

ELOI MINISTRIES



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JOB DESCRIPTION

Job Title: Program Officer-Education

Organization: Eternal Life Organization International Ministries (ELOIM)

Location: ELOIM Head Office, Kampala – Uganda

Contract: Full time volunteer with 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

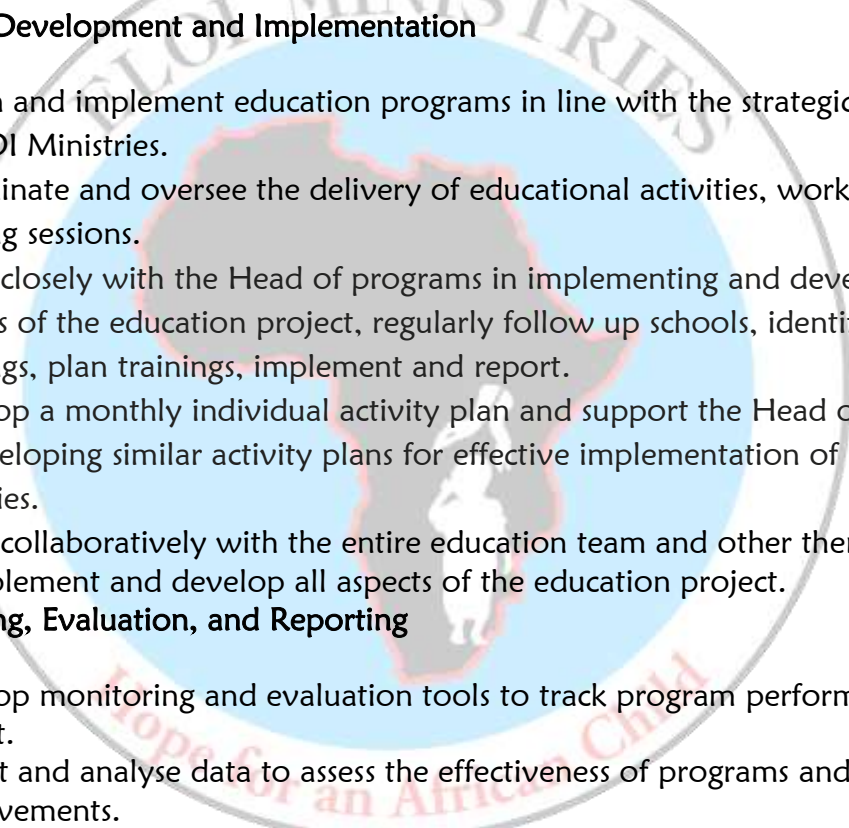
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Job Summary

The Education Programs Officer will be responsible for planning, implementing, and monitoring education programs at ELOI Ministries. The officer will work closely with schools, communities, and stakeholders to ensure quality education and program alignment with the mission and vision of ELOI Ministries. This role requires excellent organizational, communication, and leadership skills to support the ministry's goal of empowering communities through education.

Key duties and responsibilities.

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- **Program Development and Implementation**
 - Design and implement education programs in line with the strategic objectives of ELOI Ministries.
 - Coordinate and oversee the delivery of educational activities, workshops, and training sessions.
 - Work closely with the Head of programs in implementing and developing all aspects of the education project, regularly follow up schools, identify needs of trainings, plan trainings, implement and report.
 - Develop a monthly individual activity plan and support the Head of programs in developing similar activity plans for effective implementation of project activities.
 - Work collaboratively with the entire education team and other thematic areas to implement and develop all aspects of the education project.
 - **Monitoring, Evaluation, and Reporting**
 - Develop monitoring and evaluation tools to track program performance and impact.
 - Collect and analyse data to assess the effectiveness of programs and inform improvements.
 - Compile and submit weekly, monthly and quarterly workplans and reports to the Programs Head.
 - Supervise to ensure timely and accurate delivery of material supplies to schools and ensure proper distribution plan and documentation is in place.
 - Ensure that all ELOIM supported schools are visited on regular basis, data collected and documented.
 - Plan a joint monitoring visit to schools and facilitate feedback session and regular discussion forum with stakeholders, supervisors and School directors

➤ **Stakeholder Engagement and Partnerships**

- Build and maintain relationships with schools, teachers, parents, and other educational stakeholders.
- Represent ELOI Ministries in meetings, workshops, and other forums related to education.
- Identify and collaborate with partners to enhance program reach and sustainability.
- Establish good relations with the local civil administration and community leaders, particularly the chiefs, sub-chiefs, women's group, parents and children.
- Develop an effective and sustainable bridge between the local Education Authorities and ELOIM based on good communication, representation and feedback
- Represent ELOIM in meetings, workshops and activities. As such, he/she should be well informed on ELOIM policies, practices and approaches

➤ **Resource Mobilization and Budget Management**

- Work with the Resource Mobilization team to secure funding for education programs.
- Develop and manage program budgets, ensuring resources are used efficiently and effectively.
- Prepare and submit budget reports as required.
- Manage and account for cash/floats for activities such as PTA trainings and community mobilization workshops, local education authorities' capacity building workshops and other components of training programmes.

➤ **Advocacy and Awareness**

- Advocate for access to quality education in underserved communities.
- Organize awareness campaigns and community engagement activities to promote education initiatives.
- Lead workshops for teachers, communities, PTAs, children and others as designated related on the value of education and the links between child protection and education.

Education and Experience

- Bachelor's degree in Education, Development Studies, Social Work, or a related field.
- Minimum of 3 years of experience in program management, preferably in the education sector.
- Possession of any vocational skill is an added advantage.

Skills and Competencies

- Strong project management and organizational skills.
- Excellent written and verbal communication skills.
- Proficiency in data collection, analysis, and report writing.
- Ability to work collaboratively with diverse stakeholders.
- Knowledge of educational policies, frameworks, and best practices in the community.
- Proficiency in MS Office and project management tools.

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.

