

Programme Development & Quality Team Leader

Organization: DanChurchAid (DCA)

Job Title: Programme Development & Quality Team Leader

Duty Station: Kampala-Uganda

Reports to: Country Director

Number of positions: One (1)

Application Deadline: 28th April, 2026.

About US:

DanChurchAid (DCA) is a faith-based, non-missionary international NGO founded in 1922 and headquartered in Copenhagen, Denmark. DCA has worked in Uganda since 1979, implementing humanitarian and development programmes in partnership with local organisations. Our core work in Uganda includes humanitarian response, livelihoods and food security, and civil society strengthening. For more information Please visit: <https://www.danchurchaid.org/where-we-work/uganda>

Job Summary:

The Programme Development and Quality (PDQ) Team Leader, under the supervision of the Country Director, is responsible for ensuring high-quality, timely, and well-coordinated grants management and fundraising processes within DCA's Uganda Country Office. The PDQ Team Leader leads, facilitates, and coordinates the work of the Programme Quality Team, which includes the MEAL Coordinator, Grants Assistant, and Communications & Reporting Officer. The role also requires close collaboration with the Head of Programme, the West Nile Area Manager, the Head of Finance, and other DCA staff and implementing partners to ensure coherent Programme design, effective delivery, and compliance with donor requirements.

Key Responsibilities

1. Fundraising and project development (40%).

In cooperation with colleagues in DCA Uganda and directly supported by the HQ GPRM, the PDQ Team Leader will:

- Contribute to enhancing the quality and efficiency of programme development and resource mobilization from both international and national donors: Update Fundraising Strategy and plan for DCA Uganda in alignment with the country programme and current priorities; Proactively identify new donors and funding opportunities; Responsible for adherence to the PPM Programme and Project Management cycle and all relevant internal DCA processes; Coordinate, facilitate and quality assure, the development of proposals at the Country Office; Submit applications according to relevant international donor call for proposals and our Denmark based funds as per agreement with Country Office and HQ GPRM; Ensure DCA is represented at donor meetings on local calls and at other functions and; Build relations with both new and existing donors.
- Ensure proper project development processes by coordinating activities related to project design including consortium and writing workshops; lead/support itinerary planning with programme teams for donor and HQ visits and; preparing clear action plans.
- Maintain a high level of information sharing with HQ GPRM through regular updates on progress, obstacles and results and; sharing donor communication and minutes as necessary.

2. Grants Management (20%)

- Ensure effective and quality grants management of international funded projects: Support HQ grants compliance processes e.g. Step 1.2 and project setup; Oversee ongoing monitoring of internationally funded projects in accordance with donor guidelines. Communicate with, and report to donors, in a timely and accurate manner; Build capacity of DCA staff and partners on donor guidelines for implementation, visibility and reporting and; Supervise the Grants Assistant in overseeing and supporting the management of all in-country institutional donor grants including the archiving, documentation and keeping the PPD up to date on all projects.

3. Communication, visibility and Data Collection (15%)

- Build relations and increase visibility of DCA among both donors, private sector, partners, INGOs and other key stakeholders as reflected in: Increase the visibility of DCA and

international/national donors' knowledge of DCA; Managing the Communications and Reporting Officer and overseeing the development of the annual communication plans and creation of communication materials; Network with donors of interest to DCA and other relevant stakeholders; Oversee the Communication and Reporting Officer as per need in executing donors' visibility and communication guidelines; Coordinate with programme staff on relevant grants management information received at important stakeholder meetings (e.g. inter-agency meetings) and; Accompany donors to project sites.

4. Monitoring, Evaluation, Accountability & Learning (15%)

- Provide strategic leadership for programme learning and quality assurance, ensuring evidence and insights inform programme design, adaptation, and country programme strategy: Lead any strategic learnings for the country programme; Oversee the development and quality assurance of donor reports, ensuring timely, accurate, and results-based reporting in line with donor and organisational requirements; Supervise the programme evaluations, reviews, and learning processes to strengthen accountability and continuous improvement across the country programme; Line manage and provides strategic guidance to the MEAL Coordinator to ensure effective monitoring systems and evidence generation across programmes and; Ensure programme performance, learning, and evaluation finding inform organisational decision making programme development, and future funding opportunities.

5. Support and Capacity Development (5%)

- Build the competence of DCA staff and partners to do fundraising from international as well as country-based donors through: Capacity learning agenda when facilitating a process and Participate in field visit.

6. Team Leadership, Supervision, and Staff Development (5%)

- Provide strong leadership, supervision, and mentoring to the Programme Quality Team to promote a high-performing, collaborative, and accountable work environment. This includes: Offering regular coaching, guidance, and technical backstopping to the MEAL Coordinator, Grants Assistant, and Communications & Reporting Officer; Setting clear performance expectations, conducting structured check-ins, and supporting staff to meet individual and team objectives; Fostering a positive team culture that values learning, transparency, mutual respect, and collective problem-solving; Promoting teamwork, open communication, and a supportive environment where staff feel empowered and motivated to excel; Ensuring team wellbeing, constructive feedback processes, and adherence to DCA's values and Code of Conduct.

Qualifications, Skills, and Experience:

- Bachelor's degree in Development Studies, International Relations/Development, Project Planning & Management or other related fields; and 5 years of experience in program development and grants management. Master's degree in the same fields is an added advantage.
- Documented successful experience in coordinating proposal development and writing, including excellent English writing skills.
- Knowledge of proposal development and grant management of international donors including Foundations, EU, ECHO, UN agencies, Danida and other institutional/philanthropic donors. Knowledge of and experience in working with the partners and the private sector.
- A relational leader with at least 5 years of experience in managing and developing teams within an organizational setting.
- Good interpersonal and communication skills with experience in engaging with people of different cultures and backgrounds.

- Flexible, pro-active, self-motivated and good at coordinating and organizing own work as well as that of the team, while managing several processes at a time. This should be combined with a strong attention to detail.
- Knowledge and understanding of DCA's programmatic areas is an advantage.
- Bring positive and great ideas that could improve the grants and fundraising process within DCA Uganda.

How to Apply

All suitable, qualified, and interested candidates who wish to join the DanChurchAid (DCA) should apply online through this link: <https://dca.career.emply.com/en/international-positions>.

If the candidate is a Ugandan national, salary and conditions will be in accordance with DCA's Terms of Employment for national employees. A competitive package for salary, allowances and benefits is offered.

If the candidate is international, salary and conditions will be according with Terms of Employment for International employees. A competitive package for salary, allowances and benefits is offered.

Equal Opportunity Statement

DCA is an equal opportunity employer and encourages all qualified candidates to apply regardless of age, gender, race, religion, disability, or ethnic background. Employment is subject to successful reference checks, anti-terror vetting, and compliance with DCA's Code of Conduct, PSEAH Policy, and Child Safeguarding Policy.

Only shortlisted candidates will be contacted