

Graduate Trainee-Grants & Communications (Kampala, Uganda)

Organization: DanChurchAid (DCA)

Job Title: Graduate Trainee-Grants & Communications

Duty Station: Kampala-Uganda

Reports to: Programme Development & Grants Coordinator

Number of positions: One (1)

About US:

DanChurchAid (DCA) is a faith-based, non-missionary relief and development organization based in Copenhagen, Denmark and founded in 1922. DCA has supported development and humanitarian programs in Uganda since 1979, working with local partners. DCA is a member of the Action by Churches Together (ACT Alliance). Our key competencies in Uganda are livelihoods and food security, humanitarian response, and civil society. For more information Please visit: <https://www.danchurchaid.org/where-we-work/uganda>

Job Summary:

The Graduate Trainee will support the Programme Development & Grants Coordinator in fundraising activities such as proposal development and efficient grants management for DCA Uganda Programme. Offer support to plan, coordinate and ensure quality and timeliness in all grants and fundraising processes.

Key Responsibilities:

1. Keeping track of donor reports' deadlines and coordinating internally with the DCA Uganda colleagues.
2. Frequent updating of the internal grants management related tools for DCA Uganda.
3. Ensuring compliance of donor requirements in reports and proposals.
4. Developing workplans/action plans and ensuring compliance by DCA Uganda colleagues for donor reporting and proposal development process.
5. Support in setting up meetings – internal and external.
6. Joining in monitoring visits in the field whenever required.
7. Bring positive and great ideas that could improve the grants management process within DCA Uganda.

Qualifications, Skills, and Experience:

- A university degree in International Development, International Relations, Public Administration, Mass Communication, or other related sciences (should have graduated only within the last 2 years).
- Strong skill set in Information Technology (IT) and Communication.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) is mandatory.
- Excellent report writing skills.
- Good interpersonal and communication skills, open to engaging with people of different cultures and backgrounds and able to work in a team.
- Flexible, pro-active, good at organizing own work and able to deliver within time.
- Excellent analytical, creativity and innovation skills.

How to Apply:

All suitable, qualified, and interested candidates who wish to join the DanChurchAid (DCA) should apply online through this link: [National vacancies \(danchurchaid.org\)](https://www.danchurchaid.org/national-vacancies).

Deadline for Applying: 13th January 2025

*DCA is an equal opportunity employer, and all interested and qualified candidates are encouraged to apply regardless of age, race, gender, marital status, religious, political, or ethnic affiliation. While we appreciate your interest to work with DCA, only shortlisted candidates will be contacted. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy. **While we appreciate your interest to work with DCA, only shortlisted candidates will be contacted.***

