



DESCRIPTION OF THE JOB OPENING DETAILS:

1. Introduction

Africa Freedom of Information Centre (AFIC) is a pan-African membership civil society organization and resource centre promoting the right to information in Africa. It has a total of 56 members in 29 African countries, the centre is the largest and leading organization promoting the right to information and open contracting in Africa.

AFIC's current strategic plan focuses on four core pillars including right to information, transparency and accountability, institutional development and membership development.

Under its transparency and accountability pillar, AFIC focuses on promoting value for money in the delivery of public contracts and services with a major emphasis on the use of public information to foster transparency and accountability. Our initiatives include promoting disclosure by public institutions/entities, businesses, building capacity of data users, monitoring of public contracts and services, enhance whistle-blower protection and promotion of fair business practices.

AFIC is home to various initiatives and platforms aimed at promoting specific sector agendas. CoST Uganda is a multi-stakeholder working initiative promoting transparency, accountability and participation in the public infrastructure sector.

AFIC is recruiting a **Project Assistant** who is self-motivated, self-driven to support the implementation of transparency and accountability interventions, strengthen existing partnerships, support advocacy to facilitate knowledge generation, influence reforms and document change at the local and national levels and support administrative processes in the delivery of his/her tasks under the CoST Uganda Programme.

2. Duties of the Project Assistant.

The Project Assistant will work closely with and report to the CoST Manager, while supporting AFIC and CoST Uganda to meet the intended objectives and strategic plan. The Project Assistant will be expected to undertake the following activities: -

- i. Developing concepts and terms of reference for specific components of the work plan and coordinating project/programme activities and reporting to ensure they are conducted in a timely and satisfactory manner.
- ii. Liaising with and support stakeholders through telephone and electronic communication to follow up, engage and lobby for reforms and action on recommendations
- iii. Contribute towards documenting results and lessons from programme and project implementation and produce social media updates and website content including blogs, event articles, learning papers and impact stories.
- iv. Coordinating service providers and support preparation, processing and administration of consultants and technical services contracts/agreements.
- v. Support administrative processes (such tasks shall include sending out invitations, registering delegates, preparing delegate packs, liaising with speakers during activity implementation among others, preparing requests and accountabilities for finances).
- vi. Support the reporting function, financial and narrative, including activity reports, progress and annual reports, and briefs to stakeholders.
- vii. Contributing to fundraising efforts to generate most needed funding to facilitate implementation CoST core features in Uganda.
- viii. Maintain an interactive website, social media such as LinkedIn, tweeter (X) by ensuring that articles, reports, impact stories and other relevant messages are posted in a timely manner.
- ix. Coordinate and provide support to other AFIC programmes as and when may be required.

3. Expected outputs

The expected outputs for the Project Assistant are related to supporting the delivery of outcomes of the projects and programme. S/he will be expected to; -

- Produce regular activity and programme narrative reports produced for both internal and external use.
- Impact stories, case studies, and stories of change related to the activities documented and shared.
- Number of blogs, articles and learning papers communicating relevant issues on the projects and programmes.
- Number of concept notes and proposals developed for fundraising efforts.
- Number of public officials engaged in projects and programmes by category.

4. Person Specification

The prospective candidate for the position should possess at least an undergraduate training in Development Studies, Procurement, Management, communication, Engineering, Governance related course. At least three years' experience in promoting right to information, transparency and accountability, anti-corruption, service delivery monitoring.

S/he should be an innovative and creative writer, thinker with competence in advocacy, campaigns, research and analytical skills.

S/he should have demonstrated experience in fundraising and research, result oriented and self-driven person.

S/he should have a demonstrated 3 years' experience working in the public sector and experience with NGO sector is an added advantage.

5. Appointment duration

- The Project Assistant shall be appointed for a period of Oct 2024-June 2025
- There could be possibility for extension based on fund availability and satisfactory performance.
- The successful candidate shall start working in October 2024.

Applying Instructions

AFIC is an equal opportunity employer and offers attractive terms. Interested and qualified candidates should submit their applications together with CVs (3 pages maximum) as one file, addressed to the Executive Director: Send your application to Email: info@africafoicentre.org copy to info@cost.or.ug. ***The Job opening 24 September 2024, and the deadline is 7th October 2024 by 12:00 noon sharp.***

NB: Only shortlist candidates shall be invited for interview.