

**Position Title: Operations Volunteer - PROGRAMS, Uganda**

**Duty Station:** Kampala, Uganda, with regular field travel

**Reports to:** Team Lead, Uganda.

**Key Relationships:** Program Team with direct line management of Project Managers/Project Directors and Regional Coordinators, Finance Lead, Operations Lead, MEAL Lead, Communications Lead,

**Context**

**STEMCity Labs** is a dynamic think-tank committed to empowering the next generation of innovators and changemakers through the seamless fusion of STEM (Science, Technology, Engineering, Mathematics) education and civic technology. We envision a world where young minds are not just equipped with advanced STEM skills but are also inspired to leverage these skills to drive meaningful societal change. By integrating the entire value chain of the STEM world, from educators and students to industry professionals and civic leaders, we create a powerful ecosystem for collaboration and innovation.

We see a future where STEM education seamlessly integrates with civic engagement, fostering a generation of responsible, innovative leaders who transform the continent's socio-economic landscape.

**Our Mission:** To create a vibrant ecosystem that connects the value chain of the STEM world, from educators and students to industry professionals and civic leaders.

STEMCity Labs envisions to scale, reach and impact 10 million students and youth across Africa, solidifying our position as the leading STEM education and Civic Technology Hub by 2040 through unparalleled leadership in fostering groundbreaking innovations and empowering a generation adept at problem-solving for Africa's sustainable development.

**Position Summary**

This role provides strategic oversight and leadership in the design, implementation, delivery, monitoring, and evaluation of STEMCity Lab's programs in Uganda to ensure effective management and support program growth. This role actively contributes to the development, implementation, and review of the country program's strategic and operational plans, policies, standards, and guidelines.

**Responsibilities**

**PROGRAM STRATEGY, DIRECTION, AND IMPLEMENTATION (40%)**

- Collaborate with the Team Lead and Management Team (MT) to provide leadership, oversight, and guidance on program strategy, direction, and implementation.
- Support the development and use of robust M&E frameworks, centralized data collection systems, program management systems, and operational tools.
- Develop and implement internal mechanisms for institutional learning, quality control, and programmatic integration, with guidance from the Team Lead (including tracking of key changes in the operating landscape and leveraging key opportunities to enhance organizational and programmatic growth).
- Provide leadership in identifying and testing key innovations which can enhance the effectiveness of existing programs, as well as designing/fundraising for new innovative programs aimed at strengthening STEM Education, civic engagement & Technology and Entrepreneurship.
- Ensure all programming adheres to Minimum Standards and aligns with internationally recognized best practices.

- Oversee the management and cultivation of key donor relationships and develop comprehensive donor engagement strategies.
- Provide mentoring, training, and support to staff as needed to build capacity and enhance program performance.
- Continuously monitor program performance to ensure objectives are achieved in line with program plans, log frames, and agreements, chair regular program review meetings for technical and strategic evaluation.
- Promote integration across STEMCity labs' interventions to maximize program impact.
- Oversee program budgets, forecasts, and expenditures to ensure proper grant management and accountability, working closely with the Finance Department.
- Provide technical assistance to program teams and source additional support as necessary based on program needs.
- Contribute to the development, implementation, and monitoring of child safeguarding and security protocols.
- Integrate gender-sensitive approaches and prioritize marginalized groups, including women, girls, and persons with disabilities.
- Ensure programs support climate resilience and adaptation.
- Engage stakeholders to influence policy and promote STEMCity Labs's agenda
- Build local partner capacity, including Refugee-Led Organizations (RLOs), for sustainable program delivery.

## **PROGRAM DESIGN AND DEVELOPMENT (35%)**

- Assist in the rollout and application of STEMCity Labs's Program Framework to strengthen program design and delivery.
- Enhance organizational capacity for effective program implementation through strategic and operational planning processes.
- Oversee the implementation and monitoring of the Country Strategic Plan.
- Ensure compliance with donor management and reporting standards, including oversight of narrative reporting.
- Develop and maintain long-term strategies with key program partner organizations.
- Build the capacity of local partner organizations in program design, development, and implementation as needed.
- Oversee the design and development of new programs, including emergency and development programming, in collaboration with field and head-office staff.
- Facilitate opportunities for learning and knowledge-sharing across the organization and with STEMCity Labs staff leads, in coordination with the Team Lead.
- Conduct assessment visits to potential new areas within Uganda as needed.

## **INSTITUTIONAL FUND DEVELOPMENT (25%)**

- Develop and implement institutional fundraising strategies aligned with STEMCity Labs's Program Framework.
- Collaborate with the Team Lead to establish and pursue long-term growth strategies for both existing and prospective in-country donors.
- Cultivate and sustain strategic relationships with donor agencies, including UN bodies and other stakeholders.
- Actively build and maintain positive partnerships with INGOs and local organizations in Uganda.

- Represent STEMCity Labs at Cluster Meetings, program coordination forums, UN/NGO meetings, and other relevant platforms.
- Assist in the development of detailed funding proposals and budgets, liaising with in-country donors as needed, in collaboration with the Management Team

## **Requirements**

### **Knowledge and Experience:**

- Educational Background in international development, International Relations, Rural Development, or a related field, or equivalent demonstrated experience in relevant areas.
- Experience leading development programs, with proven program leadership responsibilities.
- Technical expertise or specialization in one or more of STEMCity Labs's key programming areas.
- Proven success in initiating, developing, and securing support from a diverse range of institutional and government donor agencies.
- Experience with monitoring and evaluation methodologies, tools, and systems to ensure program effectiveness.

### **Skills And Abilities**

- Proven ability to think strategically, prioritize tasks, and meet deadlines in a complex and dynamic environment.
- Strong interpersonal skills, with the ability to collaborate effectively with diverse teams across various backgrounds and organizational levels.
- Exceptional diplomatic skills, able to establish and maintain positive relationships with partners, donors, and stakeholders in sensitive and challenging environments.
- Excellent written and verbal communication skills in English, with the ability to produce high-quality project proposals, reports, and other formal communications.
- Strong problem-solving abilities, with a demonstrated capacity to work independently and with minimal supervision.
- Willingness and flexibility to travel beyond Kampala as required by program needs.
- Adaptable and resilient, with the ability to thrive in a demanding and sometimes insecure working environments.

### **Personal Attributes**

- Affinity with STEMCity Labs's mandate.
- Politically and culturally sensitive with qualities of patience, tact and diplomacy.
- Creative, energetic, adaptable, and flexible.
- Stress-resilient to be able to cope with deadlines and complex problems.

How to apply: **Interested applicants are invited send their cover letter and CV to [stemcitylabs@gmail.com](mailto:stemcitylabs@gmail.com) or visit our careers page through the link below in your browser: [www.stemcitylabs.org](http://www.stemcitylabs.org)**

STEMCity Labs is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with STEMCity Labs's Child Safeguarding Policy.