Call for Applications – Programme Assistant, Commonwealth Equality Project (CEP)

<table>
<thead>
<tr>
<th>Position Name</th>
<th>Programme Assistant – Commonwealth Equality Project</th>
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<tbody>
<tr>
<td>Start date</td>
<td>As soon as possible</td>
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<td>End date</td>
<td>31 March 2021</td>
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<tr>
<td>Location</td>
<td>Kampala, Uganda</td>
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<tr>
<td>Salary</td>
<td>960,000 - 1,440,000 UGX per month</td>
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Terms of Reference

Westminster Foundation for Democracy is seeking a Programme Assistant to support the implementation of WFD Uganda’s Commonwealth Equality Project.

About WFD

Westminster Foundation for Democracy (WFD) is an independent organisation sponsored by the UK Foreign and Commonwealth (FCO) and Department for International Development (DFID). WFD specialises in parliamentary strengthening and political party development, while also supporting electoral processes and civil society strengthening. It does this by assisting in the development of parliaments, political parties and civil society organisations. It is uniquely placed to draw directly on the expertise of the Westminster political parties, members of parliament (MPs) and devolved assemblies, and British civil society and technical experts in all its work.

Context

WFD has recently began the implementation of its new Commonwealth Equality Project. This programme will be implemented by the Westminster Foundation for Democracy and Kaleidoscope Trust and seeks to: 1) create greater evidence, capacities and incentives among government actors and parliamentarians of the social and economic costs of discriminatory regulations and practices; 2) strengthen collaborative relationships between Civil Society Organisations (CSOs) and political decision-makers and the flow of reliable information and evidence; 3) deepen civil society policy development and policy advocacy capacities with a view to creating a more conducive environment for positive change in laws, policies and implementation and social norms. In Uganda, WFD is working...
with issue based CSOs and relevant parliamentary caucuses to support the creation of more inclusive policies and legislation.

Spanning six months from 1 October 2020 – 31 March 2021, WFD is looking for a highly motivated and experienced individual to engage as a Programme Assistant – CEP.

The Programme Assistant – CEP will lead the day-to-day administrative and operational tasks and support the Country Representative, Expert/Coordinator and other members of the WFD Uganda team as appropriate to ensure the accurate and timely administration and successful implementation of the programme.

Working with the CEP Finance Assistant, the Programme Assistant – CEP will ensure administrative activities are in line with donor requirements and with WFD’s operational procedures, working closely with head office teams in London such as the Finance Business Partner or Operations Team. In addition, PAs provide operational logistics support in relation to the delivery of CEP activities.

Main Purpose of the Role

The Programme Assistant will work as part of a small in-country team including WFD Uganda’s Country Representative, Programme Administrator and Finance Officer (PAFA) WFD’s Regional Monitoring Evaluation and Learning (MEL) Officer – all based in Kampala Uganda, during the programme implementation. The individual will also work closely with a Finance Assistant and an Expert/Coordinator dedicated to the CEP.

The expert location and work location

Applicants must be eligible to work in Uganda.

WFD will continue to monitor the situation closely ensuring adherence to Government guidance towards the management of COVID-19. As a result, we expect activities to be delivered through a combination of virtual and in-person, subject to local guidance.

Skills, Experience and Knowledge

- Extensive (at least 2-3 years) experience working within a similar role
- High degree of accuracy and ability to deliver deadlines.
- Self-motivated with the ability to multitask and effectively plan and organise own workloads with minimal supervision.
- Degree or qualification in a relevant discipline (e.g. politics, international relations, project management).

Administration
• Proven programme/project administration experience and skill in programme (information, data management and impact reporting) systems and process, logistics and contracting and procurement procedures.
• Excellent organisation and events management skills.
• Presenting reports and information.
• Risk and compliance management.
• Excel, Word, Outlook intermediate level.

Submissions should include

• CV
• Cover letter, where relevant highlighting examples of similar roles with information of results achieved

Deadline

Applications should be sent to Joseph.munyangabo@wfd.org cc. Donald.mugabe@wfd.org by no later than 2359 GMT on Thursday 22\textsuperscript{nd} October 2020.