



**KOTIDO CATHOLIC DIOCESE
JUSTICE AND PEACE DEPARTMENT
P.O BOX 55, KOTIDO**



Vacancies

Introduction

The Justice and Peace Department (JPD-K) is one of the seven Social Services Department of Kotido Catholic Diocese. The Department is active in the following sectors: peacebuilding and conflict resolution and environmental and land management. JPD-K aims at building a violence-free society where people live a just, peaceful and prosperous life according to the social teaching of the Church and where communities handle conflicts constructively and treat each other with respect.

JPD-K work is people-centred and community based. We strive to uphold AAP principles throughout all aspects of our interventions. Commitment to the human rights and dignity of every individual regardless of their ethnic belonging, gender and status is at the centre of our work.

JPD-K is currently looking for qualified candidates to implement a 3 year-long Project focusing on the promotion of communal land tenure security in Kotido District financed by DKA Austria and Missio Aachen. The following positions need to be filled: (1) Project Assistant, (2) Driver.





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1. Position: Project Assistant

Location: Kotido, Uganda

Contract: Full-time position (40h/week)

Reporting to: Project Officer, Project Coordinator and Department Coordinator

Duration: 3 years (probation of 3 months. Contract renewed annually)

Gross salary: 541,537 UGX to 695,384 UGX depending on experience. 25 days of annual leave pro-rata.

Job Purpose

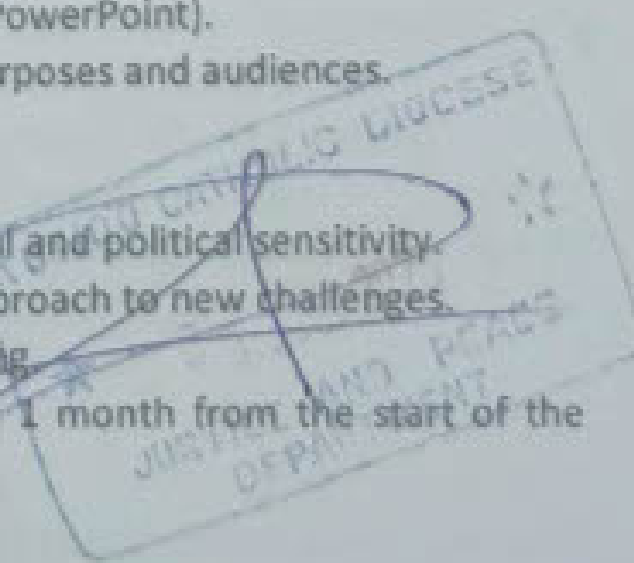
The Project Assistant will be responsible for supporting the implementation of the Project in all its components and related activities at field level.

Key Duties and Responsibilities

- Support the smooth implementation of the Project.
- Provide support for the drafting and submission of activity and monthly reports.
- Provide support for the drafting and submission activity accountabilities, monthly financial forecasts, monthly financial reports (budget tracker).
- Contribute to donor narrative and financial annual and end-of-project reports.
- Support the tracking and monitoring of project progress against set objectives, timeline and budget.
- Perform any other task assigned by Supervisor including the support of different Projects.

Qualifications, skills and experience

- Bachelor's degree international relations, politics, social sciences and other related fields. from a reputable university. A master's degree in the mentioned disciplines will be an asset.
- At least 1 year of relevant experience with a reputable organization. *(Short-term employment such as data enumerator or similar will not be counted for the purpose of the fulfilment of this specific requirement).*
- Knowledge of and experience in different aspects of project cycle management (including LFA approach).
- Basic understanding of fundraising practices and approaches.
- Ability to operate effectively MS Office (Word, Excel and PowerPoint).
- Good writing skills and the ability to write for different purposes and audiences.
- Good organisational and attention to detail.
- Good teamwork and interpersonal skills.
- Appreciation of issues of confidentiality, and cross-cultural and political sensitivity.
- Initiative, integrity, enthusiasm and a problem-solving approach to new challenges.
- Fluency in English (written and spoken) and Ngakarimojong.
- Valid riding licence or willingness to acquire one within 1 month from the start of the Project.



How to Apply

All candidates meeting the above criteria are welcome to submit their applications by the 19/07/2026¹ in the following formats:

1. Via email to hr@jpd-k.org with nicola.carradori@jpd-k.org in copy.

Applications must contain the following:

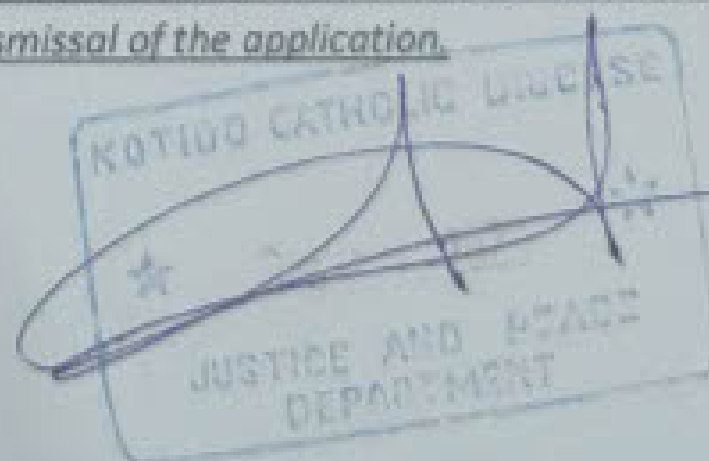
- An updated CV of maximum two pages. The CV must include at least 2 referees and their contacts. Referees must be previous or current direct work supervisors.² Requirement: font calibri (body) 11, with justified text alignment.
- A cover letter of maximum one page introducing the candidate, the motivation to join JPD-K and highlighting how skills and experience match the requirements. Please include salary expectations in the cover letter. Requirement: font calibri (body) 11, with justified text alignment.

Applications sent via email must read in the Subject "Application_Name of Candidate_Name of the Position_JPD-K", the attachments to the emails must be saved as follows: CV as "CV_Name_Surname" and the cover letter as "CL_Name_Surname".

Applications not following the guidelines highlighted above will not be taken in consideration.

All selected candidates will undergo background checks with previous direct supervisors. Shortlisted candidates will be contacted and communicated the nature of the selection process which will include both oral and written/practical assessments.³

NB. Attempts by the candidates or external persons to influence the recruitment process of a specific candidate (e.g. requesting favouritism, details of the selection process such as the content of the assessments,...) will constitute ground for immediate dismissal of the application.



¹ JPD-K reserves the right to close the vacancies prior to this deadline should appropriate candidates be identified.

² For candidates who have been engaged by Kotido Catholic Diocese, JPD-K reserves the right to contact the previous supervisors at the time of the candidate working in the Diocese directly.

³ JPD-K is an equal opportunity employer. All applicants will be considered for employment without discrimination of race, colour, religion, sex, sexual orientation, gender identity or disability status. JPD-K strives to promote gender sensitive equality/equity, inclusiveness and transformative working environments, as such female candidates are particularly welcomed to apply.