



### **Job Advert for Position of Early Childhood Development (ECD) Officer at KaTutandike Uganda**

**Ka Tutandike Uganda (KTU)** is a non-governmental community-based organization, founded in 2006, with the mandate to empower vulnerable communities in Uganda.

We are primarily **child focused**, and believe that what happens – or doesn't happen – to children in the earliest years of their lives is of critical importance, both to their immediate well-being and to their future. We therefore employ a **holistic approach** to Early Childhood Development to protect the rights of the vulnerable children living in urban and rural poverty especially in market places, to ensure that they are not deprived of **the love, care, nurturing, health, nutrition and protection that they need to survive, grow and develop.**

KaTutandike Uganda now seeks an energetic, individual, who will be responsible for the tactical and operational implementation, development and delivery of KTU's Early Childhood Program in the urban markets, including:

#### **a) ECD Programme Delivery**

- Take lead in mapping markets in selected zones to initiate the ECD Programme
- Take lead in sensitizing /orientation of parents / guardians in markets
- Take lead in facilitating / training core ECD elements and any other
- Take lead in coordinating other stakeholders / partners for service provision as required in the project including: Market leaders, Local Government Authorities, Government the Private sector etc.
- Take lead in designing and distributing project materials, equipment to markets /children ECD centers
- Take lead in planning and coordinating market exposure or exchange visits
- Take lead in routine monitoring and evaluation (progress) of the children and mothers
- Collect market information and photographs for the monthly newsletter and other KTU publications

#### **b) Administration and Monitoring :-**

- Prepare monthly quarterly and Annual work plans
- Participate in weekly and monthly project meetings
- Undertake weekly and monthly progress monitoring
- Prepare monthly financial and technical reports to meet the information needs of key Stakeholders
- Prepare and submit fundable applications for raising financial and in kind resources

**Key Knowledge Areas for the position:**

- Social work and development
- Early Childhood development
- Child Rights and Protection Policies

**Person Specifications**

- Bachelor's degree in Early Childhood Development or Social work
- 3 years' experience working with Early childhood programmes and women groups
- Practical knowledge and experience in Child Centered methodologies
- Computer literacy and familiarity with specific packages for database management and reporting
- Monitoring and Evaluation skills
- Report writing skills

***How to apply***

Interested candidates should submit their applications, copies of academic transcripts and detailed CVs including day-time telephone contacts of at least 2 referees specifically addressed to the:

Chief Executive Officer, and delivered physically to; KaTutandike Uganda, Plot 1618, Bukoto -Kisaasi Road, **OR** by email to: [susan@katutandike.or.ug](mailto:susan@katutandike.or.ug) OR [gerald@katutandike.or.ug](mailto:gerald@katutandike.or.ug) Tel: 0414- 312106601. Mobile number; 0712546499 **NOT** later than 6th August 2014 at 5:00pm.

**KaTutandike Uganda is an equal opportunities organisation, therefore only short listed candidates will be contacted.**