communications activities, and for contributing to the organization's marketing and communications objectives.

The Communications Officer contributes to building and enhancing Right To Play's overall public image and brand awareness in the country through public outreach, media relations, and social media management. The incumbent supports local advocacy and fundraising efforts and project success by creating effective advocacy and communications materials and supports with coordination and communication for events and visits from key stakeholders.

The Communications Officer is an important part of the Global Communications Team. The incumbent contributes to Right To Play's global fundraising and awareness efforts by collecting and developing multimedia content that communicates the impact of our programs on the lives of children and youth.

The incumbent works closely with the Country Office's Program Manager, and Monitoring, Evaluation and Learning Specialist

WHAT YOU'LL DO:

#1: Planning and Compliance building (35% of Time):

- Develops and implements an annual communications plan, in line with the Country Office's strategy plan and the needs of program funders and Right To Play's global communications objectives and plan.
- Ensures that all communications materials and messages are in-line with project grant agreements and donor requirements.
- Conducts field visits to project sites and ensures proper dissemination of information for events and success stories.
- Ensures proper documentation of communications materials.
- Conducts ongoing review of the communications plan and communications components of country action and strategic plans to ensure compliance; identifies gap areas and recommends solutions.
- Ensures RTP promotion of various International "Days" such as Child Day, Diabetes Day are in-line with national strategy and behavioural and social goals.
- Facilitates field visits by VIPs including donors, partners, board members, Athlete Ambassadors, media, global staff and international consultants working for Right To Play in the respective country. This includes planning events, developing itineraries, etc.
- Plays a key role in the development and dissemination of behaviour change communication messages and social mobilization campaigns.
- Ensures compliance with Right To Play brand and messaging guidelines, Right To Play Policies (including in particular, Right To Play's Child Safeguarding policy), and other policies as needed, and any relevant government legislation.
- Contributes to the Global Communications Team by attending quarterly meetings and supporting on special projects.

#2: Communication(35% of Time):

- Develops systems for effective and efficient communications and best practice sharing within the country office.
- Creates compelling photo, video, and written collateral and content that communicates Right To Play's work and impact.
- Collaborates with the HQ Communications and Marketing Team to fulfill communications

- requests · Oversees photo, video and message archiving in the Country Office
- Develops a system to produce personal stories, quotes and photographs of Coaches and children in our programs; oversees photo archiving.
- Develops informational and promotional material on RTP projects.
- Trains country team on the value and usage of the brand.
- Liaises with printing and design companies, edits design when required.
- Oversees and approves all print proofs in the country before being printed including T-shirts and documents.
- Creates and edits designs for communications materials and brand merchandise and liaises with printing and design companies to see them realised.
- Manages the Country Offices social media and communication platforms including Twitter, Facebook, Instagram, Facebook Workplace, Sharepoint and Playspace. As part of their social media management role, the incumbent ensures that the Country Office's social media accounts are on brand and on message.
- Acts as a focal point on the "play-space" intranet, where applicable.

#3: Media and public relations (25% of Time):

- Develops and maintains relationships with country, and locally based media. · Closely monitors and tracks media coverage for RTP and sport for development in country.
- Establishes contacts with media and writes media releases and success stories.
- Conducts media development activities in country to build capacity of local media to advocate for the role of sport for development and the role sport can do in meeting development goals.
- Accompanies and supports visitors to the country when delegated.
- Works with the Country Office team to develop and implement media relations strategy for any high-profile visit to the country/region including preparing background materials and relevant packages.

#5: Other tasks as assigned (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in communications, public relations, journalism or a related field.

EXPERIENCE:

- 5 years' experience with I/NGOs in the country of operation in a communications role.
- Experience creating high-quality written, photographic, and video content.
- Experience collecting success stories
- Experience media relations and managing social media accounts
- Experience with graphic design
- Experience working with global colleagues
- Experience providing communications and brand training
- Experience managing building relationships with and managing external communications vendors
- Experience in working according to child protection and child safeguarding best practices, especially with regards to photography and videography involving minors.

COMPETENCIES/PERSONAL ATTRIBUTES:

- Excellent interpersonal and confidence using these in a cross cultural environment
- Excellent communication skills both written and verbal
- Ability to proofread and ensure consistency and the highest quality of professional presentation in all communication products.
- A solid team player with respect for others
- Ability to understand and motivate others
- Proven ability in transferring knowledge and experience
- Adaptable with the ability to deal with stress and competing priorities
- Demonstrated professionalism and positive attitude
- Effective organization skills

TECHNICAL SKILLS:

- Strong Office 365 skills, especially Word, PowerPoint, and Sharepoint
- Experience with Facebook, Twitter, Instagram, LinkedIn, and other social media platforms
- Experience with Canva

DESIRED QUALIFICATIONS (An Asset):

- Experience in photography and videography (filming and editing)
- Fluent with standard photo and video editing software like Adobe Photoshop, Illustrator, Premiere Pro
- Understanding of human rights and social change issues
- French is an advantage for English-speaking countries

LANGUAGES:

- Excellent in written and spoken English and local language(s).

ADDITIONAL JOB RELATED CONDITIONS:

- Required to travel within the country, outside travel is possible.

WHAT YOU'LL GET:

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PRIMARY RESPONSIBILITIES:

#1: Activity planning and implementation (45% of Time):

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- Supports Teachers and teachers Trainers and teachers' networks in developing their activity plans and schedules, encourages their initiatives while ensuring alignment with project proposal, facilitates their activities and reports to the PO.

- Support schools and partners to organize and conduct special events activities, play days and sports tournaments.
- In coordination with partners, Teachers, Coaches and Coach Trainers, evaluates events, provides updates of lessons learned and best practices and reports on progress and challenges as they arise.
- Manages the logistical arrangements for training workshops and events.
- Assesses training needs of Teachers, Teacher trainers and Coaches, Junior Leaders, and partners, recommends the suitable intervention and works with them to develop training schedules.
- Organizes and facilitates training workshops conducted by other program staff and participates in the training as required.
- Facilitates the training sessions conducted by District Education Officials, School quality assurers and other stakeholders Trainers, evaluates them and reports to the PO.
- Handles equipment management and distribution in the assigned schools and community.
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#4: Other tasks as assigned (5% of Time)

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- Bachelor's degree in Education or any related discipline.

EXPERIENCE:

- 2 years' experience working in project implementation and coordination part of which should

have been in leading a team.

COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to confidently represent oneself and Right To Play
- Ability to work appropriately with a variety of populations and stakeholders, including children, youth, parents, teachers and school administrators, government, and other partners.

KNOWLEDGE/SKILLS:

- Effective planning and organizing skills
- Coaching and mentoring skills
- Excellent communication skills both verbal and written
- Strong development and team building skills
- Computer literacy in MS Word, Excel and Internet

LANGUAGES:

- Fluency in spoken and written English
- The knowledge of the local language will be an added advantage

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Experience implementing a development program with local populations in both rural and urban settings.
- Experience in training, leading workshops and teaching.
- Experience with the government education system and curriculum development.
- Personal sport and activity background with coaching experience.
- Experience in riding Motorbike and holds a valid driver's license for a motorbike.

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with

children and youth. You are an exceptional communicator with excellent networking skills.

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and "play" is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical insurance – up to 4 dependents, life insurance, group personal accident cover, transport allowance)
- Flexible work arrangements
- 21 days annual leave
- Up to 3 personal days per year
- Up to 5 personal learning and development (L&D) days per year
- Maternity/paternity/parental leave top-up and support

- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

How to apply

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application

Link: <https://righttoplay.hiringplatform.ca/203741-project-coordinator-obongi-uganda-3-positions-2025/902748-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

Finance Manager At Emergency Nutrition Network

About Emergency Nutrition Network (ENN)

Emergency Nutrition Network (ENN) works to reduce undernutrition globally. We enhance the effectiveness of nutrition policy and programming by improving knowledge, stimulating learning and

building evidence. We are passionate about being network-driven, independent and evidence-based.

Our vision is that every individual caught up in a nutritional emergency, or suffering from malnutrition anywhere in the world, gets the most effective help possible.

We support agencies and individuals to implement evidence-based nutrition programming, predominantly in low- and middle-income countries and in fragile and conflict-affected states.

ENN's portfolio includes projects specialising in Infant Feeding in Emergencies, Wasting and Stunting, Adolescent Nutrition and Management of small & nutritionally At-risk Infants under six months & their mothers (MAMI), as well as our highly regarded international publication, Field Exchange.

ENN is governed by a Board of Trustees and has its head office in Oxfordshire, UK. ENN is financially supported by foundations and trusts, government donors, international non-governmental organisations and United Nations agencies. For more information about ENN see our website: www.ennonline.net.

Our People

ENN's team is made up of a range of technical experts in nutrition and a small, experienced operational team. ENN is highly committed to diversity and inclusion, to enabling and promoting flexible working for our staff, and to supporting continued professional development**.**

We are proud that in our 2023 Employee Engagement Survey over 95% of our team said that they feel personally connected to ENN's overall purpose, they are clear about what they need to achieve in their objectives and that they are proud to tell people they work for ENN.

Terms and Conditions

- **Type of contract:** Permanent
- **Hours of work:** Full time (37.5 hours per week)
- **Location:** Hybrid. ENN operates a hybrid model with most of our Operations Team working Monday and Fridays from home and Tues/Weds/Thurs in the office. ENN will consider requests for further flexible working arrangements, including part time working. This will be considered on a case-by-case basis, balancing ENN's needs with a candidate's other commitments.
- **Holidays:** 25 days plus UK Public Holidays, increasing by one day per annum after two complete years of service to a maximum of 27 days per annum. Pro-rata for part-time staff.
- **Salary:** up to £60,000 per annum (FTE), dependent on experience
- **Pension:** Auto-Enrolment to ENN scheme with a generous Employer contribution of 5%
- **Benefits:** Dental cover, Life cover, Employee Assistance Programme, Wellbeing contribution

Purpose of the role

The Finance Manager leads on the charity's finances and contributes to our vision through strategic financial management and governance.

The Finance Manager is responsible for financial planning and oversight, reporting, regulatory compliance and aligning financial strategy with organisational goals and operations. The FM liaises closely with the board of trustees, holds the position of Company Secretary, is a member of the management team and provides key insights to support business decisions.

Responsibilities

- Proactively enhance ENN's financial systems to manage and oversee project budgets, forecast trends, identify opportunities, and analyse organizational performance through data-driven decision making
- Strategic Support - Provide financial insights to the management team and trustees including identification and mitigation of strategic and operational financial risks.
- Line Management - Line manage and mentor the finance team (currently 1 management accountant) and ensure positive, productive, and supportive team relationships
- Oversee the core finance functions; including multi-currency payables, receivables, bank reconciliations, general ledger reconciliations
- Financial Reporting - Prepare accurate financial statements and management accounts including quality reporting for management team, trustees and sub-committee meetings
- Budgeting & Forecasting - Lead the budgeting process and track financial performance of the organisation as well as budget variance analysis of project P&L's
- Manage finance year end and the Charity's annual and other audits, including holding the day-to-day relationship with auditors and preparing the appropriate statements
- Navigate and communicate compliance in line with donor requirements and national legislation.
- Support the organisation's income generation ambitions, through partner due diligence and in providing advice, guidance and assistance, and in preparation of funding proposal budgets that meet ENN's requirements
- Internal Controls & Compliance - Ensure financial systems (including payroll and banking systems), policies, procedures and controls are robust and adhere to regulatory requirements.
- Cash Management - Monitor and manage cash flow (multiple bank accounts in GBP, EUR and USD)
- Manage effective payroll, including: Preparing payroll calculations, submissions on Bright Pay, pension administration, payroll year end schedules and PSA calculation and submission.
- Charity Governance - Company Secretary duties ensuring timely and accurate statutory filing with Companies House and The Charity Commission
- Maintain high quality records in line with regulatory requirements and GDPR
- Other tasks reasonably requested by the CEO

Person Specification

Essential criteria

- Qualified Accountant (ACA, ACCA, CIMA)
- Extensive experience of leading financial management for organisations.
- Experience within the non-profit sector, with a thorough understanding of charity specific financial obligations.
- Demonstrated experience in reporting to and engaging with management teams and/or trustees on matters related to financial risk management, including presenting complex financial data, risk assessments, and strategic recommendations.
- Experience of building and managing grant funded project accounting with proportional allocation of staff costs to funds.
- Experience of developing funding proposals with a variety of funders, including institutional funders, foundations and NGO's
- Experience in line managing a team including performance management, staff engagement and development, and effective coordination of team workload
- Excellent communication and written skills
- Able to use a business partnering approach to work with colleagues to achieve a shared outcome

- Ability to manage a diverse and busy workload, prioritising effectively, and able to work both autonomously and as a member of a dispersed team.
- Strong interpersonal skills, able to work with a wide range and varying levels of stakeholders and demonstrates discretion, diplomacy, and patience
- Motivated, takes initiative, able to diagnose situations and constraints, innovates and delivers to deadlines
- Excellent attention to detail
- Proficient user of Microsoft Excel, Word, PowerPoint, Outlook and a range of commercial financial software (ENN use iplicit accounting software)
- Fluent in English

Desirable criteria

- Specific experience with institutional funders, foundations and NGO's would be an advantage
- Experience in managing income and expenditure in multiple currencies
- Experience of iplicit accounting software, Brightpay payroll software

Reporting Lines

The Finance Manager reports to the Chief Executive Officer and has line management responsibility for a small team (currently 1 management accountant).

Eligibility to work

The successful applicant is required to demonstrate they have the Right to Work in the UK. This includes evidencing a UK NI number and that they are a UK tax resident. A Certificate of Sponsorship and relocation package are not available for this position.

ENN is committed to diversity and inclusion, and to building a culture where every team member is recognised and valued as an individual. We actively encourage applications from a broad range of experiences and backgrounds.

How to apply

Closing date for applications: 23:59 hrs on Monday 31st March 2025

Application Process

Please submit a Cover Letter (no more than one page which explains why you are interested in the role and how your experience satisfies the Person Specification) along with your CV to recruitment@ennonline.net no later than 23:59 hrs on **Monday 31st March**. **Early applications are advised as we reserve the right to conclude the process before the closing date if a suitable candidate is identified.**

[Consultancy Service To Develop Fairtrade](#)

Africa Strategy-Readvertised At Fairtrade Africa

BACKGROUND

Established in 2005, Commerce Equitable Afrique (CEA), trading as Fairtrade Africa (FTA) is an independent non-profit umbrella organization representing 697 Fairtrade-certified producers across 29 countries in Africa and the Middle East. FTA is owned by its members, who include producer organizations engaged in traditional export commodities such as coffee, cocoa, flowers, tea, cotton, wine, bananas, sugar, fresh fruits, herbs, and spices, as well as non-traditional commodities like shea butter, honey, and rooibos. FTA collectively represents over 1,450,000 smallholder farmers and workers (www.fairtradeafrica.net).

FTA is governed by the CEA Board of Directors elected by members. This Board oversees organizational affairs through various permanent and ad-hoc sub-committees. The Executive Director (chief executive officer), supported by the Senior Leadership Team, manages day-to-day operations under the Board's guidance.

The FTA Secretariat is based in Nairobi, Kenya, with four regional offices:

- **West Africa Network (WAN):** Regional office in Accra, Ghana, and a country office in Abidjan, Côte d'Ivoire.
- **Eastern and Central Africa Network (ECAN):** Regional office in Nairobi, Kenya, with country offices in Kampala, Uganda, and Addis Ababa, Ethiopia.
- **Southern Africa Network (SAN):** Regional office in Blantyre, Malawi, and a country office in Cape Town, South Africa.
- **Middle East and North Africa (MENA):** Supported by the FTA Secretariat.

1. OBJECTIVE OF THE ASSIGNMENT

FTA is looking for a consultant who will work closely with the Board and the Chief Executive Officer (CEO) to lead the process of the development of a new Strategic Plan for the period of 2026-2028 that will guide FTA in fulfilling its mandate.

1. SCOPE

The scope and focus of the assignment are to provide technical, strategic and operational support to enable the renewal of the Fairtrade Africa Strategic Plan in line with the changing political, economic, technological, global and social landscape.

The Consultant's tasks will include, but will not be limited to the following:

1. Assessing relevant policies and procedures guiding FTA operations and identifying operational gaps in service delivery to members. This exercise includes performance review against the 2021-2025 strategic plan, assessing the Producer Support Model, and the effectiveness of monitoring, evaluation, and learning (MEL) processes, including the measurement of results. Additionally, the review will focus on organizational structure, budgeting practices, resource mobilization strategies, country and product prioritization, and the governance structure. The

goal is to identify challenges, uncover strategic opportunities, and propose innovative approaches to enhance efficiency and impact in the upcoming strategic period.

2. Conducting a PESTEL analysis, to identify strengths, challenges, opportunities, and threats facing the organization, as well as analyzing areas of failure and reasons for sub-optimal performance.
3. Facilitating a detailed SWOT analysis with FTA staff and management, producer organizations, partners and the CEA Board of Directors, and gathering members' aspirations for the next three (3) years.
4. Support Global Strategy Consultations by providing technical support as needed, facilitating input from African producers and stakeholders to ensure their priorities and needs are well-represented in the global strategy.
5. Consult with the Strategy sub-Committee and Thematic Leads to recommend major thematic areas for focus, utilizing the Pareto tool or other applicable management tools.
6. Preparing a draft strategic plan with strategic objectives, an implementation matrix, and a monitoring and evaluation framework, informed by the findings from tasks (i) to (iv) highlighted above, and relevant experiences of similar organizations.
7. Presenting the draft strategic plan to the Strategy sub-Committee and the FTA CEA Board of Directors.
8. Conducting a stakeholder workshop for validation of the draft strategic plan and updating the plan based on stakeholder feedback and submitting the final version to the CEA Board of Directors for approval.

(Note: All reports, analyses metrics, strategic documents developed under this assignment will be the sole property of Fairtrade Africa).

1. QUALIFICATIONS

A master's degree in strategic management or equivalent, with a minimum of 10 years of relevant experience. Demonstrated expertise in formulating strategic plans is essential. The experts will liaise with the Strategy and Impact Director, and the Strategy sub-committee, to prepare reports, and present findings to the CEA Board of Directors and the CEO. The expert will also facilitate the stakeholders' workshops. The expert(s) must submit three reference letters from clients for similar work completed in the last three years, including contact details.

1. EXPERIENCE

The ideal Consultant or Consultancy Firm should possess the following experience:

- **Strategic Planning Expertise:** Proven experience in strategic planning for organizations with regional and international affiliations, preferably in Fairtrade. Familiarity with the Fairtrade system and experience with diverse international stakeholders is highly desirable.
- **Sector Expertise:** In-depth knowledge of agricultural value chains, smallholder farmer and worker support, sustainability, and sustainable development. Experience in relevant thematic areas is advantageous.
- **Innovation and Methodological Proficiency:** Ability to propose innovative solutions and familiarity with strategic frameworks and methodologies, including SWOT, PESTEL, and Theory of Change.
- **Facilitation and Engagement Skills:** Strong facilitation skills and the ability to engage effectively with a diverse range of stakeholders, including producers, board members, staff, and partners.
- **Analytical and Synthesis Skills:** Proven ability to conduct stakeholder consultations, synthesize complex inputs, and translate them into coherent, actionable strategic documents.

- **Communication Skills:** Excellent written and verbal communication skills, with the capacity to present ideas clearly to diverse audiences. Working knowledge in French would be a significant advantage to engage French-speaking stakeholders.
- **Team Composition:** A team with diverse expertise relevant to the scope of work, and representatives based in strategic countries or regions will be highly advantageous for addressing multilingual needs within the African context.
- **Report Writing and Deliverables:** Exceptional skills in analysis, synthesis, and drafting high-quality reports that align with project objectives.

1. DURATION OF ASSIGNMENT

The assignment is expected to last for twenty (20) calendar weeks.

1. REPORTING

The Consultant will report to the FTA CEA Board of Directors through the Strategy Sub-Committee. The Consultant will provide the following reports:

1. A Report of the Review of Previous Strategic Plan, Producer Support Model, Organizational and Governance Structure (due 10 weeks after commencement)
2. Draft Strategic Plan 2026-2028 (due 15 weeks after commencement)
3. Validation Workshop Report (due 16 weeks after commencement)
4. Final Strategic Plan (due 20 weeks after commencement)
5. **SERVICES PROVIDED BY THE CLIENT**

FTA will provide relevant documentation and letters of introduction to stakeholders for the Consultant's access to additional information. FTA will cover any costs associated with Consultant's travel and accommodation expenses. All other costs incurred by the Consultant, including office running costs, communication expenses, and report printing, will be the Consultant's responsibility.

1. REQUEST FOR EXPRESSION OF INTEREST

Interested experts are required to submit the following documents:

1. A cover letter introducing the submission.
2. Signed Curriculum Vitae.
3. Evidence of experience in similar assignments.
4. Client reference letters.
5. Proposed Technical Proposal.
6. Financial Proposal.

Note: The financial proposal must be submitted separately from the technical proposal.

How to apply

More on these consultancy [here](#)

apply [here](#)

Program Coordinator Syria M/F At Secours Islamique France

Created in 1991, Secours Islamique France (SIF) is an international non-governmental relief and development organisation. The SIF acts in strict neutrality, without distinction of origin, gender or religion, and is dedicated to alleviating the suffering of the world's most deprived populations.

Mission :

Reporting to the Head of mission, the Program Coordinator will be in charge of the supervision of programs and the local staff related to the programs.

Your main responsibilities will be the following (evolving and non exhaustive list) :

- Contribute to the mission's operational strategy through context analysis, needs assessments, solution proposals, budgeting, and HR planning.
- Design and plan projects, including needs assessments, baseline surveys, and action proposals.
- Oversee project implementation, including activity planning, monitoring, and collecting verification sources.
- Manage partnerships, including defining modalities, supervising capacity-building plans, and ensuring partner oversight.
- Prepare and submit reports for the Head of Mission, donors, and ad hoc purposes.
- Monitor and manage program budgets, ensuring alignment with forecasts and validating expenditures.
- Address project delays, conflicts, or issues and propose improvements to reporting formats.

Profile :

- Degree Required: Relevant Master's level qualification in International Relations / Political Sciences / Project management or similar academic achievement ;
- Minimum Experience: Minimum 3 years of previous experience in humanitarian work ;
- Experience of strategic thinking, including identifying, analyzing, problem solving and responding to opportunities and challenges and the ability to translate these into practical plans of action ;
- Knowledge and experience of project planning and budget holding; proposal and report writing ;
- Solid skills regarding project management tools (Logical Framework analysis, project cycle management, objectives and indicators etc.) ;
- Strong communication skills ;
- Excellent written and spoken English (and desirably French and/or Arabic) ;
- Leadership skills and a supportive management style (experience managing national and expatriate staff) ;
- Experience of working within an insecure environment with responsibility for security planning, monitoring and management ;
- Confident and proficient in the use of MS Office, especially Word and Excel.

Conditions :

- 6 months, full time, renewable;
- Contract start date: ASAP ;
- Remuneration according to profile;
- Per diem, guesthouse;
- Health insurance – 60% covered by SIF;
- Repatriation/liability insurance – 100% covered by SIF;
- Break allowance during the 3 and 9 month breaks;
- Airfare to and from the mission location to home – paid by SIF at 6 and 12 months.

How to apply

[PROGRAM COORDINATOR SYRIA M/F – Beetween](#)

Country Representative in Democratic Republic of the Congo At Associazione Volontari per il Servizio Internazionale

Starting Date: 11/04/2025

Period: 24 months

Language: French

Reporting to:

Directly report to the Regional Manager (1st Supervisor) and to the Secretary General (2nd Supervisor)

Aim of the position:

The Country Representative represents the AVSI Foundation in Democratic Republic of the Congo (DRC) and is responsible for the successful development of the mission and the proper and efficient operations of the various departments (HR, Operation, Program, Communication, MEAL and Security). In particular, the Country Representative will be responsible for the implementation of the Work Plan for the country, approved by the AVSI Board of Directors every year, which is an integral part of the job description. The achievement of the goals in the plan for each individual country will be evaluated each year together with the General Secretary and the Regional Manager and is an integral part of the performance evaluation.

Main tasks and responsibilities:

Strategy, Coordination and Representation (in collaboration with Regional Manager and Regional Program Manager)

- Formulating the country strategy for AVSI in light of political, economic and humanitarian context and in coordination with the Regional Manager
- Acting as key contact with head offices, local partners, NGOs, UN agencies, local authorities, government authorities, donors.
- Acting as a focal point, to issue policy recommendations in collaboration with field staff and headquarters.
- Representing AVSI to partners, NGOs, local authorities, government authorities and donors.

Overall Management of Projects

- Identify the projects with the coordinated team.
- Ensuring achievement of the projects' objectives.
- Ensuring the organization has adequate resources.
- Ensuring projects are still appropriate, according to the situation, the context and the programs' objectives.
- Planning with technical staff.
- Ensuring technical staff carry out their work to the right standard.
- Narrative and financial reporting to donors and to managing headquarters.
- Proper communication and visibility of projects according AVSI's and donors' procedures and guidelines

Overall Management of Staff and their Security (in collaboration with HR and Security managers)

- Responsible for all expatriate and national staff.
- Managing human resources in conformity with applicable labor laws and with internal regulations.
- Security management.
- Setting of job descriptions and requests for new staff to Regional Manager and headquarters.
- Performance appraisals of expatriate and national staff and objective setting in line with program requirements.

Operational Management (in collaboration with Operations Manager)

- Responsible for financial feasibility of the country program: initially to obtain resources, at final stage to make sure program is within budget.
- Responsible for all logistical aspects.
- Responsible for the appropriate management of all resources in a transparent manner.
- At all times the country representative is accountable to the donors and benefactors of AVSI missions.

Essential Requirements:

Education: Bachelor's degree in Economics, Management, Entrepreneurship, Development Studies or other related fields of study from a recognized university.

Work experience: At least 10 years of experience in development/Humanitarian context.

Language proficiency: Proficient knowledge of French and English (written and oral) C1.

Required skills and experiences:

- Master's degree in relevant field would be an added advantage
- Knowledge/expertise in education, protection, nutrition, livelihood sectors
- Experience in RDC
- Proficient knowledge of the standard IT software
- Experience in community-based approaches in project implementation
- Strong organizational skills and able to coordinate staff and manage a diverse array of activities and stakeholders
- Excellent communication skills. Fluent French and English (both oral and written)
- Strong negotiation and mediation skills and ability to work independently
- Report writing and computer skills in word processing, spreadsheets, power point presentation and Internet
- Experience in conducting surveys, managing data and statistics is desirable
- Experience working in rural economic development or business development is desirable
- Willingness to travel and work in rural areas for most of the time
- References of previous employers are required

How to apply

Please go on our website avsi.org and apply

Internal Audit Manager At One Acre Fund

About One Acre Fund

Founded in 2006, One Acre Fund equips more than 4 million smallholder farmers to make their farms more productive. Across nine countries that together are home to two-thirds of Africa's farmers, we provide high-quality farm supplies, tree seedlings, accessible credit, modern agronomic training, and a wide range of other agricultural services. On average, this model enables any farmer to increase her income and assets on supported land by more than 40 percent, while permanently improving her climate resilience. This is all made possible by our team of 8,000+ full-time staff, drawn from diverse backgrounds and professions. To learn more, please see our [Why Work Here](#) blog post.

About the Role

- We are looking to fill two manager positions.
- You will be part of the Internal Audit (IA) team, a dedicated group of in-country and global function professionals dedicated to ensuring effectiveness and efficiency of internal controls
- As the IA Manager, you will oversee audits focused on inventory controls, revenues, system processes, and overall business/financial operating processes. You will lead a section of the IA team, directly managing 2-3 staff members, and reporting to the Senior Finance Director. This role is based onsite in Nairobi, with regular field travel required.

Responsibilities

Lead a team that:

- Ensure the effectiveness of internal controls
- Evaluate the design and operational effectiveness of internal control systems
- Identify weaknesses in internal controls and recommend corrective actions
- Develop and maintain a framework for monitoring internal control systems
- Assess business and financial risks and implement mitigation strategies
- Ensure compliance with regulatory requirements, accounting standards, and company policies

Lead System Audits & Process Reviews

- Lead audits of internal systems - ERP, POS, and inventory management software
- Perform risk assessments to identify vulnerabilities and opportunities for system optimization or process re-engineering
- Assess controls surrounding the interaction of human and tech-driven processes

Career Growth and Development

We have a strong culture of constant learning and we invest in developing our people. You'll have weekly check-ins with your manager, access to mentorship and training programs, and regular feedback on your performance. We hold career reviews every six months, and set aside time to discuss your aspirations and career goals. You'll have the opportunity to shape a growing organization and build a rewarding long-term career.

Qualifications

Across all roles, these are the [general qualifications we look for](#). For this role specifically, you will have:

- 8+ years of work experience in internal audit, with at least 3 years of this experience within any of our countries of operation. If you lack that specific experience, please let us know in your application why your experience applies.
- Master's degree and/or relevant professional level membership such as CIA/ACCA
- Experience with risk-based auditing
- Experience auditing control environments undergoing transitions to new technology systems
- Experience performing internal audits of inventory in a manufacturing or retail environment
- 5+ years of experience leading and managing teams

Preferred Start Date

As soon as possible

Job Location

Nairobi, Kenya or Kigali, Rwanda

Benefits

Health insurance, housing, and comprehensive benefits

Eligibility

One Acre Fund can support a work permit for this role. However, nationals of (or those with an extensive professional background and work history in) our countries of operation are preferred.

Application Deadline

22 May 2025. Please note that we hire on a rolling basis which means that applications are reviewed and processed on a continuous basis until a hire is made.

*One Acre Fund never asks candidates to pay any money or pay for tests at any stage of the interview process. Official One Acre Fund emails will always arrive from an @oneacrefund.org address. Please report any suspicious communication here (globalhotline@oneacrefund.org), **but do not send applications or application materials to this email address.***

Diversity, Equity, Inclusion (DEI), and anti-racism are deeply connected to our organization's mission and purpose. One Acre Fund aspires to build a culture where all staff feel consistently valued, represented, and connected – so that our team can thrive as professionals, and achieve exceptional impact for the farmers we serve.

We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, marital status, disability, gender, gender identity or expression. We are proud to be an equal opportunity workplace.

How to apply

Please apply using the link below

<https://grnh.se/6f9ba21e1us>

Senior Access and Liaison lead At Oxfam Novib

External Advert

Senior Access and Liaison lead -40 hrs per week – 12 months

Estimated start date: ASAP

Based in Jerusalem

Deadline for Application: 8th March 2025

Oxfam is a global movement of people working together to end the injustice of poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values

Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

The Role

The Senior Access and Liaison Lead is a key figure in the AIDA Secretariat and responsible for leading all AIDA negotiations with relevant authorities within the Israeli administration. The Senior and Access Lead will:

1. Lead the development of the AIDA Access strategy for WB and Gaza **(Focal point)**
2. Lead relationship development with Key line ministries related to INGO operations, registration and visas including MFA, COGAT, MoD, CLA etc...
3. Work closely with UN agencies to co-chair various access working groups and develop joint positions to support INGO access in to the oPts

What we are looking for

ESSENTIAL

Generic competencies

1. Experience in a complex and volatile humanitarian/recovery context;
2. Documented results related to the position's responsibilities;
3. Knowledge about own leadership, coordination and facilitation skills/profile;

Professional skills & competencies

1. Relevant MA Degree(s);
2. At least 8+ years of relevant work experience in access and coordination within a large NGO/INGO/UN or civil society coordination structure;
3. Strong knowledge of the key challenges facing humanitarian and development sectors in Palestine; (familiar with the context and have experience in it).
4. Demonstrated track record of addressing INGO access challenges in complex crises.
5. Demonstrated experience of building relationships with military institutions and UN agencies.
6. Strong understanding of the legal landscape for INGOs operating in the oPts and relevant legal background necessary to support INGOs in navigating bureaucratic access challenges.
7. Strong understanding on the structure and hierarchy of key line ministries and institutions within the Israeli government infrastructure.
8. Considerable knowledge of the diplomatic structures in Palestine and in relevant countries and key capitals;

9. Sound understanding of political, development, humanitarian and human rights issues, programming and operations in Palestine and Israel;
10. Demonstrated experience facilitating effective meetings, workshops and training;
11. Excellent verbal and written communication, networking and influencing skills;
12. Excellent ICT and information management skills, including MS Office, database management and survey design
13. Fluency in English and Hebrew

Desirable

- Israeli law degree
- Fluency in Arabic and/or Hebrew strongly desired

What we offer

The employee will be contracted by Oxfam with a competitive, fair and comprehensive pay and benefits package that is justifiable to our donors. Salary offered will be subject to funding available and competences.

How to apply

How to apply

Interested candidates can apply for the job application by clicking [Here](#) by no later than 8th March 2025.

We have an urgent need to fill this position as soon as possible. We will be reviewing applications as they are received on rolling basis. Candidates who meet the required criteria will be contacted for an interview. Once a successful candidate is selected, we will no longer be considering new applications. If you are interested in the role, please submit your application promptly.

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us.