



ANKOLE DIOCESE

P.O BOX 14, MBARARA

info@ankoledioocese.org

JOB OPPORTUNITY

Diocesan Mothers' Union Community Development Coordinator

The Mothers Union Coordinator will be responsible for planning, mobilization, implementation and coordination of Mothers Union Programmes in the Diocese.

Reports: To the Diocesan Mission Coordinator

Job summary

1. Shall be the head of the Mothers Union Section
2. Shall be the Secretary for all Mothers Union Committees
3. Shall ensure Planning, Implementation and Coordination of Mothers Union Programmes in the Diocese
4. Shall organize courses, workshops and seminars for women and Mothers Union leaders in the Diocese
5. Shall Plan, Mobilize and implement viable Income and generating projects for Mothers Union
6. Shall ensure writing and submission of periodic financial and other reports to the Diocesan Mothers Union Committees, Board of Mission, Province and Mary Summers
7. Shall network with other agencies - Sister Dioceses, Government, NGOs, link Dioceses on matters related with MU work
8. Shall supervise and oversee the management of all Mothers Union assets, properties and relevant records
9. Shall represent the Diocese at different fora and maintain beneficial public relations
10. Shall give technical advice to the Bishop and the Diocesan Administration through Mission Department on matters concerning women activities in the Diocese and beyond
11. Shall be responsible for funds received and their Accountability
12. Shall ensure preparation, presentation and implementation of work plans, budgets and reports for Mothers union work in the Diocese
13. Shall initiate counseling sections for Mothers Union Members and others
14. Shall act as a signatory on Mother Union Account
15. Any other duties assigned by the Missions Coordinator

Qualifications

1. Bachelor's Degree in Guidance and Counseling, Social Work and Social Adm., gender affairs or any other related field
2. Post Graduate Diploma in Leadership and Management
3. **Must** be a born again Christian(Anglican) with high sense of integrity, honesty, faithful and ability to lead
4. 3 Years' experience in related field
5. Computer Literate
6. Driving Experience is an Added Advantage

How to Apply:

All suitably qualified and interested candidates are encouraged to send applications, curriculum Vitae, copies of their academic documents, baptism and confirmation cards and a letter of recommendation from their Parish Priest's local church in person to the following address:

The Diocesan Secretary,

Ankole Diocese

P.O.BOX 14, Mbarara.

Deadline: 10th February, 2018 at 4:00pm