



Project Officer: 12-month development position (based in Uganda / Tanzania)

A Unique Opportunity for an Outstanding Candidate

This 12-month development traineeship (with expenses covered) will provide you with a unique opportunity to:

- Work alongside international businesses, donor funding agencies, governments and NGOs.
- Receive world-class leadership training.
- Learn how to support complex social impact projects.
- Work in fast-growing, rapidly changing, low resource country.

As a 'Project Officer', you will take on a wide range of responsibilities, supporting Pepal's corporate and NGO partners to work towards solutions to some of the world's biggest social issues.

There is an expectation that the successful applicant will move into another Pepal position at the end of the traineeship.

About Pepal

To watch a short video about working for Pepal go to: [Work With Us — Pepal](#)

Pepal (www.pepal.org) is a small but vibrant and bold organisation with big ambitions; an NGO that is also a business, working with leaders from across the world who are in a position to drive change and shape the future. Our premise is that we will only find long term solutions to some of the world's most pressing issues if the public, private and charity sectors work together towards a common purpose.

As we look forward, our approach, which places cross sectorial collaboration and leadership at its heart, is becoming ever more important in driving scalable, innovative and cost-effective solutions to the complex issues at the heart of the Sustainable Development Goals. As the global business community moves from 'corporate social responsibility' as an obligation to 'business as a force for good' as a key part of their offering, Pepal is uniquely positioned to provide a purpose driven solution to facilitate this shift.

Our immersive leadership programmes, delivered by world-class faculty, are designed to develop the mindsets and behaviours leaders need for the 21st century: agility; emotional intelligence; authenticity and the ability to collaborate and innovate to co-create solutions that ignite purpose and motivation.

These mindsets and behaviours are important for corporate participants, government colleagues and NGO staff across the world. We aim to develop a critical mass of leaders within NGOs and governments who have the mindsets and key skills that will enable them to develop and take forward innovative and scalable solutions that achieve social impact.

Pepal fulfils its mission through:

- Connecting businesses and NGOs on projects where they can work together to achieve mutual benefit.

- Developing leaders capable of driving change, through designing and delivering executive leadership programmes that bring together a wide range of partners.
- Supporting the implementation of ideas that have come from leadership programmes and helping to transform these ideas into concrete and scalable projects which support the world's most vulnerable.

Today, Pepal has operations in Uganda, Tanzania and India and our programmes focus on public health issues such as cervical cancer and HIV/AIDS and youth and agribusiness.

Responsibilities

Support the design and delivery of on and offline Pepal Leadership Programmes

- Facilitate, in collaboration with the programme management team, the immersion experiences, maximising impact and ensuring programmes provide a rich learning environment.
- Engage and on-board national partners.
- Provide active support and information to programme participants, ensuring their well-being throughout their participation in the leadership programmes.
- Prepare participant briefings, with the support of the programme team.

Social Impact: innovation Coordination

- Coordinate innovation activities and logistics, keeping programme participants informed of progress and challenges.
- Prepare presentations, reports and other briefing documents to support the innovation projects.

Partnerships and Relationship Management

- Develop and maintain excellent relationships with Pepal's international partners.
- Alongside the Programme Team, act as a focal point in communications between programme participants.

Other Inputs

- Attend meetings with donors, senior NGO partners and corporate partners, as required.
- Support fundraising proposals including project design, budgeting and proposal writing.

There may be opportunities to travel to the other countries in which Pepal works; Uganda, Tanzania and India.

Please note the successful applicant will be given a 'Volunteer Worker Contract', for information on this see www.edwardconnor.com/2019/07/26/volunteers-and-voluntary-workers-whats-the-difference/

The Candidate

We are looking for an outstanding candidate with:

- A strong academic background including a degree (and preferably a masters), ideally in a subject related to international development.
- An aptitude for building and sustaining good relationships with people at all levels.
- Excellent communication skills and an eye for detail, able to present complex ideas simply, both in writing and orally.
- A demonstrated ability to interpret, use and explain data.
- Fluent in written and spoken English.

- Ability to adapt to new environments and work with partners from a broad range of backgrounds.
- An open-mind, resilience and willingness to learn new skills and take on responsibilities quickly.
- The ability to work effectively and remain motivated with limited remote supervision.
- Ability to put forward innovative ideas and display practical problem-solving skills in a dynamic fast paced working environment.
- Please note in your application if you speak Kiswahili, Luganda and/or Hindi as any proficiency in these languages would be beneficial.

Learning and development

You will be given every opportunity to learn new skills. On-the-job learning will be supplemented by formal training in areas which include presentation and facilitation skills, management and leadership.

Further Details

Start date: Latest Autumn 2023, earlier if available.

Duration of Traineeship: 12 months, with the expectation that the post holder will move into another Pepal position at the end of the internship.

Location: The post will be based in Uganda.

The following costs will be covered / benefits offered:

- £1,000 per month to cover personal costs (reviewed after six months)
- Two return economy tickets to your home, if required (up to £800 return)
- Business-related travel and expenses
- Comprehensive health insurance from a reputable provider
- Annual holiday entitlement (inclusive of bank and public holidays): 33 days

How to Apply

If you are interested in this exciting position, you should send a **CV and covering letter** (maximum one page for the covering letter in pt11) to careers@pepal.org

In your cover letter, please indicate where you saw this advertisement.

Deadline for Application: 5th July 2023, 12:00 Noon GMT

Equal Opportunities

At Pepal we are looking for people with passion and integrity, who think rigorously and aren't afraid to challenge assumptions. We welcome diverse perspectives; each new hire brings unique talents and the opportunity for us to bring a different perspective. We aim to recruit the person who is most suited to the job and welcome applications from people of all backgrounds. Pepal is committed to building an inclusive and supportive organisation.

Safeguarding

Our selection process reflects our commitment to the protection of all those we work with from abuse and exploitation. Appointment is subject to adherence to our Safeguarding Policy. Background checks will be done before appointment.

Personal Data

Inclusion of Personal Data and / or Sensitive Personal Data in your application will be understood as your express consent to process this information going forward. Please do not share others personal data (e.g. referees) if they have not agreed to their inclusion.