

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*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

ROLE SUMMARY:

The Project Coordinator (PC) reports directly to the Project Officer (PO) and is responsible for the implementation of Right To Play project activities and providing support and guidance to the community team in using RTP tools in the project location. The incumbent is also responsible for monitoring the project for quality of delivery and effectiveness.

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>

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.