# 15-month development position based in Kampala, Uganda

## A Unique Opportunity for an Outstanding Candidate

Based in Kampala, Uganda with frequent travel (potentially to Tanzania and India), this 15-month position will provide you with a unique opportunity to:

- Gain frontline exposure to living and working in fast-growing, rapidly changing, low or middle income countries
- Interact with international businesses, donor funding agencies, government, and NGOs
- Receive world-class executive leadership training, increase your self-awareness and learn how to operate in a complex environment.

As a "Pepal Project Officer", you will take on a wide range of responsibilities, supporting Pepal's corporate and NGO partners to improve the lives of some of the poorest communities in the world.

## About Pepal

Pepal (www.pepal.org) is a charitable group which connects businesses with NGOs to achieve sustainable and scalable social impact in low resource settings.

Pepal fulfils its mission through:

- Connecting businesses and NGOs on projects where they can work together to achieve mutual benefit
- Creating leaders capable of driving change, through designing and delivering executive leadership programmes that take place in low resource settings
- Supporting the implementation of ideas that have come from the executive training process and helping to transform these ideas into concrete and scalable projects which support the world's most vulnerable.

Today, Pepal has operations in Uganda, Tanzania and India.

## Responsibilities

*Supporting the Design and Delivery of the Pepal Executive Training Programmes*

- Design, in collaboration with the programme management team, the immersion experience so that it maximises impact on the ground and provides a rich learning environment
- Inform and engage national stakeholders, selecting and on-boarding national participants
- Organise the programme logistics and ensure the well-being of the international and national participants
- Prepare participant security briefings, with the support of the programme team
- Produce programme information and liaise with international and local participants

*Project Coordination*

- Coordinate project activities, keeping stakeholders informed of progress, challenges and next steps
- Identify strategic priorities and critical gaps and proactively reach out to participants and stakeholders to ensure project progress
- Prepare presentations and other briefing documents to support the projects

*Partnerships and Relationship Management*

- Develop and maintain excellent relationships with Pepal's local and international partners
- Act as a focal point in communications between local and international stakeholders
- Support the maintenance of the Pepal website, Facebook and Twitter accounts

*Other Inputs*

- Attend meetings with donors, senior stakeholders and corporate partners, as required
- Support fundraising proposals including project design, budgeting and proposal writing
- Take an active part in developing Pepal's strategy.

## The Candidate

We are looking for an outstanding candidate with:

- A strong academic background and a degree (and ideally a masters) from a top-tier university in an analytical subject (ideally around International Development)
- Excellent communication skills and an eye for detail, able to present complex ideas simply both in writing and orally
- A demonstrated ability to interpret, use and explain data
- Fluent English and a willingness to learn the local language
- Ambition, an open-mind, resilience and willingness to learn new skills and take on responsibilities quickly
- The ability to work effectively and remain motivated with limited remote supervision
- An aptitude for building and sustaining good relationships with people at all levels
- Practical problem-solving skills.

## Learning and development

You will be given every opportunity to learn new skills. On-the-job learning will be supplemented by formal training in areas which may include presentation and facilitation skills, security and first aid, management and leadership.

## Further Details

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| *Start date:* | Early 2020 (negotiable) |
| *Duration of Internship:* | 15 months, but with the expectation that the post holder will move into another Pepal position at the end of the placement |
| *Location:* | Kampala, Uganda |

*The following costs will be covered:*

- £660 per month to cover personal costs, including rent (reviewed after six months) – this is a volunteer role with expenses covered, this should very basic living expenses in Kampala.
- Two return economy tickets to your home, if required (up to £800 return)
- Business-related travel and expenses
- Comprehensive health insurance from a reputable provider
- Visa and work permit as required.

## Safeguarding

Our selection process reflects our commitment to the protection of all those we work with from abuse and exploitation. Appointment is subject to adherence to our Safeguarding Policy. Background checks will be done before appointment.

## How to Apply

If you are interested in this exciting position, you should send a two page CV and a one page covering letter to Sarah Galvin at sarah.galvin@pepal.org In your cover letter, please indicate where you saw this advert.

**Deadline for Application:** Friday 6th September 2019, 5pm.