



## **Job Description: Northern Uganda Literacy Program - Program Director**

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**Mango Tree Educational Enterprises, Ltd.  
Northern Uganda Literacy Program (NULP)**

**[www.mangotreeuganda.org](http://www.mangotreeuganda.org)**

**\*Applicants - please submit CVs to [jsilbaugh@mangotreeuganda.org](mailto:jsilbaugh@mangotreeuganda.org)**

### **Job Title**

Program Director (PD) - Northern Uganda Literacy Program

### **Reports to**

Executive Director

### **Start Date**

December 1st, 2013

### **Duration of Contract**

Three years. At the one year mark, a performance evaluation will be completed and if the individual meets his/her performance targets then the contract will continue for another two years.

The employment contract will begin with a six-month probation period. During the probation period both parties can terminate the contract with one week's notice.

### **Location**

Lira, Uganda, but expected to travel in Uganda and other African countries as needed.

### **Job Overview**

The PD will oversee Mango Tree's Northern Uganda Literacy Program (NULP) in the Lango Sub-region. The PD will be directly responsible for the planning, organization and execution of all program activities. The PD will ensure that the program is administered properly and that the activities, budget and schedule of the program are followed and that the best results possible are attained.

The PD will be a pro-active member of the Mango Tree management team and an active participant in trainings and material and tools development. The PD will work with the Creative Director and Executive Director (ED) to develop synergies between the various elements of NULP and Mango Tree as a whole.

The PD will play a significant role in fundraising for NULP by communicating with potential funders/donors and coordinating the submission of grant proposals and other fundraising documents. The PD will work hand-in-hand with the lead grant writer for Mango Tree and other grant writers to ensure that submissions are of the highest quality and are made on time. The PD will participate in strategic meetings with funders/donors and will make presentations as necessary. The PD will also function as the primary public representative for NULP and will be called upon to speak on behalf of Mango Tree at events and forums relevant to NULP.

### **Key Responsibilities:**

#### **1. Program Management**

- Manage activities according to proposal, activity matrix and budget as specified in the program documents.
- Facilitate proper planning of the design and production needed from Mango Tree Kampala assuring follow up on work needed and milestones to make final deadlines.
- Manage the NULP budget in agreement with the ED.
- Organize and lead the Project Advisory Committee.



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- Recruit and supervise NULP management staff including supervision of work plans and expected deliverables.
- Train and coach program staff in an effort to build their capacity and improve the quality of work.
- Develop partnerships and contracts with local contractors and service providers with assistance from the Logistics Manager.
- Work in conjunction with the Creative Director to recruit and hire local and international consultants for the program.
- Ensure on time and high quality execution of the trainings of the program according to the proposal, and within budget.

### **2. Financial Administration and Reporting**

- Closely supervise the NULP requisition, transfer and financial reporting process assuring good integration of the spending in Quickbooks at Kampala office.
- Assure segregation of duties and proper handling in requisition, approval, retrieving and spending of money transferred to the Lira program account.
- Assure proper negotiations resulting in good contracts, MoUs and ToRs.
- Handle and file key documents - originals in Lira with copies in Kampala.
- Develop the narrative and financial reports necessary for various donors/funders of the program with the assistance of the Finance Manager in Kampala and the Accountant and the Logistics Manager in Lira.

### **3. Communication and Synergy between NULP and Mango Tree**

- Ensure superior internal communication and planning between Kampala and Lira regarding design, production, contract negotiations and reporting, assuring smooth running of program and on time delivery.
- Ensure commitment and ability of support to the program where needed with local stakeholders, in particular the Lango and Kumam Language Boards, District Local Government, and Lango and Kumam cultural associations by providing key program linkages. Support the language boards to develop increased public knowledge and appreciation for local languages and to create a demand for local language goods and services.
- Supervise the program's communication plan including the radio show, newspaper columns and writing and illustrating contests, writing and illustrating workshops.
- Assist in the development and implementation of program PR materials and activities including brochures, videos, t-shirts, public events, media interviews, website, blog, etc.
- Be a spokesperson for the NULP program in the Lango Sub-region.
- Work in conjunction with the Creative Director/Consultancy Manager to maximize synergies between NULP and the main Kampala office in the following areas:



- a. Capture learning from key innovative activities of NULP and help to integrate them into the larger Mango Tree organization
- b. Public relations and external communication
- c. Management team days and management team meetings
- d. Overall communication between Lira and Kampala on operational issues

#### **4. Fundraising/Resource Mobilization**

- Communicate with funders/donors regarding grant applications and other proposals.
- Coordinate with the lead grant writer for Mango Tree as well as other grant writers to ensure that applications are prepared appropriately and on time.
- Submit applications and proposals along with supporting documents and meet all submission requirements and deadlines.
- Research new sources of funding that are outside Mango Tree's existing network of funders/donors.
- Speak on behalf of NULP and Mango Tree at events connected to fundraising for the NULP.

#### **5. Support other departments**

- Be involved and assist the members of the NULP and larger Mango Tree team as well as external consultants in the content development and design of any tools needed for the program.
- Be involved in networking and carry out tasks where need be to promote NULP and Mango Tree.
- Speak publicly and write articles for NULP and Mango Tree upon request, including information about the program's achievements.
- Help in the strategic planning process

#### **Skills and Knowledge Required**

- Commitment to, understanding of, and passion for supporting mother tongue literacy and generally improving the delivery of education services to children in Uganda.
- At least a Masters Degree or its equivalent from a reputable post-secondary institution is required.
- Experience managing a donor funded project in East Africa.
- Experience with major international donors, such as USAID, DFID, World Bank, etc.
- Experience managing a team of 20+ staff members, and excellence in empowering staff and delegating work
- Proven project management skills
- Strong financial management skills.
- Proven leadership in a multicultural environment.
- Familiarity with the education sector in Uganda.
- Knowledge and skills in education best practices.
- Track record of high level performance, creativity, and leadership.
- Clear and effective written and oral communication.
- Strong computer skills, including Microsoft Office programs and accounting software



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- Self-motivated and able to work with minimal supervision.
- Good at thinking strategically and creatively.
- Excellent organizational skills, including reporting and record-keeping.
- Able to build long-term relationships at the director level in partner organizations such as Ministry of Education and Sports, National Curriculum Development Center, district local governments and subcontractors.
- Presents the program's image, competencies, and objectives in a professional manner.
- Efficient and comfortable with local and national travel.
- Willingness to work outside of regular office hours to meet project objectives and targets.
- Ability and willingness to ride a motorcycle along with a valid driver's license is highly preferred.

### **Work Schedule**

- 40 hours per week, with flexibility to work over the weekends and holidays **when necessary**.

### **Compensation Package:**

- Salary to commiserate with experience.
- Work-related transport covered.
- Communication allowance.
- Annual leave, public holidays and sick leave in accordance with company policies and Ugandan law.