



Employment Advertisement for Position of Programme Assistant – Environment and Natural Resources (PA-ENR)

Environmental Alert was founded in **1988** and this year (**2018**) marks **30 years** of contribution to improved livelihoods in Uganda through several interventions in sustainable agriculture, environment, natural resources management, water, sanitation and hygiene. Environmental Alert is officially registered with the NGO Board as a Ugandan non-governmental organization, and incorporated as a company limited by guarantee. Environmental Alert is governed by an independent Board that is responsible for providing strategic including ensuring Environmental Alert’s integrity as a voluntary service organization. Further information about Environmental Alert is available at: <http://envalert.org/>

Environmental Alert is implementing her **10 years strategic plan** since **2016**. For further information, a popular version of the plan is available at: <http://envalert.org/wp-content/uploads/2015/09/Summary-of-EA-strategic-plan-for-2016-to-2025.pdf>

The vision and mission statements of Environmental Alert are as follows:

Vision- *‘Resilient and dignified communities, managing the environment and natural resources sustainably.’*

Mission – *‘Environmental Alert exists to advocate for an enabling environment, sustainable natural resources management and food security for targeted communities through empowerment and policy engagement.’*

Environmental Alert seeks to fill one vacant position of the **Programme Assistant – Environment and Natural Resources**.

A: Overall Responsibility

The **PA** is responsible for supporting effective EA Programme development and implementation in areas related to Land rights.

B: Specific duties:

- i) Support planning, coordination and management of Environmental Alert’s Environment and Natural Resources programme in line with the organization’s strategic plan, 2016-2025;
- ii) Support implementation of Environmental Alert’s Environment and Natural Resources technical plans and ensure that high quality reports are produced in a timely manner;

- iii) Support policy engagement on Environment and Natural Resources at national and sub-national levels *e.g. National awareness campaigns on land, environment and natural resources rights;*
- iv) Support coordination of CSOs networks on environment and natural resources, whose Secretariats are hosted at Environmental Alert for their effective functionality and effective policy engagement at national and local levels;
- v) Support the mainstreaming of gender into the Environmental Alert's Programme;
- vi) Support Environmental Alert's resource mobilization efforts and initiatives;
- vii) Support research initiatives to generate information and facts for policy engagements on land, environment and natural resources at both national and sub-national levels;
- viii) Participate in monitoring and evaluation of program interventions to track progress in respect to project and program commitments at outcome level as part of the process and requirement for reporting to development partners, Environmental Alert Management and the Board of Directors;
- ix) Support documentation of experiences generated from activity implementation and share within Environmental Alert and its partners;
- x) Represent Environment Alert in meetings and other activities as may be directed from time to time;
- xi) Perform any other duty as may be assigned by his/her immediate supervisor and or Executive Director.

C: Essential requirements:

- i. Relevant Bachelor's Degree in any of the following disciplines: *Sustainable Land use and Management, Land Administration, Agriculture, Forestry* is preferred;
- ii. A good understanding of Uganda's Land management and administration landscape and related policies/programmes and excellent skills in policy analysis is an added advantage.

D: Experience:

- i. At least 2 years' experience in development work, with exposure to sustainable land management and or administration initiatives at community, local and national levels;
- ii. Demonstrated and experience of planning and implementation of advocacy campaigns on land rights, including the mobilizations of CSOs and other key stakeholders for joint planning and implementation of such campaigns and or related lobbying and advocacy engagements at national and local level.

E: Languages: Excellent written and spoken command of English.

F: Competencies:

- i. Good conceptual ability, excellent writing, presentation and communication skills;
- ii. Good knowledge and experience regarding gender mainstreaming;

- iii. Good moderation, facilitation and training skills;
- iv. Ability to work in a team and good interpersonal skills;
- v. Good organizational and leadership skills;
- vi. Ability to deal with people with tact and diplomacy;
- vii. Ability to work independently with minimum supervision;
- viii. Ability to work under time pressure to meet deadlines;
- ix. Ability to work in diversified environments;
- x. Ability to use a computer, application and use of basic computer programmes such as Microsoft word and excel.

G: Duty station: Environmental Alert's Kampala Office (Located in Kabalagala) with frequent travel to Environmental Alert's programme areas in the rest of the country.

H: How to apply:

EA is an equal opportunity employer and the position is available for filling at the earliest possible opportunity. Thus, qualified women and men are encouraged to apply.

Interested individuals should send their applications to the **Executive Director, Environmental Alert**, P.O. Box 11259, Kampala. Uganda. Or E-mail to: **ed@envalert.org** with a copy **to jorzake@gmail.com** or hand deliver to Plot 3, Sonko Lane, Kabalagala (off Gaba Road). Tel: +256 414 510 547/ 215.

Applications should be delivered not later than **16th October 2018**.

The application should include: *an application letter describing what motivates you to apply for this job and to be an additional member to Environmental Alert team (no more than two pages), a detailed CV, copies of academic testimonials, phone number, e-mail address and contacts of three referees.*

Only short listed candidates will be contacted.