

**Position:** Program Assistant  
**Reports directly to:** Program Officer  
**Works directly with:** All MCDO staff  
**Duty station:** Kisoro District

### **About Mgahinga Community Development Organization (MCDO)**

Founded in 2003, MCDO promotes community-led development and environmental conservation in Kisoro, Uganda. The main goal of MCDO is to use ecotourism as a tool to promote sustainable development through poverty reduction, conservation of the beautiful environment, education, good health, income generation, and sustainable agriculture. The primary beneficiaries of MCDO programs are communities that were displaced at the creation of Mgahinga Gorilla National Park in 1991. Also, some of our programs benefit other communities in Kisoro district.

### **Position Summary**

The Program Assistant will work closely with MCDO's Program Team to support the implementation of different community programs. The Program Assistant is primarily responsible for providing assistance with new and existing programs, directing internal program information flows, liaising with community groups and provide advisory services to the community group projects. The position will be based at MCDO office in Kisoro district.

### **Main duties and responsibilities**

The Program Assistant will play a big role in Administrative and Operational Support to help strengthen MCDO programs by performing the following duties and responsibilities:

- Participate in scaling-up of conservation and livelihood projects and render support to the implementation of the community-based tourism initiative (CBT) which is a key driver of other projects implemented by MCDO.
- Participate in researching new funding opportunities and proposal writing.
- Support the program team to maintain adequate records of all project documentation and correspondences.
- Assist in documenting success stories of beneficiaries of MCDO sponsorship program and support the implementation of projects led by the beneficiaries.
- Prepare and share program reports with the supervisory team and ensure that report deadlines are met.
- Maintain up-to-date information about MCDO programs and share with the IT team for online promotion and updates.
- Track the requirements for various programs by reviewing project agreements, tracking budgets and reporting requirements, and deadlines, and sending regular reminders to the beneficiary groups about reporting deadlines.
- Work with the program team to review, edit, assemble, and ensure the timely submission of donor reports.
- Proactively lead logistical support for field projects including consultant requests on various practices.
- Work with other teams to help ensure that program quality standards are maintained and that programs adhere to MCDO operations and donor/partner requirements.
- Perform other duties as assigned by management.

### **Desired skills and experience**

- A Bachelor's degree in Development Studies, Social Work & Social Administration or any other relevant field.
- Demonstrated project management knowledge is essential.
- Strong interest in ecotourism as an intervention to advance community development and conservation
- Experience in designing monitoring and evaluation systems for community-based development programs
- Proven experience in designing project work plans and writing project reports
- Documented experience in fundraising and grant research

- Strong understanding and ability to effectively use a computer with bias on Microsoft Office software (Word, Excel, PowerPoint) and internet/web-based platforms (e.g. emails, various google search engines, social media, Google Docs, etc.).

**Other essential skills**

- Oral and written English proficiency. Ability to speak local languages a plus.
- Experience in project design and implementation at the community level
- Ability to work collaboratively in a team and in a cross-cultural environment

**How to apply**

Interested applicants should send their application, academic qualifications, and CV by email to [jobs@mcdou.org](mailto:jobs@mcdou.org) no later than **Friday, 12<sup>th</sup> April 2019 by 5:00 PM**. Please include "MCDO Program Assistant" in the subject line of the email.

For more information on MCDO's work, visit [www.mcdou.org](http://www.mcdou.org)