

Program Manager

Kasana, Uganda

Shanti Uganda improves maternal and infant health throughout Uganda using a unique collaborative care model. We imagine a world where all women have access to a midwife and are respected, empowered and able to thrive throughout the birth process.

Shanti Uganda's proven model of success and dedicated team have supported over 1,300 births and impacted over 46,000 lives throughout Uganda since 2008. The Shanti Uganda Birth House is a solar powered maternity center located in the Luwero District of Uganda. The Birth House provides mother-centered care throughout pregnancy, birth and the postnatal period in addition to health education workshops for teens and a thriving community garden and nutrition program for clients and their families.

About The Job

Reporting to the Country Director (CD), the Program Manager (PM) will oversee the impact and growth of Shanti Uganda's community programs by utilizing effective planning, implementation and evaluation techniques. The PM will oversee relevant staff, interns and volunteers as they collaborate to execute programs that are responsive to community needs and reflective of evidence-based best practices.

The PM must be a humble team player who is able to manage the entire program cycle from pre-planning and budget forecasting to post-program analysis and evaluation. Drawing from proven success with community organization, workshop implementation, grant management, monitoring and evaluation and team leadership, the PM should be an honest, motivated individual who places Shanti Uganda's mission and vision at the forefront of their efforts. The ideal candidate is a professional who has a track record of success working with a diverse group of individuals and who is dedicated to going above and beyond to improve the lives of women, children and families around the world.

Key Responsibilities

Program Management

- Manage the development, operations and tracking of all Shanti Uganda programs: Teen Health and Empowerment, Maternal and Child Health, Garden and Nutrition Program and others as necessary
- Manage all program spending to ensure it is in line with program budgets, including assisting with financial reporting and receipt tracking
- Collaborate with communications staff to communicate impact and program stories to donors, supporters and funders
- Assist CD in annual budget planning based on program specific needs

Monitoring, Evaluation and Learning

- Collaborate with CD to recreate MEL system which is accurate, relevant, valid and timely
- Develop catchment area surveys, community questionnaires and other data collection documents for all programs
- Analyze data and identify key learning and improvement points for all programs
- Ensure staff are trained, updated and consulted frequently on indicators, targets and strategies that can be utilized to meet goals
- Compile quarterly and annual reports, including the Annual Report and grant-specific reports
- Assist CD in strategic planning preparation, including stakeholder engagement and surveys

Volunteer and Intern Management

- Conduct onboarding processes including orientation and training in addition to arranging in-country logistics for the duration of volunteer and intern placements
- Supervise program related interns, helping with their daily assignments and goal setting as well as completing performance reviews
- Collaborate with relevant colleagues to ensure Volunteer House functions in a productive, comfortable environment for all staff, visitors, interns and housemates
- Facilitate weekly house meetings to stay abreast of concerns and areas for improvement

Required Skills/Experience

- Master's degree in Public Health, Rural Development, International Development, Social Sector Management or related field
- 5+ years experience working in a non-governmental organization, with preference for experience in an international organization
- Experience budget planning, expenditure tracking and financial reporting
- Experience with data collection, entry, analysis and evaluation
- Track record of success managing and collaborating with diverse staff, volunteers and beneficiaries
- Proficiency in Microsoft Word and Excel, Google Drive, database management and social media outlets including Facebook and Instagram
- Ability to take, edit and share photos and other communications that positively promote the mission and vision of Shanti Uganda
- Excellent written and oral capacity in English, working written and oral capacity in Luganda an asset

Additional Qualities

- Independent worker; ability to work honestly with little supervision
- Ability to both receive and give feedback without judgement
- Resourceful, mature and dependable
- Open-minded; empathetic, flexible and patient
- Impeccable organizational skills with keen attention to detail
- Team player; good interpersonal and conflict management skills
- Deep passion for women's health and empowerment
- Eligible citizenship: Ugandan

Working Conditions

- Start Date: January 2018
- Time Commitment: 40 hours/week with occasional evening and weekend work when necessary
- Work Location: Nsasi Village, Luwero District, Uganda
- Salary: Competitive salary and holiday time
- Benefits: Individual room within Shanti Uganda Volunteer House near Kasana trading centre provided; access to basic medical care for self and family members at Shanti Uganda's clinic

How to Apply

If this sounds like the opportunity for you and you are committed to global maternal and child health, we would love to hear from you! Please email your cover letter, resume and three professional references to Courtney Tucker, Country Director at courtney@shantiuganda.org.

No phone calls or in-person submissions accepted; only digital applications will be reviewed. If your application is chosen to move through the interview process, you will receive direct communication from a Shanti Uganda representative.