

CLIMATE ACTION NETWORK UGANDA

Terms of Reference: Volunteer Program Officer

Position Title: Volunteer Program Officer

Location: Kampala

Duration: 6 months

Reporting to: The National Coordinator

Date of commencement: July 1st 2024

1. Background

The Climate Action Network Uganda is a civil society organization network working to advance climate action in Uganda and beyond. CAN-U was established formally in 2009 as a loose network comprising of Non-Governmental Organisations, Community Based Organisations, academia, private sector organisations and individuals working on climate change in Uganda. It is a member-based organization, with members coming from all the regions of Uganda.

CAN-U members place a high priority on both a healthy environment and development that meets the needs of the present without compromising the ability of future generations to meet their own needs. CAN-U members work through information exchange and a coordinated strategy to promote government and individual action to tackle climate change issues in the country

Our vision is Vision is A climate Resilient Population, while our mission is achieving Climate Justice and a Just Transition.

CAN Uganda has recently revised her strategic plan, implying that new program areas have been brought on board and the old ones updated. These need to be implemented accordingly.

2. Objective

The primary objective of the Volunteer Program Officer will be to support the planning, implementation, monitoring, and evaluation of the CAN Uganda's programs. The volunteer Program Officer will ensure that programs are delivered effectively, meet their objectives, and contribute to the overall mission of the organization.

3. Key Responsibilities

The Volunteer Program Officer will support the Program and Membership Officer in delivering the following:

A. Program Planning and Development

- i. The development and design of new programs and projects in line with the organization's strategic goals.
- ii. Developing detailed work plans, budgets, and timelines for program activities.

B. Program Implementation

- i. Providing support to the Program and Membership Officer in ensuring that activities are delivered on time, within scope, and within budget.

C. Monitoring and Evaluation

Supporting the following areas:

- i. Developing and implementing M&E frameworks and tools to assess program performance.
- ii. Collecting, analyzing, and reporting on program data to measure progress against objectives and indicators.
- iii. Preparing regular program reports, including quarterly and annual reports, for internal and external stakeholders.

D. Stakeholder Engagement

Supporting the Program and membership officer to build and maintain relationships with key stakeholders, including beneficiaries, partners, donors, and government agencies.

E. Resource Mobilization

- i. Assist in identifying funding opportunities and preparing grant proposals and applications.
- ii. Contribute to the development of fundraising strategies and donor engagement plans.

4. Qualifications and Skills

- The candidate shall possess the following minimum qualifications: A degree in Environmental Management or Forestry, Climate Change. Additional qualifications in Project Management will be advantageous.
- Proven experience in program management, including planning, implementation, monitoring, and evaluation.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Excellent Computer basic skills.
- Ability to work independently and as part of a team.
- Willingness to travel to program sites as required.

5. Benefits

- Opportunity to contribute to impactful programs and initiatives.
- Professional development and training opportunities.
- Collaborative and supportive work environment.

CAN Uganda will provide a modest facilitation towards meals and transport.

6. Application Process

Interested candidates should submit their resume, a cover letter, and samples of their previous communication work (e.g., writing samples, social media posts, graphic designs) to can@can.ug by COB 10th June 2024.