

# ELOI MINISTRIES



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## JOB DESCRIPTION

**Job Title:** Program Officer-Climate and Environment.

**Organization:** Eternal Life Organization International Ministries (ELOIM)

**Location:** ELOIM Head Office, Kampala – Uganda

**Contract:** Full time volunteer position with a minimal facilitation.

### Back ground:

Eternal Life Organization International Ministries (ELOIM) is a dedicated group of passionate individuals committed to making a positive impact in African communities of Uganda.

We are a not for profit organization, non-political and do not require our beneficiaries to subscribe to any specific religion in order to benefit from our programs.

Our mission is to improve access to essential resources and services through our various programs and initiatives in Uganda.

The **mission** of the organization is “Empowering Ugandan communities by providing access to improved healthcare, education, justice, and environmental sustainability with love, care and compassion

ELOI Ministries **envisions** “A vibrant Uganda where every individual thrives in body, mind, and spirit, with access to quality healthcare, education, justice, and a sustainable environment.”

We believe that every individual deserves access to these basic necessities, and we are committed to providing them to those in need. By partnering with local communities in Uganda, healthcare providers, educational institutions, and justice systems, we ensure that people receive quality resources and care.

### VISIT OUR USA MISSION

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## Job Summary:

We are seeking a dedicated and dynamic Volunteer Program Officer to lead and manage our Environment and Climate Mitigation initiatives. The successful volunteer candidate will play a pivotal role in developing, implementing, and overseeing programs through conducting environmental impactful assessments, develop sustainability plans, coordinate conservation efforts, educate the public and people in communities. In addition, the Volunteer Environment Officer will collaborate with diverse stakeholders, oversee project activities, and contribute to strategic planning for the organization's mission.

## Key Roles and Responsibilities:

### ➤ Program Design and Implementation:

- Develop, implement, and manage climate and environmental projects in line with ELOI Ministries' mission and strategic plan.
- Conduct community needs assessments to identify priority areas for climate adaptation and environmental sustainability.

### ➤ Research and Policy Development:

- Stay updated on climate policies, scientific advancements, and funding opportunities.
- Provide recommendations for policies that enhance environmental conservation and climate resilience.
- Conduct research and document best practices for program development and policy advocacy.

### ➤ Monitoring, Evaluation, and Reporting:

- Develop and implement a monitoring framework to track the impact of climate and environmental projects.
- Prepare detailed weekly, monthly and quarterly project reports.
- Provide technical guidance on project implementation to ensure compliance with environmental standards.

### ➤ Capacity Building:

- Train and mentor staff, volunteers, and community members on climate-smart agriculture, waste management, and other sustainable practices.
- Organize workshops and seminars on climate change adaptation and environmental conservation.

➤ **Strategic Planning:**

- Contribute to the organization's strategic planning efforts by providing insights, recommendations, and innovative ideas related to environment and climate mitigation.

➤ **Resource Mobilization:**

- Identify and pursue funding opportunities from diverse sources, including grants, donors, and development agencies, to support climate and environmental programs.
- Develop compelling proposals and budgets for climate and environmental projects.
- Cultivate relationships with funding partners, ensuring alignment with organizational priorities.

➤ **Stakeholder Engagement:**

- Build and maintain strategic partnerships with local authorities, government agencies, civil society, private sector entities, and international organizations.
- Represent ELOI Ministries in climate and environmental forums, networks, and partnerships to foster collaboration and advocacy.
- Engage communities and stakeholders in the planning, implementation, and evaluation of climate and environmental initiatives.

### **Qualifications**

- ✓ Bachelor's degree in Environmental Science, Climate Change, Natural Resource Management, or a related field.
- ✓ Possession of any vocational skill is an added advantage.

### **Skills and Experiences**

- ✓ Minimum of 2-3 years of experience in climate and environmental program management, resource mobilization, and stakeholder engagement.
- ✓ Strong knowledge of climate resilience strategies, environmental conservation, and sustainable development.
- ✓ Proficiency in Microsoft office applications.
- ✓ Experience in facilitating workshops, training, or climate and environment education sessions within the Communities.

- ✓ Prior experience in conducting research, including a literature review and report writing.
- ✓ Experience with partnership management, especially acting as the lead point of contact for high-level stakeholders like donors or government officials.
- ✓ Demonstrated project management skills with the ability to ensure internal and external collaborators achieve a time-bound goal or project.
- ✓ Ability to work under pressure and meet deadlines.
- ✓ Ability to work in a team environment, but with self-sufficiency and self-motivation.
- ✓ Strong interpersonal and communication skills.
- ✓ Willingness to travel to remote areas.
- ✓ Ability to multitask with flexibility and prioritize across multiple activities.
- ✓ Good analytical and decision-making skills.
- ✓ Ability to collaborate and coordinate with high-level multiple partners.

**NOTE:**

This job description is not exhaustive, and other duties may be determined from time to time by the Executive Director, concomitant with the role and general responsibilities of this post. The duties of this post may be changed.