



## Programs Officer, Job Advertisement

**Franklyn Institute**, a leading institution devoted to cultivating leadership skills among emerging leaders in the public sector and students is looking for a detail-oriented, proactive, organized self-driven, and enthusiastic **Programs Officer** - position **(1)**. The successful candidate will join our dynamic Programs team in Uganda.

<b>Position:</b>	Programs Officer
<b>Department</b>	Programs
<b>Reports to:</b>	Programs Manager
<b>Job Type:</b>	Full-time
<b>Location:</b>	Kira (with filed work) – Kampala, Uganda.
<b>Application Deadline:</b>	21 <sup>st</sup> January 2025.

### Job Summary

The **Programs Officer** will be responsible for the overall planning, implementation, monitoring, and evaluation of the institute's programmes ensuring compliance, effective resource mobilization and utilization and in alignment with the institute's Mission. Under the supervision of the Programs Manager, he/she shall oversee the programming, day-to-day operations and perform all managerial functions of the Institute; as well as assisting the Director in managing staff, coordinating resources, and ensuring the institute operates efficiently and effectively.

### About Franklyn Institute of Leadership and Public Management

**Franklyn Institute of Leadership and Public Management** is a non-profit organization devoted to cultivating leadership skills among emerging transformational leaders capable of effecting positive change in the public and private sector. We emphasize values-based servant leadership and innovation with a wide range of training and mentorship programs that address the intricate challenges that society faces today. Through extensive, hands-on and innovative training and mentorship programs, we aim to empower individuals and institutions for a positive impact in their communities.

### Roles (Duties and Responsibilities)

#### **(1) Program Planning, Development and Implementation**

- Lead the design and development of programs and initiatives in alignment with organizational strategy.
- Identify program opportunities and priorities.
- Prepare comprehensive program proposals, budgets, and work plans.
- Oversee the execution of program activities to ensure timely and quality delivery.
- Coordinate with program teams, partners, and stakeholders to ensure smooth implementation.
- Ensure compliance with organizational policies and requirements.
- Develop an annual training plan for all programs offered by the institute and for the institute's staff and volunteers

- Develop capacity enhancement plan for the Institutes human resources – staff, facilitators, volunteers
- Develop and implement monitoring and evaluation frameworks for all programs.
- Analyze program performance and prepare regular reports for internal and external stakeholders.
- Promote a culture of learning and continuous improvement through feedback and data utilization.

## **(2) Operations and Administration**

- Compliance and Accreditation: Ensure compliance with regulatory requirements and accreditation standards relevant to the training industry.
- Reporting and Documentation: Prepare reports and maintain records related to student enrollment, program effectiveness, financial performance, and other administrative matters.
- Policy Development - Develop and implement administrative policies and procedures to enhance the efficiency of the Franklyn institute.
- Strategic Planning: Contribute to the development and implementation of strategic plans and initiatives, business plans, policy manuals for the institute.
- Supervise and mentor program staff, ensuring professional development opportunities.
- Build the capacity of the team to deliver high-quality programs.
- Finance and Management: Develop a fundraising plan, manage the budgets for programs, including forecasting, monitoring expenditures, and reporting

## **(3) Co-ordinating Training Programs and Activities (PML/All Other On-demand Courses)**

- Enrollment and Admission: Oversee student enrollment processes, including admissions, registrations, and fee collection.
- Records management - Maintain a record of all admitted participants, their details and ensure indexing for each participant.
- Prepare the training calendar for the programs and identify the facilitators
- Ensure distribution of participants in groups and assign them facilitators (ambassadors)
- Curriculum: Collaborate with subject matter experts to develop and update training programs and course materials.
- Keep a record of subject matter experts and facilitators – plan their remuneration (tokens) Write invitation letters for facilitators and invite them
- Address student inquiries and concerns in a timely and effective manner

## **(4) Co-ordinating the ILEAD & iTransform Programs**

- Coordinate the iLead program for high schools
- Coordinate the iTransform/CYW programs
- Coordinate the process of identifying schools, launching, training teachers; monitoring, evaluation and reporting for the iLead program

## **(5) Communication**

- Communicate effectively with all stakeholders - Management, Partners, Staff, students, management team to ensure a cohesive work environment.
- Develop a Communication Strategy for the programs and ensure its effective implementation
- Supervise the media team and ensure regular updates about program activities
- Serve as the primary point of contact for external stakeholders, including government agencies, accrediting bodies, and industry partners.
- Maintain a regular newsletter for PML, iLead
- Maintain a monthly newsletter for Franklyn Institute
- Ensure regular update of the website, social media pages
- Ensure quality photography and other media for Franklyn activities
- Coordinate media coverage for Franklyn activities
- Ensure quality and timely graphics for all activities and key events

## **(6) Co-ordinating Franklyn Ambassadors and Alumni**

- Develop a policy for engaging Franklyn Ambassadors and other alumni
- Keep a record of Franklyn Ambassadors and Alumni

- Supervise subscription fees collection from ambassadors and issue receipts
- Coordinate ambassadors' programs working with their representatives

### Performance Evaluation

- Performance will be evaluated based on key performance indicators related to administrative efficiency, financial management, communication, participants management, and stakeholder satisfaction.
- Regular performance appraisals will be conducted to provide feedback and support professional development.

### Entry Requirements (Qualifications)

#### Education/Credentials

- Minimum of a Bachelor's degree in Business Administration, Management, Education, or a related field. Master's degree is an advantage.

#### Experience

- Minimum of **2 years** in a similar management role, preferably in the education/training sector, or not-for-profit sector.
- Proven experience in managing multiple programs and teams.

### Knowledge, skills, and Personal Attributes

- **Leadership & Organisational Skills:** Proven ability to lead and develop a team, providing direction, training, and support to ensure operational efficiency.
- **Analytical Thinking:** Strong analytical skills with the ability to interpret complex financial data, identify trends, and make data-driven recommendations.
- **Communication & Interpersonal Skills:** Excellent communication skills (both written and verbal), with the ability to present financial information to senior management and external stakeholders.
- **Tech-Savvy:** Proficiency in management software and ERP systems especially Advanced MS Excel skills.
- **Problem-Solving:** Strong problem-solving and decision-making abilities, with a hands-on approach to addressing financial challenges.
- **Detail-Oriented:** A keen eye for detail, ensuring the accuracy of financial data and reports.
- **Results-Driven:** A strategic thinker who is focused on achieving measurable results and improving the company's financial position.
- **Ethical & Trustworthy:** A high level of integrity and professionalism, maintaining confidentiality and handling sensitive financial information responsibly.
- **Proactive & Adaptable:** Ability to work under pressure, manage competing priorities, and adapt to changing business needs and priorities.
- Knowledge of budgeting, financial management, and HR best practices.
- Proven knowledge of project cycle management, MEAL, and donor compliance.
- Familiarity with regulatory requirements and quality assurance standards in education.

### Why Join Us?

- **Growth Opportunities:** This is a fantastic opportunity to develop your skills and advance in the Programs/Project Management field with a growing company.
- **Supportive Work Environment:** Join a team-oriented organization that values professional development and work-life balance.
- **Competitive Compensation:** We offer a competitive salary, benefits, and a supportive, inclusive work culture.

### How to Apply

If you are an experienced, proactive professional with an excellent record in Leadership and Project/Programs Management, we invite you to apply for this key position and help shape the future of our company. Please submit your Cover Letter and Resume (CV) detailing your qualifications and how you would contribute to our team's success to [recruitment@necoedc.org](mailto:recruitment@necoedc.org).

### **Do You Have Any Questions? Ask NeCo EDC**

Plot 2B Moyo Close - Off Prince Charles Drive, Kololo

**P. O. Box** 151960 Kampala GPO, Uganda

**Mobile:** +256783797931, +254701241860

**Email:** [recruitment@necoedc.org](mailto:recruitment@necoedc.org)

**Website:** [www.necoedc.org](http://www.necoedc.org)

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**Franklyn Institute of Leadership and Public Management** is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.