

## **Job Advert**

### **Background**

The Education Local Expertise Centre Uganda (ELECU) is a national NGO dedicated to empowering Uganda's most marginalized communities by improving educational outcomes for young people. We work towards sustained poverty reduction by increasing access to quality basic education, skills development, and fostering partnerships with likeminded organizations, the Government of Uganda, and the private sector.

The Education Local Expertise Centre Uganda (ELECU) in partnership with Save the Children International is implementing the ECHO RISE Project in Rwamwanja and Kyangwali Refugee Settlements and the host communities. From May 2026, the project will expand to West Nile and ELECU will be implementing in the districts of Madi Okollo (Rhino camp) and Obongi (Palorinya). For this reason, we are looking for qualified candidates to fill the vacancies below:

**Position Title:** Education Program Officer (2 positions),

**Duty Station:** Rhino camp Refugee settlement, Madi Okollo District (1) and Palorinya refugee settlement, Obongi District (1).

**Reports to:** Program Manager

### **Position summary**

The Education Program Officer will be responsible for coordination and implementation of the ECHO RISE program in either Palorinya or Rhino camp refugee settlements and the respective host communities.

### **Responsibilities**

1. Prepare activity plans and implement project activities.
2. Organize termly AEP and Mainstream Teacher Continuous Professional Development (TCPD)
3. Support in mobilization and identification of learners eligible for cash for education
4. Organize and participate in Bi-annual AEP teacher appraisals
5. Represent ELECU in partner meetings and fora.
6. Preparing timely reports for all implemented activities.
7. Perform any other duties as will be assigned from time to time.

### **Qualifications**

1. A Bachelor's degree from a reputable University in Education, Social Science, Development Studies.
2. Additional qualifications in Teacher Education and Training.

### **Knowledge and Experience**

1. A minimum of 3 years relevant experience in the education programming preferably in Emergency context.
2. Possession of a valid riding permit plus ability and willingness to ride a motorcycle will be an added advantage
3. Ability to speak any other local language will be an added advantage
4. Demonstrated experience of working in multi-cultural environments.

**2. Position Title:** Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer (1 position),

**Duty Station:** Obongi - Palorinya (1). *With frequent movements to Rhino Camp*

**Reports to:** Program Manager

### **Responsibilities**

1. Develop systematic and realistic Monitoring plans that capture quantitative and qualitative data to report on project performance indicators.
2. Coordinate the implementation of baseline surveys, follow-on monitoring and evaluation exercises for various initiatives in the region.
3. Develop program and operational reporting templates that facilitate the acquisition and disaggregation of information in programs.
4. Facilitate documentation and reporting of assessments, program data, Lessons learnt and best practices for internal and external sharing.
5. Develop and maintain effective information database on projects, providing resource and necessary support for program inputs and outputs. Documentation and reporting of exchange program activities. Monitoring and evaluation of exchange programs.
6. Track and support EMIS functionality in project schools
7. Setup accountability, complaints and reporting mechanisms
8. Perform any other duties as will be assigned from time to time.

### **Qualifications, Knowledge and Experience**

- i Bachelor's Degree in Statistics, Information Management, Social Sciences, Economics or other relevant academic background. A Post graduate training in Monitoring and Evaluation will be an added advantage.
- ii At least 3 years of relevant work experience in an NGO implementing MEAL systems for Education programs
- iii Experience in qualitative and quantitative M&E data collection and analysis methods, including tracking outcome indicators is desirable.
- iv Proficiency in statistical analysis using SPSS, STATA, Excel, Kobo, Comcare among others

### **How to Apply**

Interested and suitably qualified candidates are invited to send a letter expressing interest, an updated CV, three referees and copies of academic documents to;

The Chief Executive Officer, **Education Local Expertise Center Uganda, (ELECU)** ; **E-mail:** [elecu@lec-uganda.org](mailto:elecu@lec-uganda.org).

Please indicate the job title in the subject and where you are applying to work.

**Only shortlisted candidates will be contacted.**

Note: ELECU is an equal opportunity employer and upholds child and adult safeguarding values.

**Closing date is 5.00pm on 15<sup>th</sup> May 2026.**