



# Inter-Party Organization for Dialogue (IPOD)

**Job Title:** Project Associate

**Location:** IPOD Secretariat, Uganda

**Reports To:** Executive Director

## **Job Purpose**

The Project Associate will provide technical, administrative, and operational support to the Inter-Party Organization for Dialogue (IPOD) projects. This position plays a crucial role in ensuring the successful implementation of IPOD's initiatives aimed at fostering dialogue, promoting inter-party collaboration, and strengthening democratic governance in Uganda.

## **Key Responsibilities**

- Assist in planning, coordinating, and implementing project activities in line with IPOD's objectives and timelines.
- Support in developing work plans, budgets, and activity schedules for projects.
- Liaise with stakeholders, including political parties, civil society organizations (CSOs), government agencies, and international partners, to ensure effective project execution.
- Monitor project progress and prepare regular status reports.
- Build and maintain relationships with key stakeholders to foster collaboration and ensure the alignment of project activities with stakeholder priorities.
- Assist in organizing stakeholder meetings, workshops, and training sessions.
- Represent IPOD in external engagements, as required.
- Provide logistical support for project activities, including event planning, travel arrangements, and procurement of materials.
- Maintain accurate project documentation, including records of activities, reports, and financial expenditures.
- Document lessons learned and best practices from project activities to inform future programming.
- Assist in the development and implementation of monitoring and evaluation (M&E) frameworks for projects.
- Collect and analyze data to assess the impact of project activities.
- Contribute to the preparation of comprehensive project reports for internal and external audiences.
- Support the development of communication materials, such as newsletters, press releases, and social media updates, to highlight project achievements.



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- Assist in advocacy campaigns to promote IPOD's mission and objectives.

### Qualifications and Experience

- Bachelor's degree in Political Science, Public Administration, Development Studies, or in any related field.
- At least 2 years of experience in project implementation, preferably in governance, democracy, or civil society-focused programs.
- Knowledge of Uganda's political and governance landscape is an added advantage.

### Key Competencies

- Strong understanding of project management principles and tools.
- Research and analytical skills, particularly in governance and policy issues.
- Familiarity with M&E frameworks and tools.
- Excellent verbal and written communication skills.
- Ability to develop and present reports and policy briefs effectively.
- Strong stakeholder engagement and relationship-building skills.
- Ability to work collaboratively in a multicultural and multidisciplinary environment.
- High level of attention to detail and ability to manage multiple tasks simultaneously.
- Proficiency in Microsoft Office Suite and project management software.

**How to apply:** Please address your cover letter and resume to: [info@ipoduganda.org](mailto:info@ipoduganda.org) by **December 09, 2024**

### Equal Opportunity Statement

IPOD is an equal opportunity employer and is committed to fostering diversity and inclusion in the workplace. All qualified applicants will receive consideration without regard to race, religion, gender, or disability.