



40 DAYS OVER 40 SMILES FOUNDATION

VOLUNTEER POSITION

Department: Programs

Title: Programs Associate

Reports to: Team Leader

Vacancies Available: 2

Location: Kampala, Uganda

Position Overview:

As the Programs Associate, you will oversee the Volunteer Program, Angaza Outreach Program and the Angaza Resource Centre.

You will work alongside a team of other volunteers, the Heads of Department and Team Leader.

Please note that this is entirely a volunteer position.

Roles and Responsibilities:

- Oversee the overall management of 4040's programs.
- Support development and implementation of project work plans and budgets alongside the Management team.
- Support preparation of quality and timely projects reports for submission to donors and partners.

- Network with the donors and partners and support the development of project concept notes and proposals.
- Supervise the financial, logistical, procurement and administrative functions of the programs.
- Represent the Team Leader/Foundation during meetings, partner engagements and related activities.
- Supervise, support and effectively mentor the program teams to ensure productivity and high morale to achieve the desired deliverables.
- Support fundraising efforts alongside the existing team.
- Proactively identify and address programmatic, team management and performance management matters that arise.
- Develop and maintain feedback mechanisms to ensure effective team performance.

Qualification and Experience:

- Previous experience in Project Management roles.
- Experience with volunteers, fundraising, working with a Non profit or Community organisation is a bonus.
- Excellent people management skills and demonstrated experience in leading projects and large teams.
- A willingness to learn and work with a team of different people from diverse backgrounds.
- Excellent interpersonal, communication and organisational skills.
- Effective time management and attention to detail.
- Strong analytical and problem-solving skills.
- Integrity, adaptability and agility.
- Comfortable working independently and collaboratively.
- A great big love for volunteerism!