



VACANCY ANNOUNCEMENT

Programme Area Coordinator

Opening date: Tuesday 13th November 2025; Closing date: Friday 27th November 2025

Share An Opportunity (SAO) Uganda is a Christian child-centred Non-government organization. It envisions a holistically developed child within the community. The organization seeks to recruit a Programme Area Coordinator for the Northern Region.

The ideal candidate should have worked at least as a middle Manager or Programme Coordinator for not less than four years. He/she should be familiar with Community Empowerment, Child Protection, Livelihood, the Self Help Group (SHG) Approach, disability inclusion, community development, education, women's empowerment, environmental management, and other related technical sectors.

Position Summary

The Programme Area Coordinator will provide oversight and guidance to project teams to ensure timely planning, implementation, reporting, and learning in line with SAO Uganda's standards and donor requirements. The role will be based in Napak District with frequent travel to Abim and other project areas in the region. The position reports directly to the Programmes Manager.

SUMMARY OF KEY ROLES FOR THE POSITION ROLES AND RESPONSIBILITIES

Key Roles and Responsibilities:

Programme Implementation and Coordination

1. Coordinate the planning, implementation, and monitoring of programme activities within the assigned area in line with SAO-U's strategic objectives.
2. Ensure timely execution of project work plans and budgets in compliance with organizational and donor guidelines.
3. Facilitate integration of programme interventions to achieve holistic community development outcomes.

Programme Quality and Reporting

1. Ensure quality delivery of programme activities through adherence to established standards, policies, and procedures.
2. Consolidate and submit periodic programme reports, success stories, and lessons learned for management review.
3. Participate in programme reviews, evaluations, and learning sessions to enhance programme performance.

Community and Stakeholder Engagement

- **Build and maintain effective partnerships with District Local Governments, community structures, partner organizations, and other stakeholders.**
- **Represent SAO-U in relevant coordination meetings and forums at the district and community level.**
- **Promote community ownership and participation in programme activities.**

Resource Management and Accountability

1. Ensure effective utilization and accountability of programme resources in line with SAO-U financial and operational policies.
2. Support the Programmes Manager in identifying and mobilizing local resources and partnerships that enhance programme sustainability.

Team Leadership and Supervision

1. Provide direct supervision, mentorship, and performance management to field-based staff and volunteers.
2. Foster a positive work environment that promotes teamwork, learning, and high performance.

Strategic Contribution

1. Provide field-level insights and feedback to inform programme design, planning, and strategic decision-making.
2. Support the Programmes Manager in the implementation of organizational strategies and initiatives at the area level.

Qualifications

Education: A Bachelor's degree in Social Work, Development studies and Programme Development.

A Postgraduate Diploma in Project Planning and Management or equivalent qualification will be an added advantage.

Experience:

1. Four years' experience in either an international or National NGO in a similar role/with similar responsibilities.
2. Demonstrated knowledge of the Project Management Cycle, including planning, implementation, monitoring, evaluation, and learning.
3. Proven experience in proposal development, donor relations, and stakeholder management
4. Strong understanding of Community Empowerment, Child Protection, Livelihoods, Self Help Group (SHG) Approach, Disability Inclusion, Education, Women's Empowerment, and Environmental Management.
5. Knowledge of the Karamoja context and experience working in similar settings is an added advantage.
6. Demonstrated understanding of working with children and youth, and empowerment projects.

7. Demonstrated understanding of working with community groups.
8. Demonstrated experience in staff supervision and team leadership
9. Knowledge of monitoring and evaluation methodologies, including logical models, conceptual frameworks, and assessment/evaluation.
10. Demonstrated experience of implementing beneficiary complaint and feedback mechanisms.
11. Demonstrated experience of working with people from diverse cultural backgrounds.
12. Strong organizational, analytical, and problem-solving abilities.
13. Effective, high-quality communication, writing, and interpersonal skills are essential.
14. Capacity to work efficiently within a multidisciplinary team.

The job holder must be a hardworking, spiritually mature born-again Christian, focused and trustworthy individual who upholds a high sense of integrity and accountability, and commitment to the vision, mission, values, and aspirations of SAO Uganda

To apply, send your application, resume, and recommendation letter from either your pastor or reverend to: info@saouganda.org

These should be addressed to:

The Human Resource and Administration Manager

Share an Opportunity Uganda

P.O. Box 75013

Kampala.

Deadline for applications is Friday, 27th November 2025

Only successful candidates will be contacted.