



Uganda Programme

VACANCY ANNOUNCEMENT

CAPACITY BUILDING COORDINATOR

Reports to: Head of Programmes

Duty Station: Kampala **Duration of Contract:** 3 Years

Women and Disabled candidates are particularly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria. For more information on this please see our [Equal Opportunities Policy](#).

ABOUT ADD INTERNATIONAL

For over 32 years ADD International has been supporting some of the world's most remarkable disability activists working on the frontline of discrimination. We give them and their organisations the tools and resources to build powerful movements for change; and we make sure their voices are heard by global leaders and people with the power to make real change. Based in the UK, we have 5 offices in East Africa and Asia with a staff team of approximately 100 people.

ABOUT ADD INTERNATIONAL – UGANDA PROGRAMME

ADD International has been working as an ally to the disability movement in Uganda since 1987. Our vision is of a country where persons with disabilities have their human rights realised and participate fully in the social, political and cultural life. To achieve this, our strategy seeks to tackle the attitudinal, environmental and institutional barriers that prevent the full inclusion of persons with disabilities. We do this by empowering persons with disabilities and their organisations to shift understanding on disability, change people's attitudes and influence policy and practice so people with disabilities are fully included. This visibility and inclusion then lead to greater understanding and further empowerment of people with disabilities, and creates a positive cycle of change.

JOB PURPOSE

The role of the Capacity Building Coordinator is to lead the implementation of high quality, effective capacity building programmes for ADD International – Uganda Programme.

KEY TASKS

Support Capacity Building of Disabled People's Organisations and Partner Organisations (80%)

- In collaboration with the Head of Programmes and Head of MEL, conduct capacity assessments for partner DPOs and disability inclusion assessments for partner organisations.
- Based on these assessments, lead programme staff in the process of developing joint Capacity Building plans with DPOs and partner organisations, identifying ADD's contributions to achieving agreed Capacity Building targets.
- Ensure that the programme team maintains regular communication with DPOs on joint project implementation, reflection and learning, opportunities for engagement with powerholders, and other areas of mutual interest
- Strengthen the capacity of ADD's Programme team to deliver Capacity Building support to DPOs, identifying gaps and weaknesses, and providing training, mentoring, and management support as appropriate.



Uganda Programme

Support learning processes (20%)

- Support the Uganda ADD team members and staff of partner organisations to develop and carry out specific learning activities (as part of project planning/delivery) which produce evidence to support influencing and policy dialogue

Essential Qualifications, Knowledge, Experience, Attributes, Attitudes, and Qualities

- Degree in Humanities, Social Sciences, Community or Development studies from a recognised University/Institute, or equivalent demonstrated knowledge and experience (specialism in one of ADD's programme area is an added advantage)
- Relevant Post-graduate Qualification, or equivalent demonstrated knowledge and experience
- Commitment to - and an understanding of - the Social Model of disability, the Convention on the Rights of Persons with disabilities (CRPD), and the rights-based approach to development
- Commitment to and understanding of gender sensitivity in programmes, including of issues related to violence against women and girls
- Familiar with organisational capacity building processes/ Proven field experience of designing and delivering training.
- Understanding of qualitative and quantitative MEL tools and approaches/methodologies
- A minimum of five years' experience, at least three of which in a Manager/Co-ordinator role in Public Service/ a National or International Non-Governmental Organisation with duties related to capacity building.
- Possess excellent oral and written communication skills.
- Proficiency use of Microsoft Office applications including Outlook, Word, PowerPoint and Excel.
- Awareness of the value of diversity and cultural difference
- Demonstrate safeguarding ethics and integrity

HOW TO APPLY

Interested applicants should send the following attachments by email:

- CV (max 3 pages)
- Letter of motivation (max 2 pages), please state your current or most recent salary
- The names contact numbers and addresses of 2 referees (please state if you are not happy for them to be contacted at this stage)

Please send your application to: recruitment@add.org.uk with a copy to info@add-uganda.org

The closing date for receiving applications shall be Friday July 12, 2019 at 5:00pm

If you need an accessible format, please contact our Head of Operations on 0200907532

We are unfortunately only able to reply to those shortlisted.

SAFEGUARDING

At ADD International, we're committed to creating a safe and rewarding environment for all of our people to work and volunteer, as well as for those we come into contact with through our work. This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially. For more information on this please see the [safeguarding pages on our website](#).