



JOHN PAUL II JUSTICE AND PEACE CENTRE

Plot 2468 - Nsereko Road, Nsambya

P.O. Box 31853 Kampala-Uganda

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Email: jp2justice.director@gmail.com

Website: www.jp2jpc.org

JOB OPPORTUNITY

POSITION TITLE: Manager Training Department
DATE: April, 2018
WORK STATION: Kampala
RESPONSIBLE TO: JPIIJC Director
STATUS: Full time
SUPERVISORY CAPACITY: Management and supervision of the Department program, project development, monitoring, and evaluation.

JPIIJC Background

John Paul II Justice and Peace Centre (JPIIJC) is a consortium of seven missionary congregations: Comboni Fathers, Comboni Sisters, Holy Cross, Mill Hill, Missionaries of Africa (White Fathers), Missionaries of Africa Sisters, and Society of Jesus. JPIIJC is committed to the promotion of justice and peace in Uganda through training, research and advocacy. To support its training activities, JPIIJC seeks to recruit a competent and committed catholic/Christian for the position of **Manager Training Department** on a full time basis.

JPIIJC Mission

With an envisioning of an empowered people of God living in a just and peaceful Uganda. JPIIJC mission is to promote awareness and provide creative response to issues of justice and Peace in Uganda.

Position purpose:

JPIIJC Manager Training is a Senior Position therefore he/she will be the Head of the Department. The overall purpose is to provide coordination, oversight, management, and clear leadership for the department. The Manager will spearhead the departmental program and project designing, monitoring and evaluation, and resource mobilization.

Core Duties and Responsibilities

- Provide leadership and management of the department program and projects.
- Ensure compliance with JPIIJC, the donors and Government policy standards and regulations.
- Ensure effective collaboration across the three departments within JPIIJC.
- Organize and implement training activities for the various categories of beneficiaries.

- Write quality reports and submit to the Director in a timely manner.
- Identify and recommend beneficial strategic partnerships for JPIIIPC.
- Facilitate periodic partners' program reviews and report accordingly.
- Take personal initiative in enhancing technical capacities in of the staff in the department.
- Engage in the JPIIIPC resource mobilization drive through identification of funding opportunities

JPIIIPC Representation:

- Represent JPIIIPC at meetings and workshops as will be guided by the Director.
- Attend meetings to sell JPIIIPC to potential partners and supporters.

Other Duties:

- Carry out duties as will be assigned by the Director
- Exhibit JPIIIPC core values and working principles at all times.

Required educational standard, Professional abilities, Skills and Knowledge:

- A degree holder in the relevant fields (Education, Social Sciences, Bachelor of Arts, Development Studies, Program Management, Gender Studies). Master degree will be an added advantage.
- **Four** and more years of experience in program work.
- Experience of not less than four years in training programs with NGOs will be a key requirement.
- Evidence of practical skills in program designing, monitoring and evaluation, plus project proposal development is a must.
- Working experience with national or international NGOs.
- Familiarity with the structures of the Catholic Church.
- Experience working with donors and other organizational supporters.
- Ability to promptly respond to issues and multiple demands.
- Ability to work in a busy environment and pay attention to details.
- Effective inter-personal skills.
- Good computer skills.
- Good command of English language.

Contact Address: To apply, please submit your application letter, cover letter, Curriculum Vitae, and copies of your academic certificates via email to: jp2justice.director@gmail.com or drop your typed application to the following address: The Director John Paul II Justice and Peace Centre, Plot 2468 Nsereko Road, P. O. Box 31853, Kampala – Uganda. Female are encouraged to apply. Only shortlisted candidates shall be contacted.

Closing Date: 5:00PM on the 21st March, 2018