



Africa  
Educational  
Trust

*Education for all is the  
key to development*

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## **Job Profile**

Title: Community Outreach Officers

Location: Field Office, Uganda

Hours of work: 37.5 Hours per week

## **Position in organisation:**

- Reports to the Projects Officer

## **Main tasks**

The Community Outreach Officer is responsible for assisting the Country Manager and Projects Officer in the implementation, running of day to day activities and monitoring of projects in the respective field sites.

## **Specific Tasks:**

- Assisting the Country Manager and Projects Officer with the day to day running of project activities in the District
- Supporting the Country Manager and Projects Officer in the implementation, running and monitoring of projects
- Conducting regular visits to schools to monitor project activities, collect data and organise for AET staff visits and evaluations.
- Writes monthly reports on the projects and programmes, and other related issues in their location and submit it to the Country Manager before the end of every month.
- Producing monthly work plans
- Providing accountability of and funds managed within a month (including all receipts and vouchers)
- Maintaining good relationships with District Authorities and project schools and communities and representing AET at district-level meetings
- Ensures that project activities are conducted in line with international standards of “Do no harm principles”, to protect AET image and reputation.
- Document success stories, case studies and collect other media for promotional purposes.
- To carry out all other reasonable duties which are necessary for the efficient running and management of the Trust.

## **Essential Qualifications, Knowledge, Experience and Abilities**

### Qualifications

1. Diploma in Education, social work, sociology or a relevant field

### Knowledge

1. Demonstrable knowledge of community mobilisation
2. Demonstrable knowledge of education policy and practice
3. Knowledge of governmental policy on education
4. Knowledge of the education sector operations in Uganda
5. Knowledge of local language

### Experience

1. At least 1-year experience of community work
2. Experience of delivering projects and programmes in Uganda
3. Experience of data collection and use of different monitoring tools and methods
4. Experience of networking with government and non-governmental agencies
5. Demonstrable experience in building relationships and networking

### Ability

1. Clear communication and good interpersonal skills
2. Strong team working and facilitation skills
3. Excellent written and spoken English and Langi skills
4. Ability to live in the duty stations
5. Trouble shoots project problems, identifies and implements creative solutions.

### Special conditions

1. Right to work in Uganda.
2. Should be from the community or region where the beneficiaries they serve are located.

Africa Educational Trust is an equal opportunity employer and all employment is subject to our equal opportunities standards. Our selection process also reflects our commitment to the safety and protection of children and so adheres to our child protection policy.