



CLIMATE ACTION NETWORK UGANDA

Terms of Reference: Volunteer Program / Fundraising Officer

Position Title: Volunteer Program Officer

Location: Kampala

Duration: 5 months

Reporting to: The National Coordinator

Date of commencement: August 2025

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 Organizations, Community Based Organizations, academia, private sector organizations 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 and Fundraising Officer will be to support the planning, implementation, and fundraising for CAN Uganda. The Officer will ensure that programs are delivered effectively, meet their objectives, and contribute to the overall mission of the organization. He/she will support fundraising efforts of the network.

3. Key Responsibilities

The Volunteer Program and Fundraising Officer will support the Secretariat 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. Stakeholder Engagement

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

D. 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 of added advantage.
- 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, to can@can.ug by COB 14th August 2025.