



KITUO CHA KATIBA

EASTERN AFRICA CENTRE FOR CONSTITUTIONAL DEVELOPMENT

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POSITION OF PROGRAMME MANAGER

Kituo Cha Katiba (KcK) is an Eastern Africa regional non- governmental organisation whose mission is to protect and promote constitutionalism, good governance and democratic development in the sub-region. KcK provides neutral forum for activists, academicians and politicians to engage in dialogue, self-reflection, critical debate and activism over a wide variety of issues that are of critical contemporary relevance.

KcK prepares annual reports on constitutionalism in the sub-region, undertakes fact-finding missions on controversial issues within the region; stimulates a people-centered East African community; and provides training on democratic governance. KcK is governed by a Board of Directors comprising persons from Kenya, Tanzania, Zanzibar and Uganda and has its secretariat in Kampala.

KcK is searching for a competent, professional, dynamic, creative and self motivated East African to serve in the capacity of Programme Manager at its secretariat based in Kampala, Uganda.

The main tasks of the Programme Manager shall be to:

- Develop, plan, design, implement and monitor programmes;
- Participate in fundraising;
- Supervise and co-ordinate consultants, volunteers and partners and;
- Initiate advocacy and networking programs;
- Deputise the Executive Director in the administration and management of KcK programme activities

Qualifications and competencies

The Programme Manager should possess the following qualifications:

- Masters degree in social science discipline, **preferably law**, with multi-disciplinary skills.
- Experience in designing programs and developing project proposals;
- Civil society experience;
- Computer literacy and knowledge in word processing;
- Excellent interpersonal skills;
- Minimum of **five years** experience in a reputable organisation or institution;
- Must be willing to work unstructured hours and travel out of the country at short notice;
and
- Preferably from **UGANDA**.

Remuneration and other benefits:

These will be negotiated based on demonstrated experience and salary history.

Submission of Application:

An application letter including a curriculum vitae, certificates, testimonials and names of three referees and their complete addresses, postal, telephone and email and full contact address of the applicant should be sent via email or hand delivered to the KcK Secretariat, Kampala, Plot 7, Estate Link Road, Bukoto.

The application should be addressed to:

The Chairperson
Kituo Cha Katiba
P.O. Box 3277,
Kampala, Uganda

Email: kituo@kituochakatiba.org

Deadline for receiving applications will be close of business on **Monday, April 14, 2014.**