



Job Title: Project Coordinator

Jobs at: The Youth Empowerment Foundation (YEF)

Duty Station: Pagirinya Refugee Settlement, Adjumani,

Deadline: 5th March, 2024

Project Duration: 9 Month

About YEF:

The Youth Empowerment Foundation -YEF is a community youth-led Media organization founded at Pagirinya Refugee Settlement in 2017 to support peace-building, promote gender equality, ignite creativity and innovation through media advocacy, mentorship, and ICT -based learning.

Our Vision: A transformed, empowered, and skilled refugees and host communities of Adjumani with young people who are self reliant and Resilient.

Our Mission: To mobilize and support women, young people in refugees and host communities through skills training, cultural transformation, and information sharing through Open source technologies.

Job Summary:

The Project Coordinator will lead the planning, implementation, and evaluation of the sustainable agriculture project in Pagirinya and Maaaji Refugee Settlement, Adjumani. This role involves coordinating with project staff, stakeholders, and community members to ensure the effective delivery of project activities and the achievement of project goals.

Responsibilities:

1. Project Planning and Implementation:

- Lead the development of detailed project plans, including activities, timelines, and resource allocation.
- Coordinate with project staff and stakeholders to ensure smooth implementation of activities.
- Monitor progress against project objectives and take corrective action as needed.

2. Stakeholder Engagement:

- Establish and maintain effective communication channels with donors, partners, and community leaders.
- Organize regular meetings and workshops to solicit feedback and ensure alignment with project goals.

- Foster positive relationships with local authorities and other relevant stakeholders.
- Take lead in stakeholders meeting and paper internal report for the activities as plan.

3. Monitoring and Evaluation:

- Design and implement monitoring and evaluation systems to track project performance and outcomes.
- Collect and analyze data on project indicators, and prepare periodic reports for donors and stakeholders.
- Conduct regular field visits to monitor the quality and impact of project activities.

4. Capacity Building:

- Provide technical guidance and capacity building support to project staff and beneficiaries.
- Facilitate training sessions and workshops on sustainable climate smart agriculture practices and project management.
- Identify learning opportunities and promote knowledge sharing among project stakeholders.

5. Resource Management:

- Manage project budget and expenditures in accordance with donor requirements and organizational policies.
- Ensure timely procurement of materials and services needed for project implementation.
- Monitor project assets and inventory, and maintain accurate records.

6. Advocacy and Networking:

- Represent YEF in relevant forums, networks, and working groups related to sustainable agriculture and refugee issues.
- Advocate for policy changes and resource mobilization to support the project goals.
- Build strategic partnerships with government agencies, NGOs, and other stakeholders to leverage resources and expertise.

Qualifications:

- Bachelor's degree social work and social administration, agriculture or related field.
- 2+ years of project management experience in an NGO Setting.
- Strong leadership and coordination skills.
- Familiarity with sustainable agriculture and refugee contexts.



Refugee females are strongly encouraged to apply for this position. Your resilience, unique perspectives, and diverse experiences are invaluable assets that we deeply value. We understand the challenges you may have faced and recognize the strength it takes to navigate through them.

By joining our team, you bring a wealth of insights and a perspective that is crucial for creating a more inclusive and understanding workplace. Your presence not only enriches our organization but also serves as a beacon of inspiration for others.

We believe in the power of diversity and are committed to providing a supportive environment where everyone can thrive. Your voice matters, and we are eager to welcome you into our community, where your contributions will help shape a brighter future for us all. Apply now and let your unique journey pave the way for new opportunities and growth.

How to Apply: Email your resume/CV, cover letter and copies of academic transcripts & certificates to info@yef-uganda.org or vwilliam@yef-uganda.org